



# Manchester University

## Office of Residential Life

### RESIDENCE HALL PLANNING INFORMATION

The following information is provided to offer some guidance about what to bring to campus as well as answer a few questions that you might have regarding your room. Please have consideration for your roommate and limit the quantity of items you bring in the fall. You are encouraged to contact your roommate to talk with them about how you want to set your room up. If you have any questions, feel free to contact the office of Residential Life at (260) 982-5052. You can also find this information on the Manchester University Residential Life website.

#### Suggested Items to Bring:

##### Desk/school Supplies

- Pens, pencils, pencil sharpener
- Stapler, ruler, tape, scissors
- Desk lamp/floor lamp (**NOT** Halogen)
- Alarm clock
- Paper, notebook, binders
- Calculator
- Small trash can
- Book bag/backpack
- Headphones/earbuds

##### Personal Care Items

- Shower caddy with soap and shampoo
- Deodorant, razor, shaving cream
- Toothpaste and toothbrush
- Comb/brush
- Curling iron/hair straightener/hair dryer
- Cotton swabs, cotton balls, manicure set
- First aid kit (thermometer, bandages, aspirin)
- Small sewing kit
- Towels and wash cloths

##### Other Materials

- Pillow, blanket/comforter, linen set, mattress pad (Order discount student linen packages at [www.ocm.com/MNC](http://www.ocm.com/MNC))
- Laundry basket/bag, detergent pods and softener
- Hangers & drying rack, lingerie bag
- Rain gear, umbrella
- Electrical extension strip with surge protector
- Cable coaxial cord
- Small area rug
- Fan
- Kitchenware (dishes & silverware)
- Cleaning supplies
- Clothes iron and small ironing board
- Computer (optional, halls have computer labs)
- TV, video game systems, stereo
- Refrigerator (5 cu. ft. or smaller only)
- Microwave – *Oakwood, Helman, East & Garver ONLY*
- Storage crates
- Small vacuum cleaner or broom/dustpan
- 3M Command hooks (NO tape or tacks allowed)

#### Do NOT Bring:

- Pets other than fish in a 5 gallon tank
- Toasters, toaster ovens or open burner cooking items
- Illegal drugs & drug paraphernalia
- Firearms, fireworks, weapons, explosives, combustible liquids (lighter fluid, butane, etc.).
- Instant Pots or other pressure cooker appliances
- Vaping devices or tobacco products
- Weapons of any kind, including knives longer than 3"
- Halogen lamps
- Alcohol & alcohol paraphernalia (including empty bottle/can collection, boxes, etc.)
- Candles & incense (wax warmers are allowed if they use a lightbulb to warm)
- Cinderblocks
- Crockpots/slow cookers or air fryers
- Lofts, purchased or built (except Garver for 2019/2020 academic year only)

### Basic Room Dimensions

Hall	Floor size	Window size	Mattress size
East Hall	9' X 16'	86" W X 46" H	36" X 75"
Garver Hall	9' X 15.5'	87" W X 46" H	36" X 75"
Helman Hall	17' X 12"	60" W X 72" H	36" X 80"
Oakwood Hall	17' X 12'	60"W X 72" H	36" X 80"
Schwalm Hall	14' X 13.5'	138" W X 36" H	36" X 80"
Schwalm (3 <sup>rd</sup> floor)	14' X 14' (all rooms)	138" W X 36" H	36" X 80"

### Building Loft Beds

(Allowed only Garver for the 2019/2020 academic year, after which they will be prohibited entirely)

Garver Hall is provided with furniture however residents may bring built or purchased lofts. All lofts must conform to the specifications listed below. **The university does not provide or sell any loft equipment or kits. Before investing in a loft, please note that we do not allow lofts in ANY of our upperclass buildings or in East Hall and do not offer storage or disposal of lofts and any loft you bring will be used for one year only.**

- A. Assembling of lofts must occur in the room to prevent traffic problems in hallways and lobby areas.
- B. Lofts are to be free standing and not attached in any way to the room or furnishings in the room.
- C. Construction must be of 4" X 4" uprights with 2" X 6" braces in all directions and connected with 14/3 screws, lag bolts, or 5/16" or larger carriage bolts. No nails or spikes may be used in the construction. There must be a minimum of 2 - 1/4 "or larger carriage bolts or 3 14/3 screws per joint. All major joints are to be mortised; or if they are not mortised, carriage bolts, NOT SCREWS, must be used. Wood should be standard grade or better and not outdoor grade. Six 2" X 4"s should be used as blocks on the inside of the 2" X 6" for the bed frame to rest on; the blocks at the ends should be no more than 14" from the posts. At least one support should be used, from side to side, to ensure that the frame/springs will stay positioned in case the frame/springs come off the support blocks. The entire structure should be cross braced. Carriage bolt threads should be flush with the wood. Materials are to be pre-cut, drilled, and painted before bringing them into the building.
- D. Any lamps, fans, etc. should be attached securely so that they will not fall onto the bed or occupants.
- E. The university reserves the right to require students to fix or remove a loft if it is deemed a safety risk. Should you have any questions please contact the maintenance office at 260-982-5061 and they will come & inspect it.

Note: Garver ceiling height is 8 feet

### Amenities

Amenities	East	Garver	Helman	Oakwood	Schwalm
Traditional or Suite	T	T	S	S	T
Community Bathroom	X	X			X
Air Conditioning	-	Window	Central	Central	-
Microwaves	X	X	X	X	Provided on floor
Wireless Internet	X	X	X	X	X
Laundry Area	X	X	X	X	X
Recycling & External Trash Drop	X	X	X	X	X
Cable	X	X	X	X	X
Computer Lab	X	X	X	X	X
Lounge/Recreational Area	X	X	X	X	X

### Frequently Asked Questions

**Q: How do I get my first choice of hall?**

A: There is no guarantee you will receive your first choice. Room assignments outside of roommate matching are done randomly.

**Q: Am I allowed to switch my housing assignment?**

A: You are required to stay in your assigned room for the first two weeks of classes. After this period you will have the opportunity to move on *Room Switch Day* with no questions asked. After that day, you must go through a process to switch rooms.

**Q: Can I have a single?**

A: Singles are not permitted except in cases approved for a disability accommodation.

**Q: Can I change my meal plan?**

A: First year students are required to have a Haist Unlimited +25 meal plan unless they are exempt due to medical/dietary reasons. These exemptions must be approved as a disability accommodation.

**Q: What do I need to do to commute from home?**

A: You must live in your parent's or guardian's primary residence within a 40-mile radius of Manchester University. Students wishing to commute must fill out a Request to Live Off-Campus form that can be found on ChetNet. This document must be signed by the parent or guardian, confirming that you are indeed living at your parent's primary residence.