

A Guide to Move-In





Hi there,

We're so excited to see you on campus this fall. To make your transition a little bit easier, we've put together this handy packet. Spartans for life!

-The Student Life Team

Table of Contents

Before You Arrive...	
What to Bring.....	4
What not to Bring.....	5
Social Distancing in the Res Halls.....	5
Form Checklist.....	6
When You Arrive...	
Express Check-In.....	7
Move-In.....	7-8
After Moving In.....	9
Contact Information.....	10
Map.....	11

Important Dates*

Fall 2020

Summer Residents	August 1-3
RAs	August 12
Express Check-In Weekend	August 14, 15 & 16
Peer Mentors	August 17
Cross Country	August 18
Campus Store	August 19
Golf & Express Check-In 2	August 21
Express Check-In 2, Out of State and International Students	August 22
Marching Band, WoW, Out of State and International Students	August 23
Tennis and Student Life Employees	August 24
First Year Move-In (29 = East Hall Only).	August 26, 27, 28 & 29
Returner Move-In	August 29, 30, 31 & September 1

Before you arrive...

What should I bring?

Suggested Items to Bring:

Personal Care Items

Reusable cloth face masks (at least 2, 3 is ideal)
Hand sanitizer
Toothbrush with toothbrush cover
Personal eating utensils
Laundry detergent (more than usual for athletes!)
Shower caddy with soap and shampoo
Deodorant, razor, shaving cream
Comb/brush
Curling iron, hair straightener, hair dryer
Cotton swabs, cotton balls, manicure set
First aid kit (thermometer, bandages, aspirin, etc.)
Small sewing kit
Towels and wash cloths

Desk/School Supplies

Pens, pencils, pencil sharpener
Stapler, ruler, tape, scissors
Desk lamp/floor lamp (NOT halogen)
Calculator
Small trash can
Book bag/backpack
Headphones/ear buds

Other Items

Thermometer
Pillow, blanket/comforter, sheet set, mattress pad
(Order discount student linen packages at www.ocm.com/MNC)
Laundry basket/bag, detergent pods and softener
Hangers and drying rack, lingerie bag
Rain gear, umbrella
Electrical extension strip with circuit breaker/surge protector
Fan
Kitchenware (dishes and silverware)
Cleaning supplies
Clothes iron and small ironing board
Computer (optional, as there are computer labs in each hall)
TV, video game systems, stereo
Refrigerator (5 cu. ft. or smaller only)
Microwave (NOT allowed in Schwalm, 700w or less)
Storage crates
Small vacuum cleaner or broom/dustpan
3M command hooks (NO tape or tacks allowed)
Small door mat (inside room only)



Do Not Bring:

- Large area rugs/carpets
- Lofts, purchased or built
- Pets other than fish in a 5 gallon tank
- Refrigerators larger than 5 cu. ft.
- Toasters, toaster ovens or open burner cooking items
- Illegal drugs and drug paraphernalia
- Firearms, fireworks, weapons, explosives, combustible liquids (lighter fluid, butane, etc.)
- Instant Pots or other pressure cooker appliances
- Vaping devices or tobacco products
- Crock Pots/slow cookers or air fryers
- Halogen lamps
- Alcohol and alcohol paraphernalia (including empty bottles/cans, boxes, posters, etc.)
- Candles and incense (wax warmers are allowed if they use a lightbulb to warm)
- Cinderblocks
- Weapons of any kind, including knives longer than 3"

Reminder: pack light!

Tips for packing light...

- Don't bring extra furniture – your room comes with everything you need.
- For a month, make a list of items you use daily & only bring items from that list.

Packing light will make moving out SO much easier!



Social Distancing in the Res Halls

To keep our community safe in response to COVID-19, Manchester University will be following social distancing guidelines within residence halls.

What does that look like?

When you and your roommate are in your room, a face mask is not required. However, when you travel in the halls outside of your room, please wear a face mask to protect yourself and others.

