

# MOVE-IN GUIDE 2019



## WELCOME TO SUSQUEHANNA UNIVERSITY

It's almost time for you to head to Selinsgrove for your first semester at Susquehanna University! This guide is designed to prepare you for your arrival and to give you quick information about your first days on campus.

We have included information about new student move-in, fall orientation, residence halls and other relevant campus resources. You will receive a more detailed Program of Events for Fall Orientation and Welcome Week when you check in on **Thursday, Aug. 29**.

Please note that all students new to campus, including first-year, transfer students, international, student-athletes and commuting students are expected to participate fully in Fall Orientation programs and events.

If you have questions, please contact the **Office of First-Year Experience** at **570-372-4753** or [firstyear@susqu.edu](mailto:firstyear@susqu.edu). You can also contact the Office of Residence Life at **570-372-4133**.

**Samantha Proffitt**

*Director of First-Year Experience*



# Fall Move-In Procedures

Thursday, Aug. 29

## Residence Hall Move-In Times

This year's residence hall opening begins **Thursday, Aug. 29**. All new first-year students will move into one of four halls: **Aikens Hall, Reed Hall, Smith Hall or Scholars House**. Transfer students will be assigned to other halls based on class year.

To accommodate all new students moving into the residence halls, our move-in process proceeds on a staggered schedule.

- New students moving into **Smith and Reed halls** should plan to move in starting at **7 a.m.**
- New students assigned to **Aikens Hall or Scholars House** should plan to move in starting at **9:30 a.m.** (If you arrive before your designated move-in time, you will be waiting until your building opens for move-in.)
- Transfer students may move into their respective residence halls the previous evening (**Wednesday, Aug. 28**, between **2 and 5 p.m.** at the Office of Residence Life in the lower level of the Degenstein Campus Center).

All new students are required to participate in the four days of orientation, including early-arriving athletes, international students and commuting students. First-year students will receive all check-in materials in their halls. Transfer and commuter students need to check in by **12:30 p.m. on Thursday, Aug. 29, in the Degenstein Campus Center at the Office of Leadership & Engagement information desk on the main floor** to receive orientation materials.

## Tagging Personal Items

Orientation Leaders and helpers will assist with move-in. They will do all of the heavy lifting for you!

All personal belongings and boxes need to be clearly labeled with the following information prior to arriving on campus:

- **Student name**
- **Student residence hall name**
- **Room assignment number**

To avoid unnecessary delays or misplacing your personal items, please make sure you label your property according to this format prior to your arrival onto campus.

**Assistance for fall move-in will be available only from 7 a.m. to noon.** Students who arrive after this time will be responsible for moving their belongings into their rooms and locating scheduled events.



## Traffic Detail/Public Safety

Drivers are instructed **to remain with their vehicles** at all times and be alert for instructions from Public Safety traffic officers. Please do not leave your vehicle unattended for any reason, as this causes unnecessary delays in the unloading process. Public Safety officers and orientation staff will direct all vehicles to appropriate parking locations after hall drop-off.

**Students: We strongly encourage you to have someone else be the driver of your car so that you can get out and go in the residence hall to check in while your vehicle is unloaded. We need vehicles to be moved quickly to keep the process flowing, and having a non-student driver will make the process smoother.**

## Move-In Announcements

The campus radio station, **WQSU-FM 88.9**, will broadcast move-in instructions. Drivers are advised to tune in for updates and announcements.

## Package Pick-Up

Make Move-In Day easier by shipping items to campus now!

**Step #1** – Find your Hawk Number by logging into mySU, and going to **Self Service >>> Current Student >>> User Account >>> My Hawk Number**

**Step #2** – Ship your package(s) to campus addressed as follows:

**Student's Name**

**Susquehanna University**

**1858 Weber Way, \_\_\_\_\_ (insert your Hawk Number)**

**Selinsgrove, PA 17870**

**Step #3** – Then, on Move-In Day, find a package pick-up slip in your residence hall containing the number of packages and the location to retrieve those packages.

**Step #4** – Bring your SU ID and the pick-up slip to the package pick-up location and sign a receipt to get your packages. Need help carrying the packages? Ask one of our students at the package pick-up location for assistance.

Pick-up times will be available in the residence halls from **8 a.m. to 1 p.m. on Move-In Day, Thursday, Aug. 29**. Packages not picked up within this time frame will be returned to the Campus Center Mailroom where you can get them at a later date.



