

## Important Reminders/Resources from the ETSU Department of Housing and Residence Life

**Halls open for Preview Participants on Thursday, August 21 from 7:30am-12pm. Halls open for all other residents on Friday, August 22, 23 or 24th from 9am-8pm each day. Please see important move-in instructions at [www.etsu.edu/housing](http://www.etsu.edu/housing).**

**IMMUNIZATION REQUIREMENT:** All new incoming students, 22 years of age or younger that will be living on campus must show proof of vaccination for meningitis before being allowed to move into their assigned room/apartment. All documentation must be presented to the University Health Services before you will be allowed to move into your assigned room. Please find more information at <http://www.etsu.edu/nursing/shserv/immunizations/requirements.aspx>.

**WORK REQUESTS:** All Housing facilities provide cable TV, Ethernet, and wireless access. Please find information regarding each at [www.etsu.edu/oit](http://www.etsu.edu/oit). Work orders for Ethernet, WI-FI, or cable TV are to be reported directly to the [shdesk@goldmail.etsu.edu](mailto:shdesk@goldmail.etsu.edu) or call 423-439-4648. Personal routers may cause interference and slow access. **All other maintenance requests are to be reported immediately and directly to Housing Facilities at [HOUSINGWORK@LISTSERV.ETSU.EDU](mailto:HOUSINGWORK@LISTSERV.ETSU.EDU).**

**TUITION, FEES, RENT/MEAL PLAN PAYMENTS are due by Friday, August 22 at 6pm** or else your classes will be purged, and you will be unable to access your residence hall, room, meal plan, CPA, and etc.

**CHECK IN/ID CARD:** All residents must be checked into their room/apartment by 6pm on Sunday, August 24 to secure assigned room. After this date and time, re-assignments may be made to maximize space. Please make prior arrangements for later check-in, if necessary. Failure to move into assigned room does not cancel your housing contract or your obligation to pay rent. **Present your SID card** upon checking in to your assigned residence hall. Access to the halls is via your ID card which is activated upon registering for classes and payment of fees. Residents of Davis, Powell, Governors, Carter, Luntsford, Centennial, and parts of Buc Ridge access their individual rooms via their ID cards which must be encoded by Staff at check-in. Per University policy, you are to keep your ID card with you at all times and never loan it to anyone.

**RESIDENT ADVANTAGE MEAL PLANS** begin Monday, August 25 for breakfast in the Marketplace. If you have not already purchased a plan, please do so today at the Housing Office or [www.etsudining.com](http://www.etsudining.com).

**RULES:** As a resident living on-campus at ETSU, you are responsible for knowing and complying with the rules and regulations of the University and Housing and Residence Life. They can be found on the following websites: [www.etsu.edu/students/housing/residencehallhandbook.aspx](http://www.etsu.edu/students/housing/residencehallhandbook.aspx) and <http://catalog.etsu.edu/content.php?catid=68&novoid=171>. Please note that weapons, alcohol, drugs, and pets other than fish in an aquarium are strictly prohibited and are enforced. In hanging items on the walls in Governors, Centennial, and Buc Ridge, please use push pins or thumb tacks only because nails, command strips, and tape damages the walls; thereby, resulting in a damage assessments to the residents.

**INSURANCE:** The University is not responsible for damage or loss of your personal property while residing on campus. We strongly encourage you to obtain appropriate personal property insurance. We suggest you check with your personal insurance agent or company to ascertain exactly what coverage you currently have and what additional coverage you might need. Information about personal property insurance is available in our office or check the following websites. [www.nssi.com](http://www.nssi.com) or [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com)

**ACADEMIC LOAD:** All residents are required to maintain full time status (12 hours for undergraduates and 9 hours for graduates) to live in campus housing. Residents needing an exception must submit a request in writing to the housing office before enrolling or dropping to part-time status.

**PARKING:** All residents with a vehicle, including Buc Ridge, must have a parking decal. Check with Parking Services at 132 Stout Drive, adjacent to Centennial Hall or call 423-439-5650 or visit [www.etsu.edu/fa/fs/parking](http://www.etsu.edu/fa/fs/parking).

**POST OFFICE BOX:** All residents must have a campus post office box. Please check with the Post Office first level of the Culp Center or check on Goldlink.

**SAFETY:** Please see all the information regarding safety on campus at [www.etsu.edu/safety](http://www.etsu.edu/safety). All residents are strongly encouraged to sign up for GoldAlert which is the text messaging system for alerts regarding emergencies, weather, etc.

Johnson City Press newspaper will be delivered to each room/apartment beginning Monday morning August 25. This is a service offered to provide you with local, regional, and national news. We strongly encourage you to recycle the newspapers, but please remove/recycle the plastic bag before placing it in the recycle bin. Recycling/energy conservation- We encourage your participation in the University's efforts to recycle and conserve energy. See <http://gogreen.etsu.edu>.

For additional information, see the housing website at [www.etsu.edu/housing](http://www.etsu.edu/housing) or email [housing@etsu.edu](mailto:housing@etsu.edu).

**Bonnie Burchett, Ed. D**  
**Director of Housing and Residence Life**

P 423-439-4446  
F 423-439-4690  
[bonnie@etsu.edu](mailto:bonnie@etsu.edu)

**Department of Housing and Residence Life**  
**Division of Student Affairs**  
**East Tennessee State University**  
1276 Gilbreath Drive | Johnson City, TN 37614 | [www.etsu.edu](http://www.etsu.edu)