Housing & Residential Education (HRE) at the University of Utah is excited to welcome students, parents, families and friends for the 2015-2016 academic year!

This guide will provide you with useful information as it pertains to living on campus and includes important dates and information about contracts, billing, safety, policies, what to bring and details on the big day—Move-In Day on August 20!

Please contact us with any questions you have and do not hesitate to let us know how we can make this an easy transition and great experience for you!

Still need housing? Visit our website for more information and apply today through Housing U in CIS.

ACCOUNT INFORMATION

We are excited to welcome all students and their families this fall! Please do not hesitate to contact us with questions regarding the content of this guide or otherwise.

Housing & Residential Education
5 Heritage Center, Benchmark Plaza, Building 822
Salt Lake City, UT 84112
Website: www.housing.utah.edu
Facebook: www.facebook.com/UUhousing
Twitter: @uofuhousing
Pinterest: www.pinterest.com/utahhre
Email: info@housing.utah.edu
Phone: 801-587-2002 | Fax: 801-585-3591

Account Information
Email: accounting@housing.utah.edu

Information regarding stipends and housing scholarships
Email: scholarships@housing.utah.edu

October 12-16: Fall Break—halls remain open. Meal plans are limited to brunch and dinner.

November 11: Winter Stayover sign-up available. Visit housing.utah.edu for more information.

November 26-27: Thanksgiving Break—halls remain open. No meals are served Thursday, Friday or Saturday.

December 19: Halls close for Winter Break at 2 p.m. Winter Stayover housing term begins. No meals are served during Winter Stayover.

January 8: Spring Move-In Day! Residents may check in beginning at 9 a.m. Meal plan begins with breakfast.

January 11: First day of classes.

March 13-20: Spring Break—halls remain open. Meal plans are limited to brunch and dinner.

April 7: May Stayover sign-up available. Visit housing.utah.edu for more information. You must have a Summer contract to sign up for May Stayover.

May 7: Halls close at 2 p.m. May Stayover housing term begins.
Terms of the Housing Agreement and Account Information

The agreement is for BOTH fall and spring semesters of the 2015-2016 academic year, as long as the student is enrolled at the University of Utah. Summer semester and winter breaks are not part of the academic year agreement (winter break is included in the academic year apartments agreements). If a student is going to be studying abroad, taking a leave of absence, or not attending the university for the spring 2015 semester, they should notify Housing & Residential Education (HRE) at least 30 days before the end of the fall term.

Students may access their housing account information through Housing U. HRE does not send out paper bills or statements. If family is helping a student to pay for housing, they need to relay financial information to them. Students are legally responsible for their account.

Fall charges: Student’s semester and first month’s charges will be posted to their account on August 6, 2015.

Payment Due Dates:

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<td>Fall 2015</td>
<td>Aug 20</td>
<td>Sept 1</td>
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<td>Spring 2016</td>
<td>Jan 8</td>
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Payment Options:

1. Login to Housing U to make a payment online.
2. Transfer Financial Aid/Scholarship funds from Income Accounting directly to your housing account after your tuition is paid. Please note, housing bills are separate from tuition bills. Contact HRE for details on how to make this transfer possible.
3. Call 801-587-2002 to make payment with a credit or debit card during business hours.
4. Come into the HRE office during business hours (Monday-Friday, 8 a.m.-5 p.m.).
5. For your convenience, a 24-hour drop box is located just inside the HRE entry door. Please write your Utah student ID number on your check.
6. Mail a payment to Housing & Residential Education, 5 Heritage Center, Salt Lake City, UT 84112-2036.
7. Recurring payments may be made on your account using a debit or credit card. Please contact HRE for more information on this option.

Financial Aid: Any financial aid remaining after tuition is paid may be used to pay for housing. Students may elect to have that money automatically transferred to their Housing U account. Direct payment must be made to HRE. We will also accept financial aid checks from the University of Utah. A late charge of $34 will be added the morning of the eighth day of every month to any outstanding balances exceeding $20. Outstanding balances may include unpaid rent, unpaid meal plans, RHA dues, lock-out key charges, lock change charges, swipe card charges and damage charges.

