Welcome to Wittenberg University Residence Life!

Congratulations and welcome to the great Class of 2016 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 2012-2013 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
mdevilbiss@wittenberg.edu
http://www.wittenberg.edu/reslife

Pre-Orientation

We are launching a new, more individualized Pre-Orientation process this summer. Instead of requiring families to come to campus on specific weekends for a program, we have designed a new on-line Pre-Orientation Web Site which will open on June 1. The site will deliver all the critical information you need to register for classes, plus we are including helpful information for new students about financial aid, student accounts, residence life, New Student Days, and campus security & safety. In addition, we have named a new Pre-Orientation Coordinator, Cathy Smith (csmith@wittenberg.edu), to work with families and their students who would like to arrange a campus visit, speak with a faculty advisor or receive other help in making a successful transition into the Wittenberg campus community.

Moving In

The residence halls will open for the Fall 2012 semester during the times noted below. Students are only permitted to move in early (before 8 a.m. August 16) if enrolled in Summer College or are authorized by a coach as a Fall athlete.

Incoming Student Move-In
Thursday, August 16 from 8 a.m.–11 a.m.
All residents check in at your assigned Hall

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RESIDENCE LIFE
(937) 327-7800
TO BRING OR NOT TO BRING!!

YOU MAY BRING:
**BE SURE TO MARK ALL BOXES/MOVE-IN CONTAINERS WITH YOUR NAME AND ROOM NUMBER**
- ALARM CLOCK
- AREA RUG/CARPET
- BED LINENS/PILLOWS
- CLOTHES HANGERS
- COMPUTER
- DESK LAMP (NON-HALOGEN)
- FAN
- FIRST AID KIT/ THERMOMETER
- HOT POT (CLOSED-COIL)
- IRON/SMALL IRONING BOARD
- LAUNDRY SUPPLIES (NO QUARTERS NEEDED)
- PERSONAL HYGIENE ITEMS
- PLANTS
- POWER STRIP WITH SURGE PROTECTOR
- SCHOOL SUPPLIES
- TELEPHONE
- TELEVISION
- 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 or Firestone Hall may rent lofts from Open Space Concepts, 937-322-7000)
- MICROWAVE
- PETS (ANY TYPE, EXCEPT FISH)
- POWER TOOLS
- SPOTLIGHT/FLOODLIGHT
- TOASTER/TOASTER OVEN/BROILER OVEN
- WIRELESS ROUTER

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:
Mandi Hummel  Tower Hall  937-327-7575
Mandi Hummel  Polis House  937-327-7575
ahummel@wittenberg.edu
Dana Carnes  Firestone Hall  937-327-7572
dcarnes@wittenberg.edu
Krystal Dowdy  New Hall  937-327-7570
kdowdy@wittenberg.edu
Krystal Dowdy  Woodlawn Hall  937-327-7585
Ryan Masin  Myers Hall  937-327-7555
Ryan Masin  Ferncliff Hall  937-327-7550
rmasin@wittenberg.edu  (after July 1)

The Residence Life Office can be found in Student Development, located on Alumni Way, directly across from the New Hall. The residence hall staff is comprised of one or more Resident Advisors (RAs) per floor/wing along with either an Area Coordinator (AC) or Community Advisor (CA) residing in each hall. Hall staff are carefully selected and trained to aid you in your transition to Wittenberg. They are dedicated to helping you, your roommate(s), your floor mates and your entire residence hall to build a fun, cooperative and considerate group living environment/learning community. Your RA/CA is a resource for you to utilize for anything from academic difficulties to helping you become adjusted to campus. Your Area Coordinator is a professional staff member who has received his/her Master’s degree with a heart for working with students to develop the overall community of each hall. They closely monitor the physical facilities and have overall responsibility for their respective halls.

Who and When to Call
Building/room issues or roommate concerns should first be addressed by the student with the RA, CA 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.

Duty/On-Call
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 & Counseling Center
As the Health Center is closed during the summer months, questions or concerns may be addressed to student-health-ctr@wittenberg.edu. Please return your health forms by mailing them to the health center in the envelope provided in your new student packet. All forms (including a recent history and physical by your physician, Mantoux test for TB, and immunizations) must be filled out completely and returned by August 1, 2012 before you arrive on campus. Be sure to read the forms and get an early start this spring or summer on the things that need to be completed.

