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Letter from
Interim Director of Residence Life

Moving to our campus is an exciting time for you and the Central State University community. You will have many questions throughout the move-in process. When you arrive, you will find many Residence Life staff members and community members who are willing to help. This Residential Move-in Guide will make your experience go as smoothly as possible. We have implemented this guide to assist in the most commonly asked questions.

If you need further assistance, please do not hesitate to call our office at 937-376-6386.

Best Wishes,

Justyn R. Fry
Interim Director of Residence Life

Central State University
1400 Brush Row Road | Wilberforce, Ohio 45384
O: 937-376-6386 | F: 937-376-6638
Jfry@centralstate.edu | centralstate.edu
SETTLING IN

Because more than 1,000 residents will populate University housing over the course of a few days, each resident is assigned a specific day and time to move-in. Floors in most residence halls are further assigned to either morning or afternoon arrival times.

WHEN YOU ARRIVE

Report to the check-in area in the Norman E. Ward Sr. Center, Ballroom. Be sure to have your current class schedule and student ID for your residence hall assignment.

You will be asked to complete a Room Condition Report – an inventory of your new room’s condition.

You will receive your room key.

When checking in to your residence hall, unload your belongings directly onto the sidewalk area.

Parking in front of the halls is limited; stay with your belongings while someone else moves the vehicle to the lot reserved for move-in. See the campus map – page 8.

If you intend to arrive later than the designated move-in dates, you must notify the Office of Residential Life. Email your intended arrival date to Residential Life at residenceslife@centralstate.edu before the semester begins. Failure to do so will place you in no-show status and jeopardize your room assignment.

It is not possible to move in earlier than stated. The campus map and driving directions to each residence hall and our Central State University sponsored housing sites can be found online – http://studentlife.centralstate.edu/LeftMenu01.php?num=5.

MOVE-IN HELP

Resident advisors and volunteers will provide directions, assistance, distribute room keys, and provide important documents while you move in.

We recommend bringing family or friends to assist you. Carts will be available to help you move your belongings. Using carts will require the borrower to leave a valid means of identification, such as a driver’s license or a student ID, as a security deposit. If you fail to return your cart, you will be billed for its replacement. Please note that carts are distributed on a first-come, first-served basis. Carts are limited by building. Based on demand, carts may not be immediately available.
MAKING THE MOST OF MOVE-IN DAY

Once you’re unpacked, we encourage you to harness the momentum of move-in and dive into campus life. Be sure to do the following:

- Connect your internet.
- Buy your books.
- Attend your first-floor meeting.
- Participate in Welcome Week activities and Residential Life programs.
- Obtain a parking permit.
- Get to know your roommate(s).

MOVE-IN DATES AND TIME

Students will be required to log in to MyHousing to retrieve their official move-in date and time along with confirming their housing assignment.

The move-in schedule (see page 7) is only a general overview of our full schedule and not specific for student move-in. Students will need to access their MyHousing portal to retrieve their housing assignment and cross-reference their residence hall assignment with the designated move-in dates.

The MyHousing portal is Central State University’s online network for all on-campus housing procedures, residential services, and information. It’s your first stop in taking charge of your on-campus experience.

Log in to MyCSU account and click on Handle Your Business to find the MyHousing portal. The MyHousing portal includes:

- Official fall 2018 move-in information
- Current housing assignments
- Roommate(s) contact information
- Meal-plan information
- Residential billing information
- Maintenance request

To find other housing resources, such as the Living and Learning Guide and important dates, visit the MyHousing portal.
IMPORTANT HOUSING DATES

MOVE-IN DATES AND TIMES FOR NEW AND TRANSFER STUDENTS

<table>
<thead>
<tr>
<th>Move-in Dates</th>
<th>Residents Assigned To</th>
<th>Check-In Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 14</td>
<td>Green Hall</td>
<td>9 am-4 pm</td>
</tr>
<tr>
<td></td>
<td>John R. Fox Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Hall II</td>
<td></td>
</tr>
<tr>
<td>Wednesday, August 15</td>
<td>Hunter Hall</td>
<td>Refer to the chart below</td>
</tr>
<tr>
<td></td>
<td>Williamson Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Hall I</td>
<td></td>
</tr>
</tbody>
</table>

RESIDENTS WILL BE GIVEN TIME FRAMES BY FLOORS TO CHECK IN.

