Incoming Student Residence Hall Information
Fall 2015

Welcome to Wittenberg University Residence Life!

Congratulations and welcome to the great Class of 2019 at Wittenberg University. We are delighted that you will be joining our residential community on campus, and we have tailored this newsletter to give you all the pertinent information you need about moving into our residence halls in August. We are looking forward to providing you with the very best experience possible as a new Wittenberg Tiger.

Although August seems like a long way away right now, we have already begun preparing for your arrival. Our 2015-2016 Resident Advisor staff has already been hired, and we held their first spring training session just recently. We are also busy organizing many fun and meaningful activities that we will share with you during New Student Days and the first weeks of fall semester. It will be great to meet you in person!

In the meantime, we want to offer our best wishes for a productive and successful summer. Please contact us if you need anything. We’ll see you soon!

Mark DeVilbiss
Associate Dean for Residence Life
ndevilbiss@wittenberg.edu
http://www.wittenberg.edu/reslife

Hall Access During the Summer

Although our halls are heavily used in the summer, if a visit to campus is in your plans, arrangements can be made to view a designated show room in a residence hall Academic Services Coordinator (top right paragraph). Virtual hall tours can be found on the Residence Life page.

Thinking About Commuting?

Students are required to reside in Wittenberg housing the entire time they are enrolled at Witt. Typically, that means students with fewer than 60 earned credit hours must live in a residence hall; students with over 60 earned credit hours after the spring semester may live in a Witt student rental property the next fall. Of course, students who live locally may be released from the residence requirement if they wish to commute from the principal residence of their parent/legal guardian that is within a 30 mile driving distance to campus. Commuting from any other residence is not allowed. In order to be released to commute, students and their parent/legal guardian must complete and submit the APPLICATION FOR HOUSING RELEASE.

Summer Orientation

Wittenberg’s 2015 Summer Orientation includes a fully independent "My Course Preferences" Website that guides new students through the process of learning about the University’s academic majors and minors and general education curriculum. Along the way, students will submit their academic interests and course preferences that will help the Registrar’s Office design an individualized academic schedule for each incoming student for the fall semester. “My Course Preferences” (http://pres.wittenberg.edu) opens to deposited students on May 18, 2015. The Academic Services Office is available by phone (937-327-7958) all summer to assist new students with selecting their course preferences or to answer their questions about their transition to Wittenberg. The University also offers an Optional June/July Orientation experience for students and families who would like to travel to Springfield during the summer and learn more about their new university home. Optional June/July Orientation dates are Friday, June 19, Friday, June 26, Friday July 10 and Friday July 17. For more information, go to www.wittenberg.edu/ojo.

Arriving on Campus

The residence halls will open for the Fall 2015 semester during the days and times noted below. Students are only permitted to move in early (before 8 a.m. August 20) if enrolled in Summer College or authorized by a coach as a Fall sport athlete.

New Student Move-In Date:
Thursday, August 20
Check in at your assigned residence hall between 8 a.m. and 11 a.m.

New Student Days:
Please refer to the New Student Days link, www.wittenberg.edu/newstudentdays for more information, the NSD schedule for students and parents, a detailed map to each residence hall and more. Please follow the direction of campus police officers upon arrival. Student ID pictures may be taken at a designated time during New Student Days.

New Student Pre-season/Early Move-in:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Football</td>
<td>Tues, Aug 11</td>
<td>1-3 p.m.</td>
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<tr>
<td>Field Hockey</td>
<td>Sun, Aug 16</td>
<td>1-3 p.m.</td>
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<tr>
<td>Women’s Soccer</td>
<td>Sun, Aug 16</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Sun, Aug 16</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Sun, Aug 16</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Sun, Aug 16</td>
<td>1-3 p.m.</td>
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</tbody>
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All students arriving early for the programs listed above should report to their pre-assigned residence hall on their respective date and during the posted times. Please do not plan to arrive any earlier as hall staff will not be present and/or your room will not be ready for move-in. International students will receive move-in information directly from the International Office.

Local Hotel Information
http://hotelguides.com/ohio/springfield-oh-hotels.html

Where Can I Find Information About…?

- Airport/Local Transportation: Pg. 6
- Bring/Don’t Bring: Pg. 2
- Hall Closing Dates: Pg. 6
- Mailing Address: Pg. 6
- Meal Plans/Dining Services: Pg. 3
- Residence Life Staff/Contacts: Pg. 3
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Telephone Numbers

- Residence Life Staff
- Meal Plans/Dining Services
- Mailing Address
- Hall Closing Dates
- Bring/Don’t Bring
- Airport/Local
- Transportation
- Local Hotel
- Information

Where Can I Find Information About…?