# Moving In

## FIVE EASY STEPS

Representatives from the Susquehanna-Geisinger Health Center and other campus and community resources will be available in Mellon Lounge in the Degenstein Campus Center from **8:30 a.m. to 1 p.m.** for any student-related business needs. In addition, PSECU, our partnered credit union, will be available to open new accounts until **1 p.m.**

### STEP ONE — Arrival & Check-In

**Arrival** Starting on page 11 of this guide, you will find a **color-coded placard that corresponds to your residence hall destination**. All vehicles moving students and room items into residence halls should place the appropriate residence hall placard on their dashboard before entering the move-in line. You will need to enter campus from Market Street and University Avenue in Downtown Selinsgrove (*Please see the Move-In Day Traffic Map located on page 18 of this guide.*) Please do not enter by way of Pine Street as this will significantly delay your process.

An officer will direct you at University Avenue to the move-in line to begin the process. Officers and volunteers will provide you further direction based on your color-coded placard. Vehicles coming to campus without items to move in should utilize the black "GUESTS ONLY" placard and will be directed by an officer on University Avenue to the general parking area — more information on page 10.

**Registration and Check-In** After entering the move-in line, vehicles will be directed to the front of their residence hall. Again, we recommend a non-student driver, as students will be directed to check-in at their residence hall to collect:

- **Building/room keys**
- **First-Year Experience Handbook**
- **Student photo ID**
- **Room Condition Report**

**Student Photo ID Cards** Students who **have not** completed their ID photo will be given a temporary ID card that will expire on **Sunday, Sept. 1**. Those students will be directed to the Department of Public Safety at 18th Street Commons during Orientation to get their official ID card with photo. ID cards will be required for entrance into residence halls, dining room and other campus locations throughout the weekend.

**FYE Handbook** Students are reminded to carry their FYE Handbook with them throughout the day as you will use the information provided for the entire weekend.



## STEP TWO — Move In Your Stuff

**College Circle Drop-Off** Residential transfer students arriving on **Thursday, Aug. 29** will be directed to **Degenstein Campus Center** to pick up their Orientation and check-in materials and keys. Given the volume of vehicles and traffic anticipated on College Circle during move-in, drivers are asked to be vigilant and conscientious in maneuvering their vehicles while waiting to deposit students' personal items.

**On-Campus Parking Lots** Once items are completely removed from your vehicle, you will be directed to designated parking locations around campus. Please follow directions from Public Safety officers, as there is ongoing construction around campus.

**Refreshments** As part of our traditional welcome to campus, the Dean of Students Office will have morning refreshments on hand to keep you refreshed and nourished during the move-in process. Please visit the tables in the lobbies of the residence halls.

## STEP THREE — Hey, You've Gotta Eat

**Dining Room Lunch Schedule** Students and family members will be assigned to a designated lunch period at check-in. Every Dining Room will provide lunch for families during four lunch periods: **10:30 to 11:15 a.m., 11:15 a.m. to noon, noon to 12:45 p.m., and 12:45 to 1:30 p.m.** Students will need to present their student ID cards, while guests may purchase meals at the door for **\$10 per person**.

**Lunch for Commuter Students** 12:15 p.m. to 1:30 p.m. in the Commuter Lounge on the lower level of Degenstein Campus Center. Enjoy lunch while meeting other commuter students. Learn important tips to make your commuting experience to SU enjoyable.

## STEP FOUR — Get Convocated

**Convocation** is the official opening ceremony of the academic year. It is officiated by President Green and serves as a wonderful tradition celebrated by our new students, their families, faculty and staff. All students should report to Kurtz Lane, opposite the Garrett Sports Complex entrance, no later than **1:30 p.m.** to line up for Opening Convocation. Families are asked to report to the Garrett Sports Complex field house by **1:45 p.m.** to be seated for the **2 p.m.** ceremony. Please remember to turn off all cell phones and remove head apparel and chewing gum for the ceremony.

**Entering Class Photo** To commemorate the induction of the Class of 2023 and new transfer students, the group will be escorted to the Seibert Hall porch to participate in a class photo following Convocation.



## STEP FIVE — Say Farewell

**Family Farewell Reception** After Opening Convocation, family members are invited to a farewell reception at 3 p.m. on the terrace of the Degenstein Campus Center and in Mellon Lounge.

**First-Generation Student/Family Reception** Happening concurrently, we invite first-generation students and their families to join us as we welcome you and celebrate the journey you are all about to take. Meet other first-generation faculty and staff as well!

**Families may plan on departing campus by 4:15 p.m., as Fall Orientation begins promptly at 4:30 p.m.**

## WE'RE HERE TO HELP!

Questions related to Move-In Day and housing-specific questions may be directed to the **Department of Residence Life** at **570-372-4133**. Questions related to Fall Orientation may be directed to the **Office of First-Year Experience** at **570-372-4753**.