Furniture within your room and in community spaces has been strategically placed to allow for a gap of 6 feet between you and others. Please do not move this furniture.

When hanging out with friends in common spaces, please limit the amount of people in your group. No more than 10 people may congregate in the lobbies and great rooms, and up to 2 people may be in the kitchen at one time.

There will be partitions between sinks in each community bathroom. Please use the farthest sink away from any fellow students. Remember to always wash your hands with soap and water for at least 30 seconds after using the restroom.

Form Checklist

Have you completed all the forms below? Check them off as you go!

Required for All Students

- ☐ [Health Form](#) (by July 31st)
- ☐ [Emergency Medical Card](#) (by July 31st)
- ☐ Financial Responsibility Form (**new students ONLY**)
- ☐ Release of Information Document (**new students ONLY**)
- ☐ ID Creation Form (Check your email for link!)
- ☐ [Spartan Alerts](#)
- ☐ [Vehicle Registration and Parking Permit](#)
- ☐ Campus Security Authority Training (Check your email for link!)
- ☐ Active Shooter Training (Check your email for link!)

Required for Student-Athletes:

- ☐ [Submitted a Physical Exam](#) (student-athletes ONLY) (**by July 31st**)
- ☐ Front-Rush Eligibility Forms (see your MU email for customized link)
- ☐ Sexual Misconduct Prevention Training for Student-Athletes (see your MU email for customized link)

Tips For Student Employees:

- ☐ Don't forget to bring the following ORIGINAL paperwork to complete an I-9, W-4, WH-4, and Direct Deposit Forms
 - U.S. Passport
 - Driver's License or State ID (with photo)
 - Social Security Card
 - Birth Certificate

Check out these useful links!

- [Directions to Campus](#)
- [Campus Map](#)
- [MU Mail Login](#)
- [ChetNet](#)
- [Canvas](#)
- [ITS Help Desk](#)
- [Spartan Life](#)
- [Spartan Jobs](#)
- [Spartan Success](#)
- [Report It! Form](#)
- [Parking & Tickets](#)
- [Center for Health and Sports Medicine](#)

Express Check-In

Avoid the rush of move-in day by requesting to move your belongings into your residence hall early! First year students who are fully registered and cleared by Student Financial Services can bring their belongings to campus early to get a jump on setting up your room for the fall. To sign up for Express Check-In, follow [this link](#).

You will have an assigned move-in date, time, and route. Your time and route will be based on your hall, floor, and room number to limit the amount of people on campus at once and help everyone to socially distance themselves from one another.

Ex: Name – August 16th, 8 AM – 8:30 AM, Route 3

Check out the map on page 11 to see this year's routes!

Move-In Day

You will have an assigned move-in date, time, and route. Your time and route will be based on your hall, floor, and room number to limit the amount of people on campus at once and help everyone to socially distance themselves from one another.

Ex: Name – August 27th, 8 AM – 8:30 AM, Route 3

You will also be assigned a route to follow on the campus roads. Please follow your route as closely as possible to help us keep traffic flowing. These routes can be found on the map on page 11.

Those who arrive outside of their assigned time will be asked to wait in a holding area until their assigned time or space is available.

When you arrive...

Move-In Day (cont.)

What to expect during move-in...

Curbside Check-In

Start your day off by checking in with us - you will check in with us from the comfort of your own vehicle.

Move-In happens rain or shine! We will only move check-in indoors in the case of severe weather.

There will be a designated space for unloading your vehicle to limit the number of people unloading at once.

Prior to entering your designated line a Student Life member will check to see if you have a hold on your student account through Student Financial Services. If this is the case, a Student Life member will direct you to the Chinworth Center. If there is no hold on your account, you will continue on your route.

Guests should remain in vehicles if a student needs to go inside to complete check-in or paperwork.

Moving Assistance, Facilities, and Cleaning

Students must limit their guests to no more than 2 people.