<table>
<thead>
<tr>
<th>Wednesday August 15</th>
<th>Williamson</th>
<th>Hunter</th>
<th>Foundation Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-10 am</td>
<td>3rd &amp; 4th Floors Residents</td>
<td>3rd Floor Residents</td>
<td>3rd Floor Residents</td>
</tr>
<tr>
<td>10:30 am-Noon</td>
<td>2nd Floor Residents</td>
<td>2nd Floor Residents</td>
<td>2nd Floor Residents</td>
</tr>
<tr>
<td>2-4 pm</td>
<td>1st Floor Residents</td>
<td>1st Floor Residents</td>
<td>1st Floor Residents</td>
</tr>
</tbody>
</table>

RETURNING STUDENTS ONLY

<table>
<thead>
<tr>
<th>Move-in Dates</th>
<th>Residents Assigned To:</th>
<th>Additional Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, August 18</td>
<td>Foundation Hall II</td>
<td>Check-In Hours: 10 am-4 pm</td>
</tr>
<tr>
<td>Sunday, August 19</td>
<td>Harry G. Johns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Living Learning Center and John R Fox Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anderson Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payne Village</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greene Meadows</td>
<td></td>
</tr>
</tbody>
</table>
MOVE-IN PARKING & UNLOADING INSTRUCTIONS (see map next page)

Tuesday, August 14

Green Hall (#24)
Use Lewis/Simpson parking lot for staging/parking. Allowed 10-minutes for unloading directly in front of the hall.

John R. Fox Hall (#32)
Park vehicles in parking at Carnegie Library. Allowed 10-minutes for unloading directly in front of the hall.

Foundation Hall II (#27)
Administration parking lot for the staging of vehicles. Allowed 10-minutes for unloading directly in front of the hall.

Wednesday, August 15

Hunter Hall (#9)
Park and unload in the parking lot directly behind Hunter Hall. Enter off of Brush Row Road.

Williamson Hall (#8)
Park and unload in the parking lot directly behind Williamson Hall. Enter off of Brush Row Road.

Foundation Hall I (#26)
Use Lewis/Simpson parking lot for staging/parking. Allowed 10-minutes for unloading directly in front of the hall.

Saturday, August 18 & Sunday, August 19

Foundation Hall II (#27)
Administration parking lot for staging of vehicles, Allowed 10-minutes for unloading directly in front of the hall.

Harry G. Johns Living Learning Center (#31)
Park vehicles in parking at Carnegie Library. Allowed 10-minutes for unloading directly in front of the hall.

Anderson Hall (#25)
Use Lewis/Simpson parking lot for staging and unloading.

NOTE: In order to park on campus students must purchase a parking decal through cash management.
CAMPUS SAFETY AND SECURITY

POLICE AND SAFETY

The Central State University Police and Department of Public Safety was established to provide quality protection and professional law enforcement service to the University community. The department provides 24-hour service to the entire population and property of Central State University. Central State police officers receive their legal authority from section 3345.04 of the Ohio Revised Code. They are sworn and vested with full law enforcement powers and responsibilities, certified by, and meet the training requirements set forth by the Ohio Peace Officers Training Academy for the State of Ohio (109.77 ORC).

Emergency: 911    Non-Emergency: 937-376-5111

1. BE INFORMED

The University uses hyper-reach, an electronic emergency notification system to send out emergency directives when there is an immediate threat to the campus community. Type in the following link and follow the easy steps to sign up: https://secure.hyper-reach.com/comsignupw.jsp?id=32861. In the drop-down box next to municipality choose XENIA TWP, street name is BRUSH ROW RD., House number is 1400, zip code is 45384. Then fill in YOUR NAME, CELL PHONE number and EMAIL address. You can choose to receive both Text MSG and Voice MSG; however, we recommend you at least choose Text MSG, as this will be the fastest way to receive important information during an emergency. Add hyper-reach as a contact in your cell phone. This allows you to immediately identify when you are receiving an alert from the University.