- Hotel Information
- Parking
- Parking Garages
- Food Service
- Social Services
- Health Services
- Other Services

Residents can find information about their residence hall on the Residence Life page.
TO BRING OR NOT TO BRING!!

YOU MAY BRING:

*** MARK ALL STAND-ALONE ITEMS/BOXES/MOVE-IN CONTAINERS WITH YOUR NAME AND ROOM NUMBER***

- ALARM CLOCK
- AREA RUG/CARPET
- BED LINENS (extra-long twin) & PILLOWS
- CLOTHES HANGERS
- COFFEE MAKER (KUERIG, ETC.)
- COMPUTER
- DESK LAMP (NON-HALOGEN)
- FAN
- FIRST AID KIT/THERMOMETER
- HOT POT (CLOSED-COIL)
- IRON/SMALL IRONING BOARD
- LAUNDRY SUPPLIES (NO QUARTERS NEEDED)
- MINI FRIDGE (1 per room only; not allowed if renting a micro-fridge)
- PERSONAL HYGIENE ITEMS
- PLANTS
- POWER STRIP WITH SURGE PROTECTOR
- SCHOOL SUPPLIES
- TELEPHONE
- TELEVISION (& STD 75 OHM CO-AXIAL CABLE CORD)
- TOWELS
- UMBRELLA
- VACUUM CLEANER (SMALL)
- WASTEBASKET

DO NOT BRING:

- AIR CONDITIONER
- BLENDER/MAGIC BULLET (ANY TYPE)
- CANDLES/INCENSE/POTPOURRI BURNER
- ELECTRIC PAN/SKILLET/FRYER
- ELECTRIC HEATER
- GRILL/GEORGE FOREMAN GRILL (ANY TYPE)
- HALOGEN, OIL, LAVA OR SUN LAMP
- HOT PLATE/CROCK POT/RICE COOKER
- LOFT (Tower & Firestone residents may rent lofts from Open Space 937-322-7000)
- MICROWAVE (1 micro-fridge per room may be rented from Open Space Concepts)
- PETS (ANY TYPE, EXCEPT FISH)
- POWER TOOLS
- SPOTLIGHT/FLOODLIGHT
- TOASTER/TOASTER OVEN/BROILER OVEN
- WIRELESS ROUTER

For a more complete list of electrical appliances to bring/not to bring, please visit our Student Handbook (PGS 126-128)

YOUR ROOM IS FURNISHED WITH THE FOLLOWING:

- BED
- CLOSET
- DESK & DESK CHAIR
- DRAPES OR BLINDS
- DRESSER & MIRROR

University furniture is not to be removed from rooms!!
Residence Life Staff
Central Office number: 937-327-7800
Mark DeVilbiss, Associate Dean for Residence Life
E-mail: mdevilbiss@wittenberg.edu
Connie Manes, Coordinator, Residence Halls (Freshmen/Sophomores)
E-mail: cmanes@wittenberg.edu
Jeanne Riedel, Coordinator, Student Rental Properties (Juniors/Seniors only)
E-mail: jriedel@wittenberg.edu
Area Coordinators:
Cliff Saul - Tower Hall 937-327-7575
Cliff Saul - Ferncliff Hall 937-327-7550
E-mail: saulc@wittenberg.edu
Brian Richardson - Firestone Hall 937-327-7572
Brian Richardson - Myers Hall 937-327-7555
E-mail: richardsonb1@wittenberg.edu
Michelle Gafford - New Hall 937-327-7570
Michelle Gafford - Woodlawn Hall 937-327-7585
Michelle Gafford - Polis House 937-327-7575
E-mail: gaffordm@wittenberg.edu

On-Call Staff
RA staff are on duty every night in every building from 7 p.m. to 8 a.m. while classes are in session and complete rounds of the building during the evening until 12:30 a.m. on school nights and 2:30 a.m. on Friday and Saturday. Professional staff (one AC and one dean staff member) are on duty 24/7, even during holidays and break periods.

Health and Counseling Center
During the academic year, the Health & Counseling Center provides primary triage for illness or injury, short-term treatment as appropriate, allergy services, and referral to community resources as necessary. A board certified physician or licensed nurse practitioner supervises all medical functions. For more information or to print out the incoming student health forms, please visit the Center’s webpage at http://www.wittenberg.edu/administration/health_wellness.html. All forms (including a recent history and physical by your physician, Mantoux test for TB completed in the last 12 months, and immunization records) must be filled out completely and mailed/returned by August 1, 2015. Be sure to read the forms and get an early start this spring or summer on the things that need to be completed. As the Health Center is closed during the summer months, questions or concerns may be addressed to studenthealth@wittenberg.edu.