# Sustainable Move-In Tips:

## Simple steps with a huge impact:

- Pack using reusable containers or cardboard boxes; avoid plastic bags.
- Use soft items, like blankets and clothes, as packing materials instead of bubble wrap.
- When unpacking, bring cardboard boxes to recycling locations outside each building.
- Keep trash and recycling separate when unpacking to easily dispose of properly.
- Review the posted recycling posters to know what to recycle.
- Wherever possible, wait until you arrive to purchase items — it may be easier to know what you actually need.
- Visit the Office of Sustainability table at Degenstein Campus Center on Move-In Day to learn more about sustainability on campus!
- Visit Hawk Stuff, our on-campus FREE thrift store for residence hall room essentials, located in Aspen Hall.

### **Orientation Hours:**

- » Sept. 1: 10 a.m. to 4 p.m.
- » Sept. 3: 4 p.m. to 6 p.m.
- » Sept. 5: 4 p.m. to 6 p.m.



# Tips from the Bookstore

## Renting or purchasing books from the campus bookstore is easy:

- View the course materials needed for your courses by logging into mySU. It links to your course schedule.
- Books can be rented or purchased through mySU or by going directly to the campus bookstore website: [www.susqu.bkstr.com](http://www.susqu.bkstr.com).
- Books may be picked up in the store upon your arrival to campus.  
**(PLEASE SELECT IN-STORE PICK-UP/DO NOT ENTER CAMPUS MAILBOX ADDRESS.)**
- If you plan to wait to rent or purchase books in the store upon your arrival to campus, bring a copy of your fall schedule containing course and section numbers.
- Prior to arriving on campus, set up a Follett text rental account at [www.follettrental.com](http://www.follettrental.com), using your SU email account.



# PACKING FOR COLLEGE CHECKLIST

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## CLOTHING:

- Seasonal clothing
- Must-have SU sweatshirt\*
- Comfortable walking shoes & winter boots
- Flip-flops for use in shower

## BEDDING:

- Twin-size comforter
- Twin-size X-long sheets
- Bed pillows
- Extra blanket
- Mattress cover\*
- Foam pad\*

## BATHING/HYGIENE NECESSITIES:

- Hair care products
- Bath towels
- Bathrobe
- Washcloth
- Shower caddy
- First-aid kit
- Bathing products—soap/bath gel
- Dental care products
- Hygiene products
- Hair dryer\*
- Shaving items
- Over-the-door hook\*

## ROOM NECESSITIES:

- Alarm clock
- Erasable memo board\*
- Desk lamp
- Trash can
- Storage crates
- Area rug\*
- Under bed containers
- Storage containers (for food)
- Refrigerator\* (less than 5 cubic feet)
- Keurig or coffeepot with auto shutoff\*
- Hangers
- Mop/broom
- Hand vacuum\*
- Plates\*
- Cups\*
- Flatware\*
- Cleaning supplies
- Microwave (700 watts or under)

## TECHNOLOGY:

- Phone charger/docking station\*
- Television\*
- DVD/BluRay player\*
- Headphones

## SAFETY:

- UL-approved extension cord(s), 3-prong only
- Flashlight\*
- Batteries\*
- Surge protector/power strip(s)

## DECORATIONS:

- Poster tack/putty, 3M™ Command™ strips or similar
- Posters (can be purchased at campus vendor fair)\*
- Photos/pictures\*
- Tack board
- Thumbtacks
- Curtains with tension rod\*

## ACADEMIC ITEMS:

- Computer/Laptop\*
- Printer\*
- iPad/eReader\*
- Backpack
- Notebooks
- Binders
- Pens
- Pencils
- Tape
- Stapler
- Scissors
- Hole punch

## LAUNDRY NEEDS:

- Laundry basket/hamper
- Travel iron\*
- Tabletop ironing board\*
- Laundry supplies
- Drying rack

*\*Recommended but not required*

## LEAVE AT HOME:

- ✗ Pets/animals
- ✗ All kitchen appliances particularly those with exposed heating units, as well as hot plates, blenders, toasters, broilers, griddles, grills, etc.
- ✗ Candles and incense of any kind
- ✗ Halogen lamps/bulbs
- ✗ Fireworks
- ✗ Air conditioners
- ✗ Space heaters
- ✗ Dehumidifiers
- ✗ Pellet, BB or paintball guns
- ✗ Dartboards
- ✗ Alcohol and empty alcohol containers (rooms are “dry” unless both residents are 21+)

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*Please Note:*

You can rent a Microfridge unit for \$200 a year.

# Vehicle Placards

## Making your move-in easy:

Vehicles will be directed to their designated buildings by using the following placards to be prominently displayed on the dashboard.