Students who are no longer planning to live on campus, must cancel their contract through Housing U. Please see HRE’s contract termination website at http://housing.utah.edu/applications/contract-termination-info.php for more information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, states that school officials may not disclose personally identifiable information about students nor permit inspection of their records by others without written permission from the student. Students are protected by FERPA as soon as they are admitted to the University of Utah. These records include, but are not limited to, grades, class schedules, student conduct records, identification numbers and payment information. Questions regarding FERPA may be directed to the Office of the Registrar via phone at 801-581-5808 or email at registrar@utah.edu. Information may also be found on their website at http://registrar.utah.edu/

Students will need to release their FERPA rights through the Campus Information System (CIS) if they wish for anyone else to have access to their records (see below).

Select the FERPA Consent to Release Form link under the Financial Aid area in CIS.

Next check Housing & Residential Education as an area of release, create a PIN (the person you are choosing to release information to will need to know your PIN), and then designate the individual(s) to whom you would like information released to.

To add a person, click the plus button on any line. Enter the name as last name, first name (e.g. Smith, John). To erase a name, click the “X” button on the right.

Give the University of Utah Housing & Residential Education office permission to release information regarding my housing financial aid account, its status and charges listed on my account to myself and any individual(s) listed below with the appropriate PIN.

To give release permission to an individual, enter their name and their email address in the appropriate fields. Then, enter the PIN associated with the individual in the box provided.

Release information to myself and the following individual(s):

Relationship Name Email Address

Save

Last Updated
UMail

A student’s official university email address, UMail, will be used by HRE to communicate important information to students. Students will be assigned this email address when they are admitted to the University of Utah, and they are expected to check it often. HRE will send regular updates on move-in and other pertinent information throughout the year.

Student Conduct & Residence Hall/ Apartment Policies

All students have the responsibility to abide by university and HRE policies and to report safety concerns and policy violations that are taking place in their room, suite, floor and/or building. Students should know that there are consequences for making choices that violate community standards. The campus student conduct system is educational in nature, and the Residential Education Coordinators are the primary hearing officers for incidents. If a student is documented, they are responsible for checking their university issued email address (UMail) following the incident for further instructions. Students are responsible for all policies outlined on our website and in their housing contract. More information about the student conduct process and our policies may be found in the Residence Hall and Apartment Policies section of our website at http://housing.utah.edu/applications/residence-hall-apartment-policies.php. Students are also responsible for following the University of Utah’s Student Code, which may be viewed at http://deanofstudents.utah.edu/conduct/.

Safety Information

Residential buildings are locked 24-hours a day, and buildings are accessed by using the student’s UCard or building entrance key. Students are only allowed access to the building where they live. All guests must be escorted by the student resident at all times while they are in the building. We strongly encourage all students to lock their doors as a safety precaution.

Campus Alert System

The Campus Alert System is a messaging service that alerts students to potential weather conditions, safety threats, and other emergencies that may occur on campus. This system also provides notification to residents in case of an emergency within HRE facilities and serves as a means to distribute special directions to residents as needed. University of Utah students are automatically signed up for this service. Visit http://campusalert.utah.edu for more information.

Public Safety

The Public Safety Department offers walking escorts. They will walk students to and from class or their car. Public Safety and the University Police Department may be reached via phone at 801-585-2677 or on campus by dialing 5-2677 (5-COPS). For more information, please visit their website at http://dps.utah.edu/.

Insurance

Housing & Residential Education is not responsible for personal property. We encourage students to obtain renter’s insurance or check to see if their family’s homeowner policy covers their belongings while living in the residence halls. Safes are available for rent as an optional service. See page six of this publication for more information.

