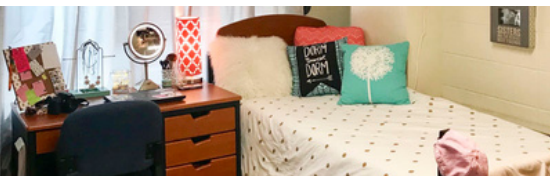
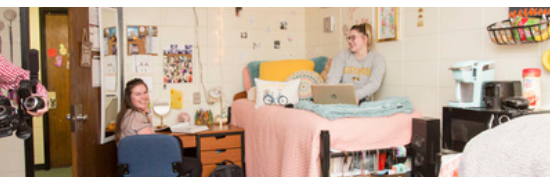
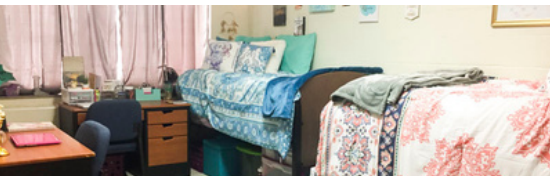


# UNIVERSITY OF CENTRAL MISSOURI HOUSING



LOVE WHERE YOU LIVE

Move-In Emule #3



## WE ARE APPROXIMATELY THREE WEEKS AWAY FROM MOVE-IN!

In three weeks you begin your new adventure here at the University of Central Missouri and life on campus. Our staff have arrived and are preparing for you to make our halls your new home. We are excited to welcome you here soon!

## WELCOME FROM THE UNITED STUDENT HOUSING ASSOCIATION



United Student Housing Association

We want to truly welcome all of you to UCM and life on campus! Our organization is here to serve students living on campus. We hope you will notice the welcoming nature of the housing personnel, USHA, and our sister organization, National Residence Hall Honorary. Living on campus and getting involved can have a

large impact on your first year and the community you help create. We know by our own involvement, that by living and getting involved on campus, you become part of a family. Housing leadership provides opportunities for students to become leaders on campus and in their own lives. Be sure to check out opportunities to get involved in your building's Hall Council or within USHA. Challenge yourself to meet other people and have a role in your community. We are here to advocate for you and help build a stronger residential community for you to thrive! Be sure to come see us at at various event this coming year. Learn more about us: [ucmo.edu/housingleadership](http://ucmo.edu/housingleadership)

## EXPLORE WHAT'S INSIDE THIS ISSUE:

Welcome  
Who is Here to Help?  
Front Desk Information  
Mailing Addresses  
Residential Resources  
Leadership Opportunities

FOLLOW  
UCM HOUSING!



# WHO IS HERE TO HELP?

## Assistance & Support

One thing is for sure: You'll have all the help you need to settle into life at UCM. Your first line of assistance is your undergraduate staff member. There are Community Advisors (CAs) in all the residence halls. The CAs are supervised by a Residence Hall Director (RHD) who is a graduate assistant pursuing a master's degree. Learn more about all these positions below:



## Community Advisors (CAs)

One of the most important people on your floor, and the first person you should go to for most non-emergency situations, is your Community Advisor (CA). In most buildings there will be two CAs per floor for first-year communities. The CA/ACA is an upperclass student, who has gone through a several week selection process, hired to be there for you. Within our apartment communities (Greenwood Park and Central Village), the students are Apartment Community Assistants (ACAs). Within Fraternity & Sorority Life, these staff are referred to as Chapter Assistants. The ways CAs/ACAs serve as a resource for residents:

- CAs are the first person you should go to for any situation.
- They are prepared to help with transition issues like homesickness, help with locating resources, roommate issues and much more.
- CAs will plan events and activities for the floor and help get you connected with the other students in the community.
- They will also confront inappropriate behavior to help the community be an respectful place to live and study.
- The most important thing to remember about your CA is they are right there with you whether you are a returning student or a first-year student.



University Housing is the largest employer on campus for students which provides our students with needed support and resources.

# HOW DO I FIND MY CA?

Each CA will have a room located in the building (not necessarily on every floor) and the room will indicate as such. You will also see a CA on duty, making rounds of buildings each night for student safety.



# HAVE NO FEAR!

Are you worried about having to share space for the first time? No need to fear! Our Community Advisors are trained in conflict mediation strategies so that you can have the best experience possible!