Dining Services
First-year students are offered a choice of two meal plans: The Carte Blanche plan is the ultimate in flexibility with unlimited meals in the CDR plus an additional $100 Bonus Dollars per semester. Bonus Dollars can be spent like cash in other Dining Service restaurants including Post 95, Simply-to-Go, and Founders. The 225 Meal Plan offers 225 meals per semester plus an additional $100 Bonus Dollars per semester. The 225 plan averages 14 meals per week. Both plans allow for a meal exchange (or “swap”) at Simply-to-Go in the Science Center for breakfast and lunch on weekdays.

2015-2016 Meal Plan Costs:
Carte Blanche Plan - $2,435/semester; $4,870/year
225 Plan - $2,130/semester; $4,260/year
Dining Services encourages your involvement and wants your feedback, and is happy to answer questions and discuss special dietary considerations. Information and contacts are at www.wittenberg.edu/dining. We look forward to seeing you soon!

Check Out our Webpage!
http://www.wittenberg.edu/reslife

Follow Us on Twitter!
@Wittreslife

Who and When to Call
During the academic year, building/room issues or roommate concerns should first be addressed by the student with the RA, CA and/or AC of the residence hall. The next contact is Connie Manes and then Mark DeVilbiss. It is important to note that if a student has not addressed his or her concerns at the hall level, they may be referred back to the appropriate residence hall staff member.
Staying Safe on Campus
You can help reduce your risk by taking preventative measures including:

- Always carry your key and Student ID Card.
- Lock your residence hall room door when you are not home and when you are sleeping.
- Do not walk alone at night. Call the Escort Service from a blue light phone or 937-327-7900 between 6 p.m. and 1 a.m.
- Do not allow anyone into the residence halls unless they are your guest.
- NEVER prop open a residence hall exterior door.
- Report any suspicious persons to Wittenberg Police immediately at 937-327-6231.
- Mark your personal property with your name using a permanent marker and/or engraver.
- Keep a copy of all electronic equipment serial numbers at your family’s home.
- Photocopy all credit cards, etc., you carry in a wallet or purse and keep a copy at home in case your purse or wallet are stolen.

In addition to patrolling campus, Wittenberg Police officers are available 24 hours a day, seven days a week to assist students.

For additional campus safety information, go to http://www.wittenberg.edu/administration/security/tips/general_safety.html

Academic Success Tips
- Make your education your number one priority! Attend all classes, labs, study sessions, etc.
- Buy and read all assigned textbooks.
- Keep a copy of each course syllabus handy.
- Visit your faculty members during their posted office hours.
- Plan to study each week for at least twice as much time as you spend in class. For example, if a class meets once a week for three hours, plan to study at least six hours a week for it (1 hr of class=2 hrs study).
- Ask for help! The Academic Services Office and individual faculty are available to help you.
- Supplemental Instruction (SI) is an academic assistance program that increases student performance and retention. The SI program provides regularly scheduled, out-of-class peer facilitated sessions. The SI sessions are open to all students in the class and are attended on a voluntary basis.
- Consider forming a study group with friends in the class to provide additional assistance.
- Schedule and plan your time well! Allow yourself ample time to sleep, eat, relax and study. Fill in extra hours by becoming involved in organizations and activities on campus.

Roommate Information

Key Factors
Communicating with your roommate is probably the biggest factor in getting along. Roommate issues are often unintentional misunderstandings and roommates really are willing to work out the problem. Mutual respect, understanding, consideration and compromise are important. Talk to your roommate right away if something bothers you…avoid gossip!

Keep an Open Mind
Since you probably do not know your roommate, you may not know what to expect. Remember your roommate may have different values, beliefs and customs than you. Differences can be exciting learning opportunities. A roommate agreement form can be a proactive step towards preventing misunderstandings. You will be receiving this form at one of your first floor meetings. Please discuss this form with your roommate, fill it out together (be honest about what you need to be comfortable) and share a copy with your Resident Adviser (RA). Keep a copy in your room so you can refer to it if issues arise.

Roommates Aren’t Necessarily Best Friends
The myth that roommates need to be best friends is false! Acquaintances can be excellent roommates, as long as respect and the willingness to communicate are present. If you and your roommate aren’t close, don’t worry. It just means that you most likely have found (or will find) friends with common interests in other areas.

