Welcome to Illinois Tech! We are busy preparing for your campus arrival and look forward to welcoming you soon. Please take the time to review this important information.

The spring 2018 academic year will be full of exciting new opportunities and experiences that begin when you move into your new living community. The staff of Residence and Greek Life is eager to help you make a smooth transition. Our staff will be up bright and early to help make your move in just right! In addition, we have a team of student leaders, staff and faculty volunteers who are available to assist with your move.

Move in begins at 9 a.m. on Wednesday, January 3. Students needing to obtain their Hawk ID card or international students needing to check-in with the International Center should do so FIRST prior to checking in for housing.

Please feel free to contact us with any questions!

Slandie Dieujuste
Associate Vice Provost for Residence and Greek Life

MEETING NEW PEOPLE AND GETTING INVOLVED

The staff at Illinois Tech strives to maintain an on-campus environment that fosters both the academic and personal growth of its residents. There are many opportunities for involvement and leadership in the residence halls. By taking advantage of such opportunities, you have a chance to grow through the development of new friendships, exploration of new ideas, and involvement in new activities.

Your Resident Advisor (RA) is a student staff member who is trained to help you acclimate to community life and to assist you with your needs. RAs lead floor meetings and plan social and educational programming to help unite your community. There are 45 RAs to serve as resources while you stay in the residence halls.

Your Community Desk Assistant (CDA) staff comprises more than 100 student staff members. The team works to greet you when you return to the halls and to keep the residence halls secure. CDA staff offer residents support by managing the front desks in our residence halls.

Your Residence Hall Director (RHD) is a professional staff member who supervises the RAs and also lives in the residence halls. The RHDs work to build strong communities and supports your learning outside of the classroom.

Your Assistant Director for Community Standards and Greek Life assists in the oversight of our student discipline process and supervises the seven fraternities and three sororities on campus.

Your Facilities and Maintenance Crew maintains the housing facilities and cleans common areas such as lounges and common bathrooms and kitchens.

Your Director of Residence Life oversees the residential functions of RGL, including room assignments, meal plans, and billing processes.

Your Associate Provost oversees the functions of RGL and is a great resource for Title IX, sexual harassment, and other concerns.
GETTING INVOLVED

There are endless opportunities for involvement with your floor or hall community. Additionally, you can create an organization to match your interests, passions, curiosities, needs, and leadership skills. Your RA can help you learn more about all the possibilities!

Residents are encouraged to contribute to the vibrancy of his or her floor community by becoming active with Floor Leadership Teams. Your RA will provide additional information about Floor Leadership Teams at your opening floor meeting.

The Residence Hall Association (RHA) is a student organization that promotes resident interests and fosters a sense of community within McCormick Student Village (MSV), State Street Village (SSV), Gunsaulus Hall (GU), and Carman Hall (CA). All residents who live in MSV, SSV, GU, and CA are automatically members of RHA. Everyone is encouraged to participate as a floor representative or active member by attending general body meetings, planning social and educational events, and participating in local, regional, and national conferences.

In past years, RHA has planned popular events such as the Boat Cruise, conferences, and Floor of Horrors. RHA also provides a voice for residents living in the residence halls to give constructive feedback about relevant concerns such as housing improvements and dining options. RHA members work closely with Residence and Greek Life to make on-campus living a great experience for everyone. RHA is a great way for residents to get involved. Its executive team can be contacted online at http://rha.iit.edu or by email at rha@iit.edu or on HawkLink.

ASSIGNMENTS AND ROOMMATES

Housing assignments are made based on your application preferences, including gender and date of application.

Residence and Greek Life makes every attempt to honor roommate requests. However, due to the high demand for campus housing, we cannot honor all roommate requests. You may contact your roommate and get details on your room assignment using the information found in your roommate’s profile in MyRoom, viewable at http://myroom.iit.edu.

CONTACTING YOUR ROOMMATE

We encourage you to take time to get to know your new roommate. The Roommate Agreement provided by your Resident Advisor (RA) during your opening floor meeting can assist you and your roommate in having conversations about potential areas of conflict. Your RA serves as a resource to help you navigate these tough conversations and is your first stop for mediation. Details about this process can be found in the Residence Hall Handbook at http://iit.edu/housing.