## Residence Hall Directors & Assistant Residence Hall Directors

RHDs are graduate students pursuing their degree in College Student Personnel Administration, which means they plan to continue working with students as their career. We also have Assistant Hall Directors who are undergraduates. The RHD/ARHD lives and/or has an office in your building, so they are very accessible to you. Ways these staff serve their communities include:

- Supervision of CA staff & other student staff members
- Advising Hall Council and helping your building develop a strong sense of community.
- Ensure building is well maintained
- Serving as a resource to go to for any issues and challenges you have, after your CA.
- Serve as conduct officers (RHDs), which means if you experience a behavioral challenge you will meet with them to discuss how to make better decisions during your time at UCM.



## SAY HELLO!

Please stop by your RHD's office to say hello or if you have questions/need assistance. Most RHD offices are located in the lobby of the residence halls. Each RHD's office hours are posted on their door each week.

## Front Desks & Office Assistants



The front desk in your hall is a great resource when living on campus! Our front desks are open for specific periods of the day to offer assistance for students in the residence halls. Signs will be posted with front desk hours. Front desk services include:

- Mail/Packages
- Lockouts
- Updating room condition inventories (within one week of move-in)
- Maintenance/safety concerns
- Check out supplies including games, cleaning supplies, cooking supplies, etc.
- Contacting CAs
- General questions/concerns



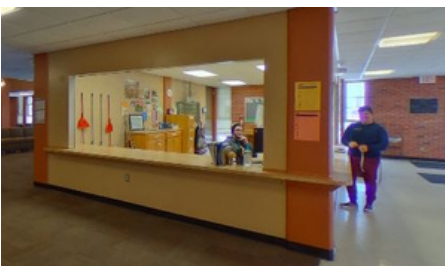
## SAFETY IS PRIORITY

Safety of all our residents is of the utmost priority to our student staff, RHDs, and professional staff members. Directives provided for student safety are given with care & concern for student welfare. Please join us in creating a safe community at UCM!

# RESIDENCE HALL DESK CONTACT INFORMATION

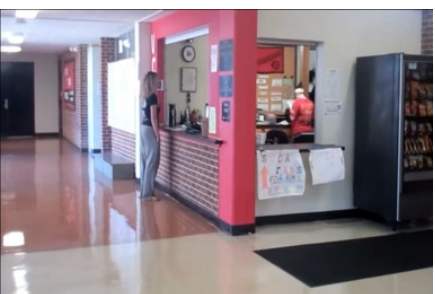
Our front desks will open on move-in day, August 12, 2021. Front desks are staffed 24/7 while school is in session. During break periods, please contact our main housing office. Please refer to our staff page at [ucmo.edu](http://ucmo.edu) to contact your Residence Hall Director with larger concerns/issues.

- Ellis Complex: 660-543-4322
- Fitzgerald: 660-543-4320
- Foster Knox: 660-543-4552
- Houts/Hosey: 660-543-4321
  - Also point of contact for Todd Apartments & South Todd
- Nickerson: 660-543-4583
- Panhellenic: 660-543-4551
- South Yeater: 660-543-4317
- UCC: 660-543-4034
- The Crossing: 660-543-4396



## MAIL/PACKAGES & DELIVERIES

- All mail/packages must include the student's name (as on file with the university).
- Mail with incomplete address, nicknames or parent names will be returned to sender.
- Student are responsible for checking their mailbox regularly.
- Mail is delivered each day except Sundays and holidays.
- Packages sent by FedEx, UPS, DHL etc will not be forwarded to new address.
- Large packages will be at the front desk and students must present photo ID to claim the package
- Notices of packages will be by e-mail to student e-mail address and slip in mailbox
- Only accepted items are from official delivery services such as Campus mail, FedEx, UPS, USPS, etc.
- Packages and mail are only processed for current campus residents. Mail for non-residents/former residents will be forwarded to address on file or returned to sender.



- Door Dash Deliveries & Other food deliveries: It is the student's responsibility to meet the delivery person at the front lobby. University staff are NOT responsible for these deliveries in any fashion.
- Amazon deliveries: Amazon deliveries are handled as packages at the front desk. If Amazon drops off a delivery directly at your door the University is not responsible in any fashion for these deliveries.
- Personal deliveries to the building are not accepted by University staff (friends/family members cannot drop off things at the desk for residents, etc.)

## FLOOR MEETINGS

First year floor meetings will occur at in the evening on Thursday, August 12th for students that signed up for the UCM Experience Kickoff. These meetings are MANDATORY for all students. Please refer to signs for the location of these meetings within your building.



## DETAILS MATTER

Be sure to share address details with friends & family so they can make sure to get any mail/packages to you without any issues!