Roommate Concerns
Roommate issues should first be addressed by the student with the roommate, then the RA, then the Community Adviser (for those in Woodlawn, Myers, Polis & Ferncliff), then the Area Coordinator (AC). There is a two week room freeze at the beginning of each semester before any room changes can take place.

Key Discussion Points
- What are your study habits?
- How do you deal with stress?
- When do you need to be alone?
- How do you feel about sharing and borrowing?
- Which activities are you involved in?
- How do you hope to get involved at college?
- Tell me about your family or hometown.
- How do you describe your friends from home?
- What are your personal preferences, habits and characteristics?

Recycling in the Halls
Recycling receptacles are provided in every hall. Large bins are located in common areas and one small bin in every room.
Residence Hall Amenities
While each of Wittenberg’s seven residence halls has its own personality, they do share some important similarities. Every hall provides several basic services to its residents such as laundry facilities, computers, vending machines, and several lounge areas. Each room is furnished with a bed, dresser/drawer space, closet/wardrobe, desk and chair for each resident. Blinds/Curtains are provided on room windows. Examples of room floor plans and approximate room dimensions are available on our website. Cable access, LAN, telephone connections, and wireless internet are available. Students must provide their own phones, television cable cords and Ethernet cords. Every student is issued a key which allows them access to both their residence hall building and room. Laundry facilities are provided in each hall—no quarters needed. Microwaves are also provided in each hall lounge, along with vending machines.

Avoiding Damage Charges
The most common damage that occurs is wall damage. Most of it comes from using double-sided tape or other kinds of adhesive material to put up posters/pictures. Most kinds of adhesive material will not come off the wall completely without damage and may also leave oily marks which cannot be washed off. Any adhesive products used are at your own risk. Duct tape (really, really bad), scotch tape and heavy masking tape should not be used, as they may also cause paint removal or leave residue that takes special cleaning to remove. Tacks and nails leave holes and may even take chunks out of the wall and also should not be used.

Residence Hall Association (RHA) – Your Voice in the Halls
Representatives from all residence hall living units are elected to individual hall governments that sponsor programs, address issues of special concern to residents and promote residence hall spirit and unity. Residents are encouraged to communicate frequently with their RHA representative to learn of RHA plans and programs. RHA is the governing body of individual hall governments. All residence hall students are welcome to join.

Student Conduct & Policies
Please read the Student Handbook thoroughly. The student handbook outlines Wittenberg’s expectations for student conduct and residence hall policies. We expect all students to make themselves familiar with the University Student Code of Conduct and Ethics. Wittenberg University expects all students to be responsible for their behavior and that of their guests. Any breach of policy will be handled through the Office of Student Conduct.

Internet Connections in the Halls
Students living in the Wittenberg University residence halls have access to the campus computer network and wireless internet. Questions/problems should be directed to the ITS Helpdesk at 937-525-3801 or e-mail solution@wittenberg.edu.

A Few Residence Hall Policies
Wittenberg residence hall policies are designed with safety, respect for others and respect for others’ property in mind. The complete list of residence hall policies can be found in our Student Handbook (pages 114-149). Here are a few basic things to remember:

Fire Safety: No candles or open flames are allowed inside any campus building. If a fire alarm sounds, all persons must move quickly to the nearest exit to a safe location. Fire drills will be conducted in the halls at various times throughout the year.

Smoking Policy: Wittenberg has a long-standing smoking policy designed to provide as close to a smoke-free environment as is practicable. Our current policy prohibits smoking in all campus buildings. In compliance with the state-wide smoking ban, the University prohibits smoking in areas immediately adjacent to all University buildings. This means that smoking will be prohibited near entrances, exits, windows that open, and ventilation intakes that serve an enclosed area.

Pets: Students are not permitted to keep pets within the confines of University housing or on campus grounds. Fish are the only exception to the pet policy in suitable aquariums. However, all equipment, including aquariums, must be unplugged over break periods and fish taken home. Visiting pets are also not allowed in the residence halls. If a pet is brought to campus, it must remain outside.

Hall Damages: Residents are held liable for damages to public areas of the residence halls when the individual(s) responsible are not identified. All residents of a room are held mutually liable for damages to the room once occupancy is established. An individual resident of a room is solely liable for damages to the room when individual responsibility for the damages can be clearly established.

Mattresses: All of our residence halls offer extra-long twin mattresses and sheets purchased should be the extra-long twin size.