Meeting and living with your new roommate is an exciting part of your college experience. We encourage you to contact your new roommate as soon as possible. In your initial phone call or email with your new roommate be sure to coordinate which items to bring to your room.

GETTING TO KNOW EACH OTHER

You don’t need to find out everything about your roommate in this first call or email; after all, you have a whole year to get to know one another. Sometimes it’s hard to get the conversation rolling, so here are a few topics you may want to discuss before arriving on campus:

• What sort of activities do you want to get involved with on campus?
• What do you plan on studying?
• What do you like to do for fun?
• Who will bring what to campus (TV, fridge, etc.)?

The Roommate Agreement serves as a prompt to begin conversations about some basic aspects of living together and potential sources of conflict. Some of the topics include: How do you like to study? Are you a morning or night person? Do you prefer an organized room or a more casual room? How do you feel about visitors in the room? If I do something you’re not happy about, how would you like us to handle it?

What happens if you have a disagreement with your roommate? Talk to him or her. Most disagreements can be resolved with open communication. Your RA can assist you in preparing for a conversation with your roommate. If you still have trouble after the conversation, your RA may assist you in mediating your conflict.
CHECKING IN AND MOVING IN

The official spring move-in day is January 3rd. Move in locations vary from the Residence & Greek Life Office to the student’s assigned building. The RGL office is located in 110 McCormick Student Village (MSV).

JANUARY 2 (early arrivals move-in) International students attending orientation and Stuart School of Business Orientation attendees move in.

9AM - 5PM: Check in at the Residence & Greek Life Office in MSV.

AFTER 5PM: Check-in directly at your building’s community desk. SSV residents check-in will be in SSV Middle.

JANUARY 3 (official move-in day) Check-in directly at your building beginning at 9am. SSV residents check-in will be in SSV Middle.

JANUARY 4, 5, AND 8

9AM - 5PM: Check in at the Residence & Greek Life Office in MSV.

AFTER 5PM: Check-in directly at your building’s community desk. SSV residents check-in will be in SSV Middle.

JANUARY 6 AND 7

Check-in directly at your building’s community desk. SSV residents check-in will be in SSV Middle.

JANUARY 8+

9AM - 5PM: Check in at the Residence & Greek Life Office in MSV.

AFTER 5PM: Check-in directly at your building’s community desk. SSV residents check-in will be in SSV Middle.

Students needing to arrive later than 5pm on January 8 should complete the Late Arrival Form, found at housing.iit.edu.

INTERNATIONAL STUDENTS CHECK-IN

JANUARY 3-5: Yellow Room from 9am-3pm.

JANUARY 8-19: Yellow Room from 9am-2pm.

Antime outside of these posted dates and times: One Stop/International Center in the MTTC.

International students should check in first with the International Center prior to checking in to their residence hall.

MAKE YOUR MOVE-IN EXPERIENCE QUICK AND EASY

FIVE EASY STEPS TO MOVE IN!

1. Park your vehicle in a 30-minute designated unloading zone in Lots A5, A6, D1-D2, and D3. Remember, parking is prohibited on State Street.

Visit the International Center (Mc Cormick Tribute Campus Center) if you are an international student needing to check-in with the Center.

2. Obtain your Hawk ID Card from ACAPS in 201 Hermann Hall during their normal business hours of M-F from 8:30am-5pm.

3. To access your Room Condition Form, visit web.iit.edu/rg/maintenance. Submit the form the day you move in. Failure to submit the form may result in you being assessed for damages when you move out of the room/apartment.

4. Pick up your mailbox key beginning January 3 at the MTCC post office.

5. Unpack! Meet your new roommate! Get to know your residence hall! Get involved!

MOVE-IN DAY TIPS

1. Manage your belongings. If you need a moving truck, you are bringing too much! However, a dolly or hand truck will be helpful for a quick move in.

2. Label your boxes! Pack smaller boxes that are not too heavy. Not all buildings have elevators, and it is common for lines to be very long when waiting for the elevator.