Please bring your own cloth face mask. Students will be provided a face mask in their welcome packet.

Please practice social distancing whenever possible.

Rooms will be cleaned prior to your arrival; please bring your own supplies if you wish to do additional cleaning.

Staff will wipe down areas (handrails, handles, sinks) multiple times per shift and in between shifts.

Hand sanitizer will be available.

Next Steps

After Express Check-In...

Once you have finished moving all of your items into your new room, call your residence hall's front desk and we will send someone up to lock your door for you.

East: (260) 982-5093
Garver: (260) 982-5092
Helman: (260) 982-5411
Oakwood: (260) 982-5400
Schwalm: (260) 982-5090

Athletes and other Early Arrivals...

Once you've finished moving in, check in with your coach, supervisor, or sponsor for more information regarding your next steps.



WoW! You're here!

Once you've finished moving in, look forward to the Week of Welcome! Check out the [Spartan Life](#) app to see your next steps, as well as fun events coming up in the following weeks.





604 E College Ave, North
Manchester, IN 46962

(260) 982-5000

www.Manchester.edu

Emergency? Call:

University Safety
(260) 982-5999

Follow Us!



@ManchesterUniversity



@ManchesterUniv



Manchester University

Questions? Contact Us!

Student Life

<https://www.manchester.edu/student-life>

Office of Residential Life

(260) 982-5052

ResLife@manchester.edu

Center for Health and Sports Medicine

(260) 982-5306

HealthServices@manchester.edu

Office of Multicultural Affairs

(260) 982-5423

OMA@manchester.edu

University Safety

(260) 982-5999

CampusSafety@manchester.edu

Tami Hoagland - Athletics Office

(260) 982-5390

TLHoagland@manchester.edu

Student Financial Services

[Student Financial Services](#)

(260) 982-5066

SFS@manchester.edu

Campus Store

<https://campusstore.manchester.edu/?ql>

(260) 982-5275

CampusStore@manchester.edu

Admissions

<https://www.manchester.edu/admissions>

Office of Admissions

800-852-3648

AdmitInfo@manchester.edu

Find [Your Admissions Counselor](#)

Registrar

<https://www.manchester.edu/academics/registrar?ql>

(260) 982-5234

Registrar@manchester.edu

Student Employment

[Student Employment](#)

(260) 982-5401

StudentEmployment@manchester.edu

ITS Help Desk

[ITS Help Desk](#)

(260) 982-5454

HelpDesk@manchester.edu



- | | | |
|--|---|--|
| 1 - Academic Center; Welcome Center | 13 - Environmental Studies Cabin | 25 - Peace House |
| 2 - Administration Building | 14 - Funderburg Library | 26 - Petersime Chapel |
| 3 - Athletic Stadium (Football; Track and Field) | 15 - Garver Hall | 27 - Physical Education and Recreation Center (PERC); Stauffer-Wolfe Arena |
| 4 - Calvin Ulrey Hall | 16 - Gladdys Muir Peace Garden | 28 - Power House |
| 5 - Campus Safety Office | 17 - Gratz Field (Baseball) | 29 - Sand Volleyball Courts |
| 6 - Carl W. Burt Field | 18 - Helman Hall | 30 - Schwalm Hall |
| 7 - Charles S. Morris Observatory | 19 - Jean Childs Young Intercultural Center; Toyota Round | 31 - Science Center |
| 8 - Chinworth Center | 20 - Jo Young Switzer Center | 32 - Soccer Field |
| 9 - Clark Computer Center | 21 - Mud Volleyball Court | 33 - Soccer Field (Practice) |
| 10 - Cordier Auditorium | 22 - Neher Maintenance Center | 34 - Softball Field |
| 11 - East Hall | 23 - Oakwood Hall | 35 - Tall Oaks (President's Residence) |
| 12 - East Street Apartments | 24 - Otho Winger Memorial Hall; Wine Recital Hall | 36 - Tennis Courts |