Staff Information

The following staff members are available to help students as they transition to the University of Utah:

Residential Education Coordinators (REC): Full-time staff who oversee a living area of campus and supervise Assistant Residential Education Coordinators.

Assistant Residential Education Coordinators (AREC): Graduate students in the university’s Educational Leadership & Policy master’s degree program. ARECs oversee a smaller area of campus and supervise HRE student leaders.

Both RECs and ARECs serve in an on-call rotation to respond to student concerns and/or emergency situations within HRE communities. Students are able to reach an HRE staff member 24 hours a day, 7 days a week, 365 days a year by calling 801-587-2000. We suggest adding this number to your phone’s contacts.

Resident Advisors (RA): Student leader staff members who live on each floor and/or in each building to help coordinate community development activities, engage students, and help individuals connect with one another. RAs also serve in an on-call rotation to respond to policy violations, emergencies and provide support.

Social Justice Advocates (SJA): Student leader staff members who coordinate and create diversity awareness programming throughout our residential communities.

Programming Assistants (PA): Student leader staff members who create events and activities to help build a strong community experience.

(Continued on next page)
Desk Assistant (DA): Student leader staff members who work at the Peterson Heritage Center and Marriott Honors Community front desks. DAs provide general assistance and mailroom services. They also serve as a resource to all patrons of the PHC and MHC and can dispatch assistance when needed.

Mailroom Assistant (MA): Student leader staff members who work at the Peterson Heritage Center mailroom. MAs provide general mailroom services to students living in Heritage Commons. They also serve as a resource to all patrons of the PHC and MHC and can dispatch assistance when needed.

Housing Ambassador (HA): Student staff members who work in the main HRE office in Benchmark 822. These students are here to answer questions about your contract, take housing payments and give tours of on-campus housing.

Student Manager: Student Leader staff members who work at the Peterson Heritage Center and Marriott Honors Community. They provide guidance to the DA and MA staff during evening hours. They also serve as a resource to all patrons of the PHC and MHC and can dispatch assistance when needed. Visit our website for information on how to apply for student leader staff positions. Work-study students are encouraged to apply. Flexible hours to fit your schedule. Work where you live!

Room Freeze

There is a room freeze the first week and last two weeks of each semester. Room changes are not permitted during this period while we verify who has arrived and who is still planning to move in. Unauthorized room changes at any point during the length of your housing contract are not allowed.

Meal Plan Information

Students living in Chapel Glen, Gateway Heights, Officers Circle and Sage Point are required to purchase a meal plan. Meals are dine-in and are served in the Peterson Heritage Center Dining Room on an all-you-care-to-eat basis. There is also a convenient “To-Go” meal option. Meal plan weeks start on Thursday and end on Wednesday. Unused meals do not carry over from week to week. Failure to use the meal plan does not cancel a student’s financial responsibility for the meal plan. The UCard serves as a student’s meal card and will need to be presented upon entering the dining facility. Meal service is limited and unavailable during certain break periods. For complete meal plan information regarding rates, changing meal plans, inquiries about special dietary needs, etc. please visit housing.utah.edu.

Sending and Receiving Mail

To sign up for a campus mailbox, go to housing.utah.edu/applications/mailbox-request.php or visit the Optional Services section of your housing application in Housing U. A student’s mailbox will be officially active when they come to pick up their mailbox combination at the PHC mailroom or MHC front desk. A mailing address should be formatted as follows:

Heritage Commons Residents
Student’s name
(Mailbox #) Heritage Center
Salt Lake City, UT 84112

Marriott Honors Community Residents
Student’s Name
(Mailbox #) Marriott Honors
250 S. Mario Cappechi Dr.
Salt Lake City, UT 84112

The PHC mailroom and the MHC front desk are mail drop-off and pick-up points on campus, which means they receive packages and mail from every delivery service, and they also send packages and mail (with postage) out.