3. Recruit family and friends to assist you. In order to unload your car and move your belongings into your room quickly, it is beneficial to have helping hands.

4. Bring your patience. Residence and Greek Life staff will be at all buildings to make your Move-In Day seamless. Traffic can be heavy during move-in.

5. Observe all parking restrictions and traffic patterns. Don’t park in fire lanes, service areas, driving lanes, roadways, or other areas not designated for parking.

Residence & Greek Life encourages all new students to move in on January 3rd from 9am-5pm.

Students attending international student orientation and/or the Stuart School of Business Orientation may move in on January 2nd starting at 9am.

If you are participating in a sports or academic program that necessitates an early arrival, please contact the department you are working with so that it can work with us directly. We are unable to provide early arrivals for individual students.

LATE ARRIVALS

Residents who do not arrive by the first day of classes, on Monday, January 8, risk having their contracts cancelled and being billed for the full academic-year cancellation fees. If you plan to arrive after January 8 at 5pm., please complete the Late Arrival Form found at housing.iit.edu.

CANCELLATIONS

If your plans change and you will not be enrolling for the fall semester, you must notify separately both Residence and Greek Life at housing@iit.edu and the Office of Undergraduate Admission at admission@iit.edu, in writing. The Room and Board Contract is valid for the entire academic year. Cancellation of your contract may result in financial penalties. Please review the Room and Board Contract for cancellation terms and policies. More information about cancellation terms can be found by viewing http://housing.iit.edu.

ACCESSIBILITY

Residence and Greek Life works with residents to provide accommodations and to support residents with disabilities so that they are able to fully participate in programs and services that are available at Illinois Tech. Residence and Greek Life partners with the Center for Disability Resources.
RESIDENCE HALL AMENITIES

LAUNDRY
Machines are located in MSV, SSV, GU, and CA with 24-hour access.

REFRIGERATORS
Micro-fridges are available for semester and academic-year rentals. Many residents find it convenient to have a microwave and refrigerator in their rooms to accommodate for snacks and late night meals. Place your order online at https://www.bedloft.com. Refrigerators allowed in resident rooms are subject to restrictions dictated by safety and health considerations. Approved refrigerators should not exceed 3.0 cubic feet (or 4.0 cubic feet if Energy Star rated) and should not draw more than 2.0 amps. All wiring should be UL-approved and properly grounded. There is a maximum of one refrigerator or micro-fridge per room or apartment. Microwaves are permitted only in units with kitchens (unless it is a rented room or apartment). Microwaves are permitted in public spaces throughout the residence halls.

FITNESS ROOMS
As a resident you will be able to use the fitness rooms located in MSV, SSV, and Gunsaulus. All campus residents can access the fitness rooms during regular building hours. A variety of fitness machines and open floor space make up these convenient facilities!

FURNISHINGS AT ILLINOIS TECH
Room amenities include bunkable bed frames with XL-twin mattresses, drapes or mini-blinds, dressers, study desks and chairs, a telephone jack, and access to a wireless network. Apartment-style housing may include additional furnishings. Room layouts and dimensions for standard room types are available on the Residence and Greek Life website at http://iit.edu/housing.

LOFTS
Place your order for a lofted bed online at https://www.bedloft.com. Lofts are optional but are popular among students, as they allow for more floor space in the rooms. Only residents living in MSV, Gunsaulus Hall, and SSV South may rent lofts. Lofts are not available for SSV Middle, SSV North, or Carman Hall. Only lofted beds from Bedloft are allowed in the residence halls. Any non-approved lofts are prohibited and residents may incur fines. Residents cannot construct their own lofts. No furniture can be removed to accommodate lofts.

DINING SERVICES
The Commons Cafeteria is the primary dining resource for residents living on campus. Residents can choose from a number of meal plan options, many of which come with an allotment of bonus points each semester. Bonus points give you convenient access to meals or snacks at any Illinois Tech dining outlet, whereas meals must be used during designated meal periods in the Commons Cafeteria. If you wish to change your meal plan, you can do so online at http://iit.edu/housing between January 9-January 23. You may change your meal plan only once. For campus dining information, please visit http://dining.iit.edu.