## WHATS IN THE NEXT ISSUE:



- Unloading /Parking
- Addresses for Locating Buildings
- Room Condition Reports
- Lockouts
- How to Submit Work Orders
- Loading Tips
- Loft/Fridge Pick-Up Times
- Locations of Check-Ins

# SPECIFIC HALL MAILING ADDRESSES

## East Ellis Hall:

[Student's Name]  
East Ellis, [Room #]  
301 Anderson St.  
Warrensburg, MO 64093

## Fitzgerald Hall:

[Student's Name]  
Fitzgerald, [Room #]  
100 Houx Street  
Warrensburg, MO 64093

## Central Village Apartments:

[Student's Name]  
1010 South Holden, [Apt. #]  
Warrensburg, MO 64093

## Foster/Knox Apartments:

[Student's Name]  
Foster/Knox, [Room #]  
311 East Clark Street  
Warrensburg, MO 64093

## Greenwood Apartments:

[Student's Name]  
900 S. Washington St., [Apt #]  
Warrensburg, MO 64093

## Hosey Hall:

[Student's Name]  
Hosey, [Room #]  
615 South Washington Street  
Warrensburg, MO 64093

## Houts Hall:

[Student's Name]  
Houts, [Room #]  
615 South Washington Street  
Warrensburg, MO 64093

## Nickerson Hall:

[Student's Name]  
Nickerson, [Room #]  
603 South Washington Street  
Warrensburg, MO 64093

## North Ellis Hall:

[Student's Name]  
North Ellis, [Room #]  
301 Anderson St.  
Warrensburg, MO 64093

## South Ellis Hall:

[Student's Name]  
North Ellis, [Room #]  
301 Anderson St.  
Warrensburg, MO 64093

## South Todd Hall:

[Student's Name]  
Todd Hall, [Room #]  
117 Houx St.  
Warrensburg, MO 64093

## South Yeater Hall:

[Student's Name]  
South Yeater, [Room #]  
606 South Holden  
Warrensburg, MO 64093

## Todd Apartments:

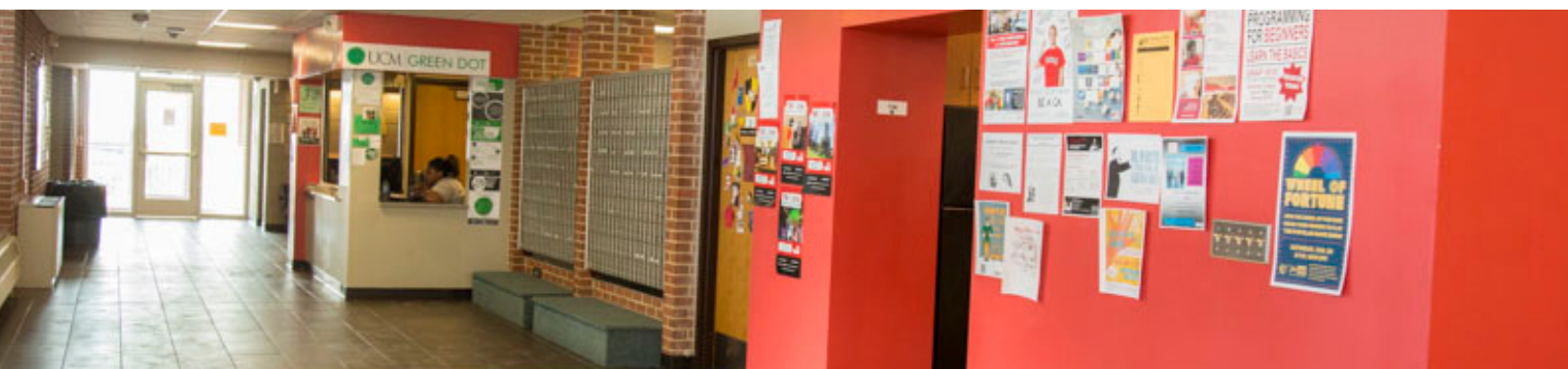
[Student's Name]  
Todd Hall, [Apt #]  
113 Houx St.  
Warrensburg, MO 64093

## The Crossing:

[Student's Name]  
The Crossing, [Apt #]  
114 W. South St.  
Warrensburg, MO 64093