When a student receives a package, they will receive a slip in their assigned mailbox asking them to stop by and pick it up. A package will be kept for seven days before it is returned to the sender. The seven day return notice applies all year, including the week before moving into the residence halls. If we receive a package more than a week before the residence halls open, it will be returned to sender.
University Guest House

Guests visiting the U can stay on campus in our beautiful hotel located adjacent to Heritage Commons. Call 888-416-4075 or visit www.guesthouse.utah.edu for rates and reservations. The University Guest House offers special rates for students.

Our facilities open on Thursday, August 20, 2015 at 9 a.m. For full details of the day, please visit our Move-In Day webpage at www.housing.utah.edu/move-in-fall.html.

What’s Included in Each Room

• All utilities
• High-speed wireless Internet and Ethernet ports
• Cable TV (you provide the TV and cable)
• Student rooms do not have active phone lines. Personal phone lines are available for an additional fee as an optional service. In-room phone lines are not available in the Marriott Honors Community or Downtown Commons.

Furniture

• The beds are extra-long twin (36” X 80”). Every bedroom has a bed frame, mattress, mattress cover, desk, desk chair, three-drawer dresser and a shared (if you have a roommate) closet. Rooms designated as deluxe also have a living room area with a couch, chairs, and end tables.
• Apartments have living room furniture and a kitchen table with chairs.
• Officers Circle houses have furnished parlor rooms, study rooms, a kitchen (excluding cooking and eating utensils), and dining room.

Bathrooms

Bathrooms in double and single rooms do not have locks on the doors; installation of door locks would be a violation of fire code as a person could become trapped in the bathroom. There are two sinks, a privacy stall for the toilet and a privacy changing area for the shower. Toilet paper is not provided.

Laundry Rooms

Laundry rooms are provided in each area and in most buildings. Laundry is provided free of charge to students living on campus, but we do not provide detergent, fabric softener, etc. Students may use the Laundry View monitoring system to view machine availability and monitor their loads. Laundry View is available on our website at housing.utah.edu.

Items Not Allowed in Housing

It is the student’s responsibility to understand those items that are not allowed in the residence halls. Failure to comply can result in conduct action and possible eviction. Some of the items not allowed include, but are not limited to, the following:

• Drugs and alcohol: Including, but not limited to full/empty alcohol bottle collections, drug paraphernalia, kegs as decoration, etc.
• Weapons/explosives: Except as expressly permitted by law, explosives (including, but not limited to, air-soft weapons, pellet/BB guns, paint-ball guns, firecrackers, fireworks, homemade explosives and pyrotechnics), firearms, and other weapons are not permitted on campus.
• Appliances with an open coil such as hot plates, toasters (other than in an apartment kitchen) and deep fryers.
• Candles, incense, kerosene lamps, or any other open flame or incendiary device. Unburned candles with no wick or a white wick are allowed.
• Pets, with the exception of fish. Fish tanks must be 10 gallons or less. Service animals and emotional support animals are allowed if approved through the Office of Disability Services and coordinated through HRE.
**Optional Services**

Students may choose from multiple optional services when reserving their room in Housing U. For more information about optional services, including photos, visit [housing.utah.edu/applications/optional-services.php](http://housing.utah.edu/applications/optional-services.php).

Optional services may vary by building; please see the notes below.

- **Lofting service:** A lofted bed is similar to sleeping on a top bunk without a bed underneath. The desk and dresser are designed to fit underneath the bed. Bed loft requests made prior to July 31, 2015 will be ready on Move-In Day. Lofts requested on Move-In Day will be completed within the first two weeks of the semester. Students are **not** allowed to bring in their own loft supplies or cinderblocks to raise the bed. $73/academic year. A moving fee applies if a student changes their room.

- **Small refrigerator:** 4.3 cubic feet. $104/academic year.

- **In-room safe:** Safe is large enough to hold a laptop computer and other items. $110/academic year. A moving fee applies if a student changes their room.