CONTACT NAME: CSU ALERTS

CSU SIREN: If you hear the outdoor warning siren, you should seek indoor shelter immediately. The CSU Siren is used when there is a very serious incident on campus and a Shelter-in-Place, Lockdown, or Take Shelter (Tornado) procedure is in effect. Hyper-reach alerts will provide more detailed information.
2. KNOW WHAT TO DO

Go to http://www.centralstate.edu/police/index.php and click on the Emergency Procedures tab for information on what to do during emergency situations that may arise on campus.

We encourage all students, and their parents to watch the RUN, HIDE, FIGHT video https://www.youtube.com/watch?v=5VcSwejU2D0 so they can be prepared for an active shooter event. The video was produced by the City of Houston and is the flagship video used across the country to provide quick and easy training to campus communities.

WHAT DO I BRING TO COLLEGE?

COMFORTS FROM HOME

Bedding: pillows, regular twin sheet sets (xl), blankets/comforters, mattress pad

Shower Accessories: flip-flops, shower caddy to include a covered soap dish, toothbrush, toothpaste, shampoo/conditioner, soap, mouthwash, towels, washcloths

Closet Accessories: hangers, blow dryer/curling iron, general toiletries (1 ply toilet paper), mirror, brushes/combs, iron/ironing board

Required Items: State ID, CSU ID, cell phone, alarm clock

MAKES LIVING EASIER:

- Microwave (700 watt)
- Refrigerator (4.0 cu. ft.)
- Plastic tumblers
- Microwave dishes
- Silverware (no steak knives)
- Can opener
- Sponges
- Dishwashing liquid, dish towels
- Flashlight and batteries
- Wastebaskets and liners
- Laundry bag/basket
- Laundry detergent/dryer sheets
- Quarters for laundry
- First aid kit
- TV/DVD/cable cord, computer/laptop
- Surge protector (no extension cords)
- Ethernet cord
- Flash drives
- Cold and pain medication
- Tissues
- Umbrella/raincoat
- Snow boots/gloves/hat/coat
- Drink container/pitcher
- Desk light/extra bulbs
- Under bed storage bins
- Locking storage box/trunk
- Stereo/radio CD’s/iPod
KEEPING IT CLEAN:
- Broom/dust pan
- Mop/bucket
- Sponges/rags
- General cleaning products

KEEPING IN TOUCH:
- Addresses/phone numbers
- Stationary
- Stamps

FOR THE CLASSROOM:
- Calculator
- Dictionary/thesaurus
- Pens/pencils/erasers
- Container for pencils/pens
- Paperclips
- Rubber bands
- Tape (scotch, masking, duct)
- Glue/glue-sticks
- Stapler/staples
- Ruler
- Hole-punch
- Scissors
- Notebooks/notepads
- Loose-leaf binder/paper
- Files/folders
- White-out
- Dry-erase board/markers
- Backpack or tote bag
- Day planner/calendar

ADDITIONAL ITEMS TO CONSIDER

Professional Business Attire:
At Central State University, we offer a variety of traditions and events on campus in which professional/business attire is preferred. (i.e. career/internship fairs, convocations, Candlelight Ceremony, Business Wednesdays, etc.). Most importantly, our Office of Career Services host numerous employers on our campus who are looking to give opportunities to Central State students.

Please consider bringing the following items:
- Slacks paired with a solid-colored dress shirt
- Suits, pantsuits, or dresses
- Neutral colors and conservative footwear
- Neckties and professional accessories
- Sweaters, jackets, and scarves for transitioning fall weather
GETTING TO KNOW YOUR ROOMMATE(S)

We strongly suggest you contact your roommate(s) before you arrive at Central State — you will have a lot to discuss and coordinate. You and your roommate(s) might become friends right away, or it might take some time; connecting before move-in can make things easier when you begin living together. You might discuss:

- Hometown, family life, and friends
- Favorite school activities
- Intended major at Central State
- Whether you’re a morning person or a night owl
- Clean or cluttered
- Music, movie, and TV preferences
- Willingness to loan things (such as computers, clothes, a car or money)
- What extras are you bringing to the room
- If you’re working during college
- What you are like when you’re feeling down
- What amuses and annoys you
- How you like to relax
- What you’re like when you first meet people
- Certain quirks and study habits
- Ways you like receiving constructive feedback (i.e. verbal communication)
- Ways you will be accountable for the roommate agreement

Roommates will not agree on everything — and that’s okay! You will build a foundation for a good year together with a basic understanding of each other’s needs. In fact, we encourage you to complete a roommate agreement within the first few days of move-in to establish a mutual consideration of roommate preferences.