Refrigerators/MicroFridges/Lofts: One refrigerator (120 volts, 60 cycle AC, 200 watts, 2 amps) or one MicroFridge (stand-alone microwaves are not permitted) is allowed per room.

For quality control of safety standards, the only lofts permitted in the residence halls are those available through Open Space Concepts.

Lofts can only be rented if you will be living in Tower or Firestine Hall. Beds in all halls are designed to bunk upon request to the RA. Lofts and Micro Fridges may be rented through Open Space Concepts by calling 937-322-7000 or go to http://www.openspaceconcepts.com.
Residence Hall Closing and Break Information

Thanksgiving Break 2015:
Halls close @ Noon Wednesday, November 25
Halls open @ 10 a.m. Sunday, November 29

Winter Break 2015-2016:
(students are required to leave 24 hrs after last final)
Halls close @ Noon Saturday, December 19, 2015
Halls open @ 10 a.m. Sunday, January 10, 2016
(Spring semester begins Monday, January 11, 2016)

Spring Break 2016:
Halls close @ Noon Saturday, March 5, 2016
Halls open @ 10 a.m. Sunday, March 13, 2016

End of the Academic Year 2016:
Halls close @ Noon Thursday, May 12, 2016
(students are required to leave 24 hrs after last final &
must be totally checked/moved out by Noon May 12)

Students MUST leave the residence halls during Thanksgiving, Winter & Spring breaks by the above dates and times. Please plan accordingly. During final exam periods (December & May), students are required to leave the residence halls within 24 hours of their last exam. Outside locks to the residence halls are changed and entry is not permitted during the three break periods.

International students requesting break housing and authorized athletes who live in a break hall (Polis, New Hall and Tower) will be allowed to reside in their own rooms and will be issued a break key for access to their hall.

Authorized athletes who live in Woodlawn, Firestine, Ferncliff or Myers Hall will work with their coach to stay with teammates in a break hall or student rental house/apartment. Access to these halls is not allowed at any time during the break period. Hall closing information will be sent to your Witt e-mail and flyers will be posted.

Airport/Local Transportation

Wittenberg has contracted with Willow Wind Transportation Services to provide airport transportation to students during scheduled university break closings. Transportation is offered to the Dayton and Columbus airports only at predetermined dates and times. For more airport and local transportation information, go to http://www.wittenberg.edu/administration/inted/travel_options.html.

Important Upcoming Events

September 18-20, 2015: Family Weekend
October 2-4, 2015: Homecoming
October 19-20, 2015: Fall break (halls remain open)
Sibs Weekend: TBD
April 2016: 16-17 Returning Student Housing Lottery
April 2016: WittFest

Your New Mailing Address

Mail/packages sent via regular postal mail:
Student First/Last Name
Wittenberg University Box _____ (campus box #)
PO Box 6100
Springfield, OH 45501

Mail/packages sent via FedEx or UPS:
Student First/Last Name
Wittenberg University Box _____ (campus box #)
734 Woodlawn Ave
Springfield, OH 45504

Your campus box number (located on your housing assignment page on MyWitt) will not change the entire time you are at Wittenberg. No matter where you reside while at Wittenberg, your address/box number remains the same. Mail is delivered Monday-Friday to student mailboxes. Students who receive a package will receive a package slip in their mailbox.

Important Phone Numbers

Academic Services 937-327-7924
Admission 937-327-6314
Athletics 937-327-6450
Bookstore 937-327-7457
Career Services 937-327-7521
Church Relations 937-327-7494
Community Service 937-327-7523
Dean of Students 937-327-7800
Dining Services 937-327-6161
Escort Service Assistance 937-327-7900
Financial Aid 937-327-7321
Health & Counseling Center 937-327-7811
HPER Center 937-327-6458
Information Technology Services 937-525-3801
International Education Office 937-327-6185
Library 937-327-7511
Multicultural Student Programs 937-327-7800
Parking Permits 937-327-6231
Pastors’ Office/Weaver Chapel 937-327-7411
Police Department (non-emergency) 937-327-6231
Police Department (emergency) 937-327-6363
Registrar 937-327-6131
Residence Life 937-327-7800
Student Accounts 937-327-6146
Student Development 937-327-7800
Student Employment 937-327-7819
Student Insurance 937-327-7811
Student Involvement 937-327-7818
Switchboard 937-327-6231
Wittenberg 800 number 800-677-7558

Check Out our Webpage!
http://www.wittenberg.edu/reslife

Follow Us on Twitter!
@Wittreslife