- **Indoor bicycle storage space:** Students must provide their own lock. $44/academic year per bicycle. **This service is unavailable in Downtown Commons.**

- **Personal storage lockers:** Tall ski lockers are $125/academic year. Cube-shaped luggage lockers are $83/academic year. **This service is only available in the Marriott Honors Community.**

- **Personal phone line:** Students must supply their own phone. $60 activation fee + $16/month. **This service is unavailable in the Marriott Honors Community.**

- **Bed linen pack:** Bedrolls include a pillow, pillowcase, flat sheet, fitted sheet, blanket, towel, and wash cloth. $78.

- **Emergency kit:** A 72-hour kit including the basics to assist in emergency survival. $36.

- **Campus mailbox:** Mail delivery to either the PHC or MHC. Sign up at [housing.utah.edu/applications/mailbox-request.php](http://housing.utah.edu/applications/mailbox-request.php) or visit the Optional Services section of your housing application in Housing U. Mailboxes are free of charge.

Optional services may be added or changed via Housing U until July 31, 2015. If you need to add or change an optional service after this date, please contact our office.

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**Roommate Issues**

For many students, this may be their first time living with a roommate. This may be a learning process. Should an issue arise, the following steps are used to address and resolve roommate issues:

1. Roommates communicate with each other to identify and solve the issue.
2. Roommates utilize the Resident Advisor to serve as a mediator to come to a compromise.
3. The Residential Education Coordinator addresses the issue(s) with the students. If a conflict cannot be resolved or a compromise reached, the end result may be a room change for one or both students.

**Tips for getting along with roommates.**

**Respect each other and be clear from the start.**

Everyone has their ways. What they like and what makes them tick. Let your roommate know right from the start what these things are. But equally as important is listening to what your roommate has to say. Come to an agreement and compromise as needed to set expectations of your shared living space.

**Address things when they’re still little. And when they’re big.**

Is your food being eaten without you knowing about it? Does your roommate leave their wet towel on the bathroom floor? When little things are stacked on top of each other and combined with the stress of school and adjusting to university life, they can escalate quickly. Don’t let something little become big by addressing it right from the start. A simple “hey, would you mind not doing that?” can solve a problem before it becomes bigger than it needs to.

However, some issues are big, but they can still be handled with tact. Sit your roommate down when you both have time to address the situation and both say your side. Your RA and AREC can serve as mediators if needed.

**Be mindful of your roommate’s belongings.**

Just like you wouldn’t want your stuff to be moved around or used without you knowing about it, treat your roommate’s stuff the same way.

**Lock the door and windows.**

Not only will this protect your personal belongings, it will also protect your roommate’s personal belongings.

**It’s OK to not be best friends.**

But you do need to respect each other. When you show respect, respect will be returned. Some of your roommates will become lifelong friends, and some won’t. And that’s OK.

**Be open to new experiences.**

Keep in mind that everyone comes from a unique background and an individual set of life experiences. These experiences have shaped who they are today. When you keep an open mind you allow yourself to have new experiences, learn something new and make new friends.
Social Justice Advocate

Social Justice Advocates (SJAs) create programs and engage residents in dialogue around subjects ranging from race, class, gender, sexual orientation, religion, age, size, ability and a variety of other issues surrounding identity development and interpersonal relationships on campus. Through their initiatives, SJAs actively support inclusivity and equity throughout HRE and campus!

facebook.com/UofUSJA

Late Night with HRE

Program Assistants work to plan and provide late night activities (typically on Friday and Saturday nights) for the HRE residential community. These events foster connections and serve as a way to engage residents in safe, substance-free programming.

latenight@housing.utah.edu 801-587-2907

facebook.com/latenightwithHRE

Residence Hall Association (RHA)

If you are planning on living in the residence halls, the Residence Hall Association (RHA) is a great way to get involved in your community! RHA is an organization composed of all on-campus residents with the purpose of providing a safe, enjoyable and productive environment for all, and students that live in the residence halls are already members! RHA provides several different ways for students living on campus to become actively involved by attending programs, meetings, or by joining an RHA committee. Committees include: Diversity and Social Justice, Media and Marketing, Programming, First-Year Student Board, Sustainability, honors Council, Apartment Council and National Residence Halls Honorary. Residents can actively and positively impact their communities by joining RHA.

