Welcome to Wittenberg University Residence Life!

Congratulations and welcome to the great Class of 2020 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 2016-2017 Resident Advisor staff has already been hired, and we will hold their first spring training session soon. 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
mdevilbiss@wittenberg.edu
http://www.wittenberg.edu/reslife

Summer Residence Hall Access

Although our residence 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 with the Academic Services Office (contact info in 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.

Important Information for First Year Students

Fall 2016

Summer Orientation

Wittenberg’s 2016 Summer Orientation includes a module in the MyWitt Portal called “My Course Preferences.” This module 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” opens to deposited students at the end of March, and can be accessed through the student’s MyWitt Portal account. The Academic Services Office is available by phone (937-327-7958) or email (summerorientation@wittenberg.edu) 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 (OJO) experience for students and families who would like to travel to Springfield during the summer and learn more about their new university home. OJO dates are Friday, June 17, Friday, June 24, Friday July 8 and Friday July 15. For more information, go to http://www.wittenberg.edu/ojo.

First-Year Student Move-In

Thursday, August 18
8 - 11 a.m.

Check in at your assigned residence hall

Students are only permitted to move in early (before 8 a.m. August 18) if authorized by a coach as a fall sport athlete.

First-Year Student Athlete Move-in Schedule:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Move-in Date</th>
<th>Move-in Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Tues, Aug 9</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Sun, Aug 14</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Sun, Aug 14</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Sun, Aug 14</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Sun, Aug 14</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Sun, Aug 14</td>
<td>1-3 p.m.</td>
</tr>
</tbody>
</table>

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.

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.

Local Hotel Information

http://hotelguides.com/ohio/springfield-oh-hotels.html
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 (KURIG, 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

Mark DeVilbiss, Associate Dean for Residence Life  
E-mail: mdevilbiss@wittenberg.edu  937-327-7800
Connie Manes, Coordinator, Residence Halls  
(First-Year & Sophomore)  937-327-7827
E-mail: cmanes@wittenberg.edu
Jeanne Riedel, Coordinator, Student Rental Properties  
(Juniors/Seniors only)  937-327-7800
E-mail: jriedel@wittenberg.edu

Area Coordinators (AC)/Graduate Assistant (GA):

AC TBD - Tower AC  937-327-7575
AC TBD - Polis House AC  937-327-7575
Email: TBD
Clarissa Beavers - Ferncliff GA  937-327-7550
Email: beaversc@wittenberg.edu
AC TBD - Firestine AC  937-327-7572
AC TBD - Myers AC  937-327-7572
Email: TBD
Dennis LoConti - New Hall AC  937-327-7570
Dennis LoConti - Woodlawn AC  937-327-7570
Email: locontid@wittenberg.edu

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.**

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/or one dean staff member) are on duty 24/7, even during holidays and break periods.

Health Center

Wittenberg University has partnered with Community Mercy Health Partners (CMHP), to enhance the health services offered on campus. Located in the lower level of the Shoulvin Center, two certified nurse practitioners provide day to day oversight for on-campus diagnoses, treatment, and prescription services for common illnesses and injuries. For more information or to print out the incoming student health forms, please visit the Health Center’s webpage at http://www.wittenberg.edu/administration/health_wellness.html. All must be filled out completely and mailed/returned by July 1, 2016. Be sure to read the forms and get an early start this spring or summer on the things that need to be completed.

Counseling Services

Wittenberg University Counseling Service provides assessment, crisis intervention, short-term counseling, as well as referral and case management assistance. These services are free of charge and are confidential (with the exception of imminent danger to self or others.) Students who have been receiving counseling services, or who need more than can be provided by the Counseling Service office are encouraged to check their insurance carrier to obtain providers within the Springfield (Clark County) area they can utilize.

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.

**2016-2017 Meal Plan Costs:**
- Carte Blanche Plan - $2,484/semester; $4,968/year
- 225 Plan - $2,173/semester; $4,346/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](http://www.wittenberg.edu/dining). We look forward to seeing you soon!

Check Out our Webpage!
[http://www.wittenberg.edu/reslife](http://www.wittenberg.edu/reslife)

Follow Us on Twitter!
[@Wittreslife](https://twitter.com/Wittreslife)
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.

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

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 Firestone Hall. Beds in all halls are designed to bunk upon request to the RA. Lofts and MicroFridges may be rented through Open Space Concepts by calling 937-322-7000 or go to [http://www.openspaceconcepts.com](http://www.openspaceconcepts.com).
Residence Hall Closing and Break Information

Thanksgiving Break 2016:
- Halls close @ Noon Wednesday, November 23
- Halls open @ 10 a.m. Sunday, November 27

Winter Break 2016-2017:
(Students are required to leave 24 hrs after last final)
- Halls close @ Noon Saturday, December 17, 2016
- Halls open @ 10 a.m. Sunday, January 8, 2017
(Spring semester begins Monday, January 9, 2017)

Spring Break 2017:
- Halls close @ Noon Saturday, March 4, 2017
- Halls open @ 10 a.m. Sunday, March 12, 2017

End of the Academic Year 2017:
- Halls close @ Noon Thursday, May 11, 2017
(Students are required to leave 24 hours after last final & must be totally checked/moved out by Noon May 11)

Important Upcoming Events
September 23-25, 2016: Family Weekend
October 7-9, 2016: Homecoming
October 17-18, 2016: Fall break (halls remain open)
February/March 2017: Sibs Weekend
March 2017: ’17-’18 Returning Student Housing Lottery
April 2017: WittFest

Your New Mailing Address

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

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

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
Counseling Center 937-327-7811
Dean of Students 937-327-7800
Dining Services 937-327-6161
Escort Service Assistance 937-327-7900
Financial Aid 937-327-7321
Health 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 Division (non-emergency) 937-327-6231
Police Division (emergency) 937-327-6363
Registrar 937-327-6131
Residence Life 937-327-7827
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

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.

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