- Find the placard that matches your designated building and print in **COLOR**.
- Fold in half and place on the dashboard of your vehicle so volunteers guiding you can easily direct you to your building.
- Please only enter the move-in line if you have items to be moved in to the residence halls.
- In an effort to streamline the process, any vehicle without items to be moved in to buildings will not be directed to enter the move-in line.
  - » Please use the **BLACK** "Guests Only" vehicle placard if you bring another car that contains only guests and nothing to be moved into the residence hall.
  - » These vehicles will be directed to another parking area and shuttles will be provided to transport guests to their student's residence hall.



Drivers are reminded to remain with your vehicle at all times during the residence hall move-in process.

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UNIVERSITY

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REED

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# AIKENS

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# SMITH

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# SCHOLARS

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COMMUTER

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COMMUTER

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**GUEST ONLY**

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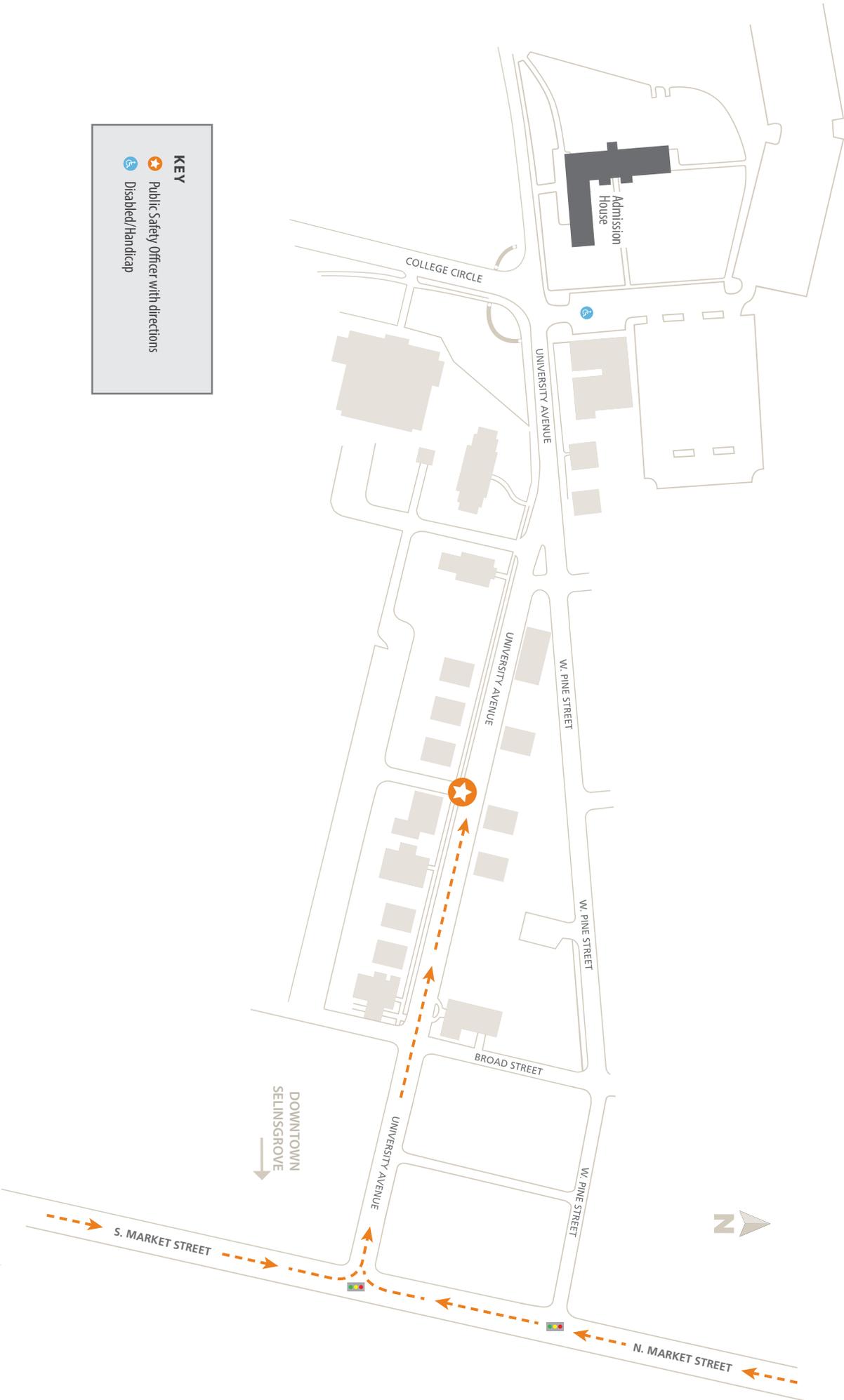
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**GUEST ONLY**

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## MOVE-IN DAY TRAFFIC MAP



- KEY**
-  Public Safety Officer with directions
  -  Disabled/Handicap