The resident advisors (RAs) on your floor can also help you and your roommate(s) with the transition to life at Central State. RAs are students who live with you in the residence halls and are trained to assist roommates with concerns or conflicts.

Sometimes room or roommate assignments may change from your initial assignment due to cancellations. Check your MyHousing portal throughout the summer for up-to-date housing assignments, roommate(s), and move-in information. Room changes will not be honored prior to the first room change period.
MAILING INFORMATION

Where do I go to get my mail? All students will pick up their mail in the main office of your residence hall.

Note: Packages sent to you may be picked up in the University Receiving Office located in Joseph D. Lewis/George T. Simpson.

What is my mailing address?
- Your Name
- Central State University
- Your Residence Hall and Room #
- PO Box 1005
- Wilberforce OH 45384

INTERNET SERVICES

How do I access the internet? Wireless and wired internet services are available in all of CSU’s residence halls.

PREPARING YOUR COMPUTER
To access the internet, you will need to bring a computer running Windows 7 Service Pack 3, 8.1 or Windows 10 or Mac OS X 10.11 El Capitan (or later) and must have antivirus installed.

Wireless is available campus-wide including your room. IT recommends using Wi-Fi for internet connection. Remove illegally downloaded copyrighted materials, such as music and video files, games and software. (Files downloaded from peer-to-peer file-sharing programs generally contain illegal copyrighted materials.) Please remove any peer-to-peer file-sharing (example: Torrent) programs before arriving on campus. Leave any network equipment — such as wireless access points, routers, and switches at home. They are not permitted in residence halls and are subject to confiscation if discovered.

FREE SOFTWARE RESOURCES: As a current student, you can download a free copy of Microsoft Office 2016 to PCs, Macs and any compatible mobile devices. Visit MyCSU for details.

ACTIVATING AND SIGNING INTO INTERNET SERVICE: Use your MyCSU user ID and password.
DECORATING YOUR ROOM

Coordinate with your roommate(s) while decorating your room in a way that reflects your energy and style. Many rooms have bulletin boards or tack strips. Use mounting putty to hang things on the walls. Nails and construction on walls are prohibited.

You are not permitted to paint, install carpeting (area rugs are allowed), hang wallpaper, apply contact paper or decals, hang items from ceiling pipes or fire-safety equipment, or alter University furniture in any way.

PRACTICES AND ITEMS NOT PERMITTED IN RESIDENCE HALLS

- Candles (burned or unburned), candle warmers, incense (burned or unburned), or any other flammable items. Candles kept for decorative purposes must have the wick completely removed.
- Bed risers
- Space heaters are strictly forbidden
- Toaster ovens, toasters, open burners, sandwich makers, electric grills, electric frying pans, or any other items with an exposed heating element
- Pets are strictly prohibited. No animals will be allowed in the residence halls, other than certified and approved service animals
- Use of extension cords is strictly prohibited. Only surge protectors are permitted.
- Deep freezers

Any item listed above that is found will be confiscated and returned at the end of the semester.

If you have questions about a specific item and whether or not it is permitted in University housing, contact your Residence Hall Coordinator, the Office of Residence Life or refer to the Living & Learning Guide provided in your MyHousing portal.

PERSONAL PROPERTY INSURANCE

Consult your family’s homeowners or renter’s insurance policy to understand the coverage you might have as a resident of University housing. If you do not have coverage, consider purchasing a renter’s insurance policy to protect your personal property. University insurance covers only University property. Central State University does not insure for damage or loss to your personal property.
SUBMIT YOUR IMMUNIZATION AND MEDICAL HISTORY FORM

In order to move into a residence hall, all new, and transfer students are required to register with Med+Proctor to submit health and immunization information and a current physical. Residential students are encouraged to have all medical documentation through the Med+Proctor system by August 1, 2018. Please do not submit these items directly to the CSU Health and Wellness Center or the Office of Residence Life. Med+Proctor manages all of this).