## University Conference Center:

[Student's Name]  
UCC, [Room #]  
400 Anderson Street  
Warrensburg, MO 64093



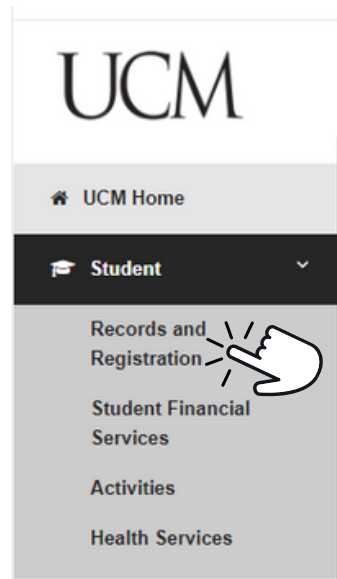
# Locating Sign Up for Move-In

**For Fall semester only, ALL students excluding Central Village and Greenwood must sign up for check-in, see instructions Below:**



1

Login to your  
MyCentral  
Account



2

Click  
Records and  
Registration

Scroll down to Housing located in the middle of the page



Use the scroll bar to  
scroll to the bottom  
to view "Housing  
Assignment  
Gateway"

3



# Scroll to find the section for "NEW STUDENTS WHO WANT TO PREFERENCE ROOMMATE/SUITEMATES"



## Sign-Up for Check-In (Fall Move-In Only)

Click the link below to sign up for a check-in time slot for fall semester move-in. (Central Village and Greenwood do not have to sign up)

**For Dates of August 4, 5, 7, and 10:** These are for early access groups **only**. Do not choose these options if you are not within these groups/authorized for these dates. We will contact you if you choose a date not authorized and require that you change it.

[CLICK HERE TO SIGN UP FOR CHECK-IN](#)



### Important Move-in Guidelines and Notes:

## Be sure to maximize your browser window!

### Time Slot Sign Up

#### Welcome to Move-In 2021!

We have a sign-up process for our university apartments (excluding Central Village and Greenwood Park). ALL students must sign-up for a check-in slot.

#### FACE MASKS/COVERINGS:

- After considering Centers for Disease Control and Prevention (CDC) guidelines and consulting with health experts, we plan to continue to not require masks/face coverings on campus for those individuals who are **fully vaccinated** for COVID-19.
- Individuals who have **not been fully vaccinated** should follow CDC guidance, and those who desire to wear masks/face coverings may continue wearing them and are not discouraged from doing so. The CDC's complete recommendations related to wearing face coverings can be found [here](#).

#### OTHER IMPORTANT GUIDELINES FOR MOVE-IN

- **ONLY** the student may enter at first to obtain key(s). Family/guests must stay outside until student has obtained their key. Then they may assist in move-in
- Students are **not limited** in the number of guests they can bring for move-in, however we ask families to be conscious of others during the process.
- Please see signage for check-in locations on doors
- Volunteers will be available to help direct you to check-in locations.
- Please be sure to move all vehicles from the curb after unloading so other families may unload their vehicles.
- Trash **must** be taken to exterior dumpsters

Then, click "Next step". Due to the possible high-demand times, you might be asked to select a different date or time on the next page. Please be sure to select **CONFIRM** at the end of the process. You will be emailed a confirmation that indicates your selected time. If you need to change your time, revisit the Housing Assignment Gateway.

Choose Date Res Hall:  \*

Number of Additional Guests for Move In  \*



# 4

Click on

[CLICK HERE TO SIGN UP FOR CHECK-IN](#)

To access the module.

# 5

Review all information and instructions! These include move-in guidelines

# 6

Use the drop down menu to see available time slots for move-in.

Also enter # of guests coming with you.

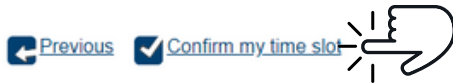
Hit Next Step

Your time is available, click to confirm!

We have confirmed that August 12 09:00 (9 am - 9:45 am) (First-Year Students Signed up for UCM Kickoff Experience ONLY) is available. If you would like to confirm this time, [click the "Confirm my time slot"](#) button below. Your time will not be selected if you do not confirm.

An email will be sent to confirm your time.

If you wish to come back to change after confirming, you must revisit the link from the Housing Assignment Gateway.



You **MUST** click confirm to formally select your time slot. It will not be accepted until "Confirm My Time Slot" is clicked.

Students will get a confirmation email to their UCM email and personal email on file with the University.

If you need to change your time slot, you don't need to contact us, just simply restart from step 4





# KNOW YOUR RESOURCES

Campus Community Health

## Immunization Information



### Requirements

- **two vaccines** against measles, mumps, rubella (MMR)
- **completed** Tuberculosis (TB) Risk Assessment questionnaire
- **for students living on campus:** documentation of at least one dose of meningitis vaccine (MCV4/MPSV4) given on or after the student's 16th birthday. **Students will not be allowed to move in until the university has a record of this vaccination.**
- Upload your records at least one week prior to your move in date!