Please note that dining services in the Commons for meal plans begins on Sunday January 8.

SHIPPING PACKAGES/MAILBOX KEY
If you are shipping personal belongings, please have them arrive after January 3rd. IIT is not able to accept resident packages prior to January 3rd. All packages are delivered to the MTCC post office.

MSV/SSV/Carmen/Gunsaulus mailing address*
3201 South State Street
Box #____
Chicago, IL 60616

You can find your mailing address and mailbox number in your profile in MyRoom viewable at http://myroom.iit.edu. You will be able to pick up your mailbox key beginning January 4th at the MTCC post office.

*The MTCC post office may convert to a key-free pick-up system, in which case all residents will pick up their mail at the MTCC. The mailing address will remain the same.

HAWKCARD
The HawkCard is your photo identification card given to you by Illinois Tech. It not only serves as your ID, but also gives you access to the residence and dining halls, SSV student rooms, laundry and vending, parking lots, computer labs, Keating Hall athletic facilities, and the shuttle bus, as well as library equipment check out, meal information, and TechCash balances. Use of a HawkCard by anyone other than the person to whom it is issued is prohibited. Unauthorized alteration of a HawkCard for any purpose is also strictly prohibited.

CARE PACKAGES 101
TO: Parents and Families
Surprise Your Student!

Few things mean as much as a gift from home. Start the semester off right by sending a Surprise Someone care package. You can continue to send care packages throughout the year. The Healthy Brains and Grains Package is a perfect way to show that you care all year long.

Let Illinois Tech Dining Services prepare a personalized celebration cake, a get-well-soon package, or any of our uniquely themed care packages. Order your Surprise Someone packages today and you will get an A+ for thoughtfulness.

For more information about the Surprise Someone Program, visit dining.iit.edu and click on the Gifts link. Or call 312.567.5251.

DINING SERVICES

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**TELEPHONE SERVICES**

Each resident room in MSV is equipped with one live phone jack for you to plug in your personal analog or touch-tone phone. Each room in SSV is equipped with one phone jack per person living in the room. Carman Hall and Gunsaulus Hall are equipped with one phone jack per apartment. To activate your phone line, contact OTS through myIIT or via email at supportdesk@iit.edu.

Free services include campus-wide dialing and toll-free numbers (800, 866, 877, and 888). A phone card is required for outgoing calls.

**MY.IIT.EDU**

My.IIT.edu is the web portal that you will use to access your tuition account information, register for classes, update your demographic information, view your grades, and perform a majority of university-related tasks. For more information, view [https://my.iit.edu](https://my.iit.edu).

**MYROOM.IIT.EDU**

Residents can view their housing assignments and board plans online at [http://myroom.iit.edu](http://myroom.iit.edu). View this page for campus housing updates and to make changes to your account. This website is managed by Residence and Greek Life.

**CAMPUS CABLE**

All of Illinois Tech’s residence halls have access to free campus cable. Various programming is available, and feedback about channel selections is always welcome. View the programming options at [http://housing.iit.edu](http://housing.iit.edu). Residence and Greek Life manages this service.

**PERSONAL PROPERTY**

We strongly recommend that residents obtain renter’s insurance for their personal property. Illinois Tech will not reimburse you for lost, stolen, or damaged items. Make note of these useful tips to further protect your belongings.

- Lock your room whenever you are not home
- Do not lend your room key or ID to anyone
- Limit valuables in your room
- Get to know your neighbors
- Store your valuables out of sight
- Report maintenance concerns as soon as you notice them

Contact Public Safety for any safety concerns. Make your safety a priority!

**STAYING INFORMED**

**HEALTH INSURANCE AND IMMUNIZATIONS**

Residents should turn in their completed immunization forms or a copy of their immunization records to the Student Health and Wellness Center. Class registration holds will be placed on student accounts that are non-compliant with Illinois Tech’s immunization requirement. Information about the requirement and waiver of insurance can be found at: [https://web.iit.edu/shwc](https://web.iit.edu/shwc).