During the academic year, the Health 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 supervises all medical functions. The professional staff consists of one physician, one student counselor, four registered nurses, and one office assistant. For more information on the health insurance waiver form or forms, go to http://www5.wittenberg.edu/administration/health_wellness.html

Dining Services
New students are offered a choice of two meal plans: the Carte Blanche 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 averages 14 meals per week and also includes $100 Bonus Dollars. Both plans allow for a meal exchange (or “swap”) at Simply-to-Go in the Kuss Science Center for breakfast and lunch on weekdays.

Information about meal plan signup (required for residence hall students), plan pricing and additional details are available on your New Student Housing Contract, which can be found at www.wittenberg.edu/reslife under keyword “New Student Resources.”

The 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
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.
- 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 and Security officers are available 24 hours a day, seven days a week to assist students.

For additional campus safety information, go to http://www5.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.

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 and share a copy with your Resident Assistant (RA). Keep a copy in your room so you can refer to it if issues arise.

Best Roommates Aren’t Always Best Buddies
You were placed together because you share similar living styles, not necessarily the same interest(s); that you both love sports will not mean a whole lot if one of you likes to go to bed early and one of you is a night owl!

Roommate Concerns
During the first week on campus, residence hall students complete roommate agreements. There is a two week room freeze at the beginning of each semester before any room changes can take place. Any roommate issues should be addressed by the student first with the roommate, then the RA, then the Area Coordinator (AC).

Key Roommate Discussion Items
- 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?

Pitch in! 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.

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.
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 assessments
The most common damage that occurs in a residence hall room is wall damage. Most of it comes from using double-sided tape or other strong adhesives to put up posters. Many kinds of adhesive material will not come off the wall completely without damage and may also leave oily marks which cannot be washed off. Duct tape (really, really bad), scotch tape and masking tape should not be used, as they may also cause paint to chip or leave residue that takes special cleaning in order for you to remove it. Tacks and nails leave holes and may even take chunks out of the wall and cannot 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 handbook thoroughly. It is available at http://www5.wittenberg.edu/administration/student_involvement/studenthandbook.html. 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 Solution Center Helpdesk at 937-525-3801 or e-mail solution@wittenberg.edu.

A Few Residence Hall Policies/Info
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 at www.wittenberg.edu/reslife under “Student Resources”. 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 mattresses and sheets purchased should be the extra-long size.

Refrigerators/Microwave Fridges/Lofts: One refrigerator (120 volts, 60 cycle AC, 200 watts, 2 amps) or 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 be rented if you will be living in Tower or Firestone Hall. Beds in the other halls are designed to bunk. Lofts and MicroFridges may be rented through Open Space Concepts by calling 937-322-7000 or go to www.openspaceconcepts.com.
Residence Hall Closing Dates
And Break Information

Thanksgiving Break 2012:
Halls close @ Noon Wednesday, November 21
Halls open @ 10 a.m. Sunday, November 25

Winter Break 2012-2013:
(students are required to leave 24 hrs after last final)
Halls close @ Noon Saturday, December 15, 2012
Halls open @ 10 a.m. Sunday, January 6, 2013
(Spring semester begins Monday, January 7, 2013)

Spring Break 2013:
Halls close @ Noon Saturday, March 2, 2013
Halls open @ 10 a.m. Sunday, March 10, 2013

End of the Academic Year 2013:
(students are required to leave 24 hrs after last final)
Halls close @ Noon Thursday, May 9, 2013

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

International students and those who have been authorized through an athletic team may remain in the halls during break periods. Those students who reside in a break hall (Polis, New Hall or Tower) will be allowed to stay in their own rooms. Those who live in another hall will be placed in an empty room (subject to availability) in one of the break halls if alternate arrangements cannot be made. Hall closing information will be sent to your Witt e-mail and flyers will be posted.

Airport 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 transportation information and costs, go to http://www5.wittenberg.edu/administration/security/transportationintro.html (scroll to bottom of page)

Other Important Dates
September 2012 (date TBD): Family Weekend
October 15-16, 2012: Fall break (halls remain open)
October 2012 (date TBD): Homecoming
March 2013 (date TBD): Little Sibs Weekend
April 2013 (dates TBD): Residence Hall Housing Lottery for the 2013-2014 academic year
April 2013 (date TBD): 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 letter) 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 with pickup instructions.

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 & Security (non-emergency) 937-327-6231
Police & Security (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 937-327-7320
Student Insurance 937-327-7811
Student Involvement 937-327-7815
Switchboard 937-327-6231
Wittenberg 800 number 800-677-7558

Check out our webpage!
http://www.wittenberg.edu/reslife
Follow us on Twitter!
@Wittreslife