### Upload records



- Go to [ucmo.medicatconnect.com](http://ucmo.medicatconnect.com) >
- Log in using your MyCentral username and password
- Click on the Immunization tab
- Fill out the required immunization information
- Select UPLOAD
- Click on the Forms tab
- Complete the Tuberculosis (TB) Screening form

### Get immunizations on campus

- **Call the University Health Center to make appt.: 660-543-4770**
- For more information go to [ucmo.edu/immunizations](http://ucmo.edu/immunizations) >



**REMINDER: IF YOU DO NOT HAVE YOUR MENINGITIS RECORDS ON FILE, WE CANNOT CHECK YOU INTO YOUR ASSIGNMENT!**

## Get texts from the UHC



### You Gotta Opt-In

Our system got an upgrade! So, even if you've already been getting text messages from us, you **MUST** opt-in if you want to keep getting those reminders.

- Go to [ucmo.medicatconnect.com](http://ucmo.medicatconnect.com) and log in with your MyCentral user name and password >
- Click on your name in the top right of the screen then Edit Your Profile.
- Scroll down and check "I would like to receive SMS text message reminders" then hit Save.



## MOVE-IN DAY!

You must have your Meningococcal immunization on record with the University Health Center before picking up your keys.

Required Sign up to check-in!

Please see recent University Housing communication regarding signing up to checkin.

Sign up is available on the Housing Assignment Gateway via MyCentral



Beat the move-in rush and be able to move in August 13th by signing up for the UCM Experience Kickoff. Feel extra prepared for your start at UCM by signing up!

Learn more by visiting:

[ucmo.edu/kickoff](http://ucmo.edu/kickoff)



# Leadership Opportunities in Housing

University Housing provides a variety of avenues to become involved in your community and on campus. Housing Leadership provides opportunities for personal growth and helping to be the voice of students. Benefits of Getting Involved In Housing Leadership:

- Meet others in your community
- Be an important part of campus traditions
- Take pride in being an active member of YOUR community
- Have a say in how YOUR money is spent
- Be the voice of students like yourself

## HALL COUNCIL

Do you like to **ORGANIZE**?  
Do you like to **REPRESENT**?

Start your leadership in Hall Council and watch you and your community grow! Opportunities are available for floor representatives and executive board positions.

Each building/complex has a Hall Council that reviews community issues and plans activities, sometimes together with the Community Advisor staff, for the building as a whole.

### BENEFITS & REWARDS:

- Meet others in your community
- Be an important part of the conversation
- Take pride in being an active member of YOUR community
- Have a say in how YOUR money is spent
- Be the voice of students like yourself

*Pictured below:* Hall Council leaders participating in the Annual Homecoming Banner competition sponsored by USHA



*Pictured above (left):* NRHH collecting crayons for local Children's Hospital and recycling used markers

*Pictured above (right):* NRHH volunteering at Old Drum Animal Shelter for NRHH National Day of Service

## RECOGNITION & SERVICE WITH HEART

NRHH is designed to give local, regional, and national recognition to students making outstanding contributions to their residence halls. NRHH is committed to the value of recognition, as well as service to others.

NRHH is the only nationwide organization that recognizes residence hall leaders. Membership in local chapters is limited to one percent of your school's residence hall population.

NRHH membership is done through a selection process each semester. Being an involved student leader living on campus for two semesters and a GPA of 2.5 is required.



## NATIONAL RESIDENCE HALL HONORARY

## UNITED STUDENT HOUSING ASSOCIATION



As a student living in the residence halls, you are already a member of USHA- the voice and governing body of the residence halls. You can be a part of programming, recognition, policy recommendation, and commitment to a better residence hall experience through USHA.

### WHAT DOES USHA DO AT UCM?

- Sponsors hypnotist during Week of Welcome
- Sponsors fridge rental and student care package program
- Involvement in Family Weekend
- Sponsors the Coolest Room Contest
- Makes recommendations to University Housing such as quiet hours, laundry, etc.
- Assists in residence hall student leadership training and recognition
- Attends regional and national conferences
- Hosts events on campus to promote community and engagement

*Pictured below:* USHA executive board members representing at the annual Involvement Fair



SEE WHAT WE ARE UP TO!



UCM NRHH



UCM USHA

INTERESTED?

EMAIL [JHICKS@UCMO.EDU](mailto:jhicks@ucmo.edu) FOR MORE INFO!