Questions can also be directed to the Student Health and Wellness Center at [health@iit.edu](mailto:health@iit.edu) or [312.567.7550](tel:3125677550).

**RESIDENT SAFETY AND PROHIBITED ITEMS**

Fire and smoke present dangers to the campus housing community. All residents are required to be cautious about potential fire hazards. Residents who use hair dryers or hot irons are not permitted to leave the devices unattended while plugged in.

For fire safety reasons and to prevent electrical overloading, the following items are prohibited in all campus housing:

- Electrical appliances without a UL label approved for safety
- Refrigerator units exceeding 3.0 cubic feet (or 4.0 cubic feet if Energy Star rated) or multiple refrigerators in a unit
- Halogen bulbs
- Extension cords, outlet splitters, or multiple plugs, except for power strips with built-in circuit breakers
- Electrical appliances that are rated higher than 900 watts or that have an exposed heating element

The above items will be confiscated and available for return only upon move out.

**CAMPUS SAFETY**

Safety in the residence halls is everyone’s responsibility. All residents must show their HawkCard upon entering the residence halls. If a resident does not have a government-issued photo ID or HawkCard, the community desk assistant will not authorize entry into the residence hall. Guests also must have and show a government-issued photo ID prior to being granted entry. Additionally, residents must not prop open main entrance doors.

**IIT ALERT**

IIT Alert is a self-service, web-based, mass-notification system that enables the university to send instant alerts simultaneously to all students, faculty, and staff, no matter where they are. This system allows Illinois Tech to communicate emergency broadcasts and school closings immediately to individuals’ cell phones, BlackBerry smart phones, wireless PDAs, text pagers, and personal emails, and via RSS reader.

Sign up for IIT Alert at [www.iit.edu/italert](http://www.iit.edu/italert).

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**PERSONAL PROPERTY**

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- Lock your room whenever you are not home
- Do not lend your room key or ID to anyone
- Limit valuables in your room
- Get to know your neighbors
- Store your valuables out of sight
- Report maintenance concerns as soon as you notice them

Contact Public Safety for any safety concerns. Make your safety a priority!

**IMPORTANT**

Don’t forget to review the *Residence Hall Handbook*. The handbook has important information regarding the residence halls. You can view a copy of the handbook at [http://housing.iit.edu](http://housing.iit.edu).
AIRPORTS
Illinois Tech and Chicago are served by O'Hare International Airport and Midway International Airport. Public transportation is available from O'Hare and Midway airports, and limousine or taxi services will take you from all airports to Illinois Tech’s Mies Campus.

AMTRAK
Take Amtrak trains to Union Station in Chicago, then public transportation or taxi to Mies Campus. www.amtrak.com

METRA
Take the commuter Metra Rock Island District line to the 35th Street/Lou Jones/Bronzeville station, which is located right next to Mies Campus. www.metrarail.com

BUS
Take buses to the Greyhound or Continental Trailways terminals, then taxi or public transportation to Mies Campus.

RAPID TRANSIT
Chicago Transit Authority (CTA) elevated (“EL”) trains and local buses can take you directly to Mies Campus. Train options include:
- CTA Red Line to Sox-35th station
- CTA Green Line to 35th-Bronzeville-IIT station
- CTA bus lines stop on State Street (#29 or #35) or Michigan Avenue (#4) on Mies Campus.


AUTOMOBILE
From the north Dan Ryan Expressway east to 31st Street exit; continue south to 33rd Street; turn left (east) to State Street at 33rd. Parking is available behind State Street Village in lots D1 and D2 (follow signs). Metered parking is located in the Visitor’s Parking Lot (Lot A4) at 32nd Street and State Street.

From the south Dan Ryan Expressway west to 35th Street exit; continue north to 33rd Street; turn right (east) to State Street at 33rd. Parking is available behind State Street Village in lots D1 and D2 (follow signs). Metered parking is located in the Visitor’s Parking Lot (Lot A4) located at 32nd Street and State Street, on the east side of State Street.