To register with Med+Proctor, please complete the following steps:

1. Register for your new lifetime account in Med+Proctor by visiting medproctor.com using your Central State University credentials: MyCSU username and your e-mail address@central.ces.edu.

2. Complete your Central State University Med+Proctor profile.

3. Download and print your Central State University Med+Proctor Immunization Certificate.

4. Have your medical provider complete your immunization certificate and physical.

5. Upload an image of your immunization certificate and physical into your Med+Proctor account.

6. Please check your MyCSU email once the file is loaded. You will receive your confirmation within five days. Med+Proctor is a free online service. You are not required to pay for the “Med+Proctor Pro” service. This is a free service.

For more information regarding Immunization and Medical History forms, please contact our Student Health and Wellness Center at 937-376-6134.
IMPORTANT DATES & REMINDERS

August 20
• Classes begin — full semester = 16 weeks, fall A = 7 weeks
• Last day for 100% tuition refund (TOTAL WITHDRAWAL)

August 27-31
• Residential space change request submissions

August 31
• Last day to make modifications to dining plan
• Last day for book advances
• Last day to add a class
• Last day to drop a class without record (does not apply to total withdrawal)

September 3
• Labor Day holiday: University closed

September 24-29
• First interim grade reporting period

October 8
• Registration begins for the spring semester 2019

October 11-13
• Fall break for students - no classes
  (10/11/18 - campus offices open)

October 22-26
• Handle Your Business (HYB) week

October 15-19
• Mid-term exam week

October 22-26
• Mid-term grade reporting due (second interim) - due by Noon
November 2
  • Deadline to submit graduation application for fall graduation (late fee after Nov. 2)
  • Last Day to withdraw from a class with a “W” grade

November 5
  • Spring 2019 late fee - $300 for continuing students

November 12
  • Veteran’s Day Observed: University closed

November 16
  • Last day to register for spring 2018 without $300 late registration fee

November 19-21
  • Thanksgiving observation day (no classes - campus offices open)

November 22-24
  • Thanksgiving holiday: University closed

November 26
  • Classes resume after Thanksgiving holiday break

December 10
  • Last day of classes (fall semester and fall B term)

December 11-15
  • Final exams for the main campus and CSU-Dayton

December 15
  • Residence halls close at 2 pm

December 19
  • Final grades submitted by 4 pm

January 5-6, 2019
  • Residence halls open for continuing students (10 am-5 pm)
ADDITIONAL CONTACT INFORMATION

Residence Life (central office) ........................................ 937-376-6386
Residence Life (fax) .......................................................... 937-376-6638

RESIDENCE HALL OFFICES

Anderson Hall ................................................................. 937-376-6538
Foundation Hall I ............................................................. 937-376-6001
Foundation Hall II ............................................................ 937-376-6058
John R. Fox Hall ............................................................... 937-376-6590
Green Hall ................................................................. 937-376-6377
Hunter Hall ................................................................. 937-376-6498
Harry G. Johns Living Learning Center ......................... 937-376-6590
Williamson Hall ............................................................ 937-376-6497

OTHER OFFICES

Admissions ................................................................. 937-376-6348
Academic Advising ........................................................ 937-376-6398
Cash Management .......................................................... 937-376-6330
Career Services ............................................................... 937-376-6383
Counseling Services ...................................................... 937-376-6338
Dean of Students ............................................................ 937-376-6387
Dining Services ................................................................. 937-376-6125
Financial Aid ............................................................... 937-376-6579
Judicial ................................................................. 937-376-6421
Registrar ................................................................. 937-376-6231
Student Health Services ................................................ 937-376-6135
Student Leadership & Development ............................ 937-376-6414
Title IX ................................................................. 937-376-6563
Police/Public Safety (non-emergency) ......................... 937-376-5111

*This is only a partial listing of phone numbers at Central State University. Please refer to the campus telephone directory located on centralstate.edu for additional contact information.