For more information visit the RHA website at http://housing.utah.edu/life/rha.php.

facebook.com/UtahRHA

@UtahRHA
Students are able to buy a U-permit.
Cost for the 2015 Academic Year is $220.

The only E permit on campus will be the Guardsman Way lot.
Cost for the 2015 Academic Year is $130.

You will not be able to park in the residential lots with an E PERMIT.

ANNEX PARKING FOR 2015 - 2016

Individuals with a U pass will be able to park in this lot between 3:00 p.m. and 7:00 a.m. and on the weekends as long as parking is not restricted due to an event at the Huntsman Center. It is anticipated that after the business loop parking structure is completed, there will be a few spaces that will become U space lot. LOT 24 will remain a mix of U and A parking.

Institute parking under University control will be U parking.

http://housing.utah.edu/parking.php
## LIVING ON CAMPUS: WHAT TO BRING

**BEDROOM**
- Comforter/duvet
- Twin XL sheets
- Pillows
- Mattress pad
- Throw blanket
- Hangers
- Floor length mirror
- Alarm clock
- Accent rug
- Pictures, posters, etc.

**BATHROOM**
- Towels
- Washcloths
- Robe
- Bathmat
- Toothbrush holder
- Toilet paper
- Hair dryer
- Toiletries
- Hand soap
- First aid kit

**DESK**
- Notepads
- Pens & pencils
- Ruler
- Envelopes
- Paper
- Index cards
- Sticky notes
- Folders/binders
- Tape
- Scissors
- Calculators
- Calendar/planner
- Flash drive

**ELECTRONICS**
- Dishes
- Glasses & mugs
- Silverware
- Pots & pans
- Food storage
- Cutting board
- Oven mitt
- Can opener
- Cooking utensils
- Microwave
- Backpack
- Water bottle
- Medicine
- Flashlight
- Batteries
- Bean bag

**KITCHEN**
- Laundry basket/bag
- Laundry detergent
- Stain remover
- Lint roller
- Iron or steamer
- Ironing board
- Small vacuum
- Sponges
- Dish soap
- Towels
- Drying rack
- Duster
- Paper towels
- Trash bags
- All-purpose cleaner
- Air freshener

**CLEANING**
- Games
- Umbrella
- Mini-fridge
- Sports equipment
- Non-permanent adhesive
- Important documents
- Emergency contacts
- Storage/organizational containers

**MISCELLANEOUS**
- Backpack
- Water bottle
- Medicine
- Flashlight
- Batteries
- Bean bag

*This list is meant to be a useful tool. You may or may not need items listed, but we hope it gives you some ideas! Be sure to talk with your roommate and/or suitemates about items you are bringing. You might not need four bean bag chairs!*
HRE is looking forward to welcoming students, along with their guests and families, to campus on Thursday, August 20, 2015. While move-in day is an exciting day, and bustling with energy, we also understand that it can be a tiring day as well. We are here to make this process as pleasant and easy as possible. Please do not hesitate to let us know how we may assist you. HRE staff and UCrew members (students who volunteer to help out on move-in day) will be located in, and around, all of our communities. You will be able to spot us pretty easily, as we’ll all be wearing red HRE t-shirts. The Peterson Heritage Center and Marriott Honors Community front desk staff will also be available to help—stop by to ask a question, get directions, or checkout a moving cart or dolly.

Visit our Move-In website for the most detailed and up-to-date information! Information includes:
• Check-in information
• Parking details
• Directions
• Welcome Week event information
• Dining hours
• Pre-arrival checklist
• HRE’s “What to Bring” list
• The U’s Green Living Guide

WWW.HOUSING.UTAH.EDU/MOVE-IN.PHP

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www.twitter.com/uofuhousing