From Lake Shore Drive Exit at 31st Street; go inland (west) to State Street; turn left (south) to 33rd Street. Parking is available behind State Street Village in lots D1 and D2 (follow signs). Metered parking is available in the Visitor’s Parking Lot (Lot A4) located at 32nd Street and State Street, on the east side of State Street.

CAMPUS PARKING
January 2-5
Designated areas will be available for 30 minutes in lots A5, A6, D1-D2, and D3
All day parking for SOAR partipants is available through the Office of Campus Life via parking code for lots A4 and B5V.
WHO’S BRINGING WHAT?

Speak with your roommate(s) and decide who will bring the TV, phone, etc. Will one of you be bringing a small refrigerator, or do you want to rent one? How about decorating your room? Do you want an area rug? Please see the included list of what to bring and what not to bring.

Below is a suggested checklist of items to consider bringing with you to campus. For more information about prohibited items, please view the Residence and Greek Life website at http://housing.iit.edu.

WHAT TO BRING / WHAT NOT TO BRING

**WHAT TO BRING**

**Clothing**
- Bathrobe
- Comfortable shoes
- Dress shoes
- Gloves
- Hat
- Light jacket
- Pajamas/long underwear
- Pants/jeans
- Running shoes
- Sweaters/sweatshirts
- Swimsuit
- Winter jacket

**Bedding**
- Earplugs
- Extra-long twin sheet set
  - (Dimensions: 39”x80”x9”)
- Heavy and lightweight blankets
- Pillowcase(s)
- Pillow(s)
- Clothes hangers
- Detergent
- Fabric softener/dryer sheets
- Laundry bag/basket/hamper
- Sewing kit

**Recreation**
- Bicycle, U-lock, and helmet
- Books
- Playing cards and other games

**Decoration**
- Posters
- Whiteboard
- Dry erase markers
- Removable adhesive strips (Command, 3M, etc.)

**Electronics**
- Alarm clock
- MP3 device/earphones
- Batteries
- Telephone
- TV
- DVD player
- Scientific calculator
- Floor lamp (especially in SSV, GU, and CA)
- Desk lamp
- Camera
- Coaxial cable
- Small fan (Fowler Hall in MSV, GU, and CA are not air conditioned, and it can get warm in August and September)
- Computer/laptop
- Printer/paper
- Software
- Surge protector
- Ethernet cable
- Thumb drive/USB

**Food/Drink**
- Can opener
- Mugs
- Napkins
- Cups/plates
- Paper towels
- Utensils
- Snack food
- Water bottle
- Dish soap and sponge

**Personal Health and Hygiene**
- Personal toiletries
- Bath towels
- Shower shoes
- First aid kit
- Prescription medication
- Shower caddy
- Hair dryer

**Miscellaneous**
- Bookends
- Umbrella
- Plunger (SSV, GU, and CA only)
- School supplies

**WHAT NOT TO BRING**

These items are NOT allowed in the residence halls.

- Alcohol (if you’re under 21)
- Appliances with an exposed heating element
- Candles/incense
- Drum sets
- Explosives
- Extension cords and outlet splitters
- Fire propellants, including fireworks, charcoal, and lighter fluid
- Hookahs
- Hot plates
- Illegal drugs, banned substances, and paraphernalia
- Microwaves (SSV apartments are equipped with microwaves; residents of Carman and Gunsaulus are permitted to bring microwaves)
- Music amplifiers
- Pets, with the exception of fish in a tank holding fewer than 5 gallons
- Refrigerators more than 3.0 cubic feet
  - (or 4.0 cubic feet if Energy Star rated), drawing more than 2.0 amps
- Multiple refrigerators in a room or apartment
- Space heaters
- Toasters/toaster ovens (permitted only in Gunsaulus Hall, Carman Hall, and SSV apartments)
- Waterbeds
- Weapons
Residence and Greek Life

McCormick Student Village #110
312.567.5075
http://housing.iit.edu
Email: housing@iit.edu

341 S. Wabash Ave.
Chicago, IL 60616

Contact us with any questions regarding your future home at Illinois Tech. We look forward to meeting you in August and working with you throughout your time here!