



ILLINOIS STATE
UNIVERSITY
University Housing Services



WELCOME TO

Hewett & Manchester Halls

WE HAVE AN APP FOR THIS!



Illinois State University App
[IllinoisState.edu/App](https://illinoisstate.edu/app)

Download the official Illinois State University App for free from the App Store or Google Play Store and search for the Move-In Guide for maps, directions, and more!

RETURNING STUDENT CHECK-IN SCHEDULE

MONDAY, AUGUST 15

8–11 a.m.: Floors 4, 8, 9, 13
1–4 p.m.: Floors 5, 10, 11, 12

TUESDAY, AUGUST 16

8–11 a.m.: Floors 6, 7, 14, 17
1–4 p.m.: Floors 2, 3, 15, 16

If you can't move in on Monday or Tuesday, we ask you to move in on or after Friday, August 19, to help minimize traffic congestion.

Students moving in ON or AFTER August 19 must schedule a move-in appointment. A link to the online appointment system is available at Housing.IllinoisState.edu and was previously sent to your Illinois State University email account.

PACKING

What to leave at home:

- * Alcohol
- * Bottle or can collection
- * Candle warmer
- * Candles/wick lamps/incense
- * Cinder blocks
- * Curtains/draperies/blinds
- * Electrical lighted window or wall art
- * Grill (any type)
- * Halogen bulbs and lamps
- * Hoverboards/battery operated scooters
- * Microwave and toaster oven (shared microwaves provided in common areas)
- * Pets, except fish (nothing larger than a 10-gallon tank)
- * Small appliances (toaster, coffee maker, etc.)

Download the Move-In Guide in the Illinois State University App for complete lists.

Note: The more belongings you have, the longer the move-in process will be. Plan to bring just what you need until you return home again. There will be other opportunities (such as Labor Day) to bring more belongings to campus. For example, winter clothing will not be needed for at least another month and a half.



ABOUT YOUR ROOM

Room and roommate assignment

Beginning Friday, July 22, you can view your room assignment in the Housing/Dining Portal. This includes your building name and room number, room type, floor, and themed community (when applicable). If you have a roommate(s), their contact information (if published) will also be listed. Before you arrive on campus, browse the Roommate Bill of Rights so you can experience a smooth transition to residential life. Housing.IllinoisState.edu/StudentLife/Roommates.

Room changes

Room changes are not permitted from the time you receive your assignment through the first 10 days of classes. After this, changes must be approved by the residence hall coordinator.

Room furnishings

No items of furniture may be removed, disassembled, or placed on top of other furnishings. Please do not stack shelves, crates, or equipment on top of air convectors in front of room windows.

If you chose to loft your bed, kits will be delivered to rooms prior to move-in. More information on loft kit check-outs and returns will be available in the Move-In Guide in the Illinois State University App. Beds using the loft kit should not be placed under sprinkler heads.

Contract cancellations

Requests for cancellation must be submitted in writing to Illinois State University, University Housing Services, Campus Box 2600, Normal, IL, 61790-2600, faxed to (309) 438-8866, or scanned and emailed to Housing@IllinoisState.edu. Cancellation requests **must** include the student's signature, University Identification Number (UID), and the reason for cancellation. **Notification to other university offices does not terminate the contract. IMPORTANT: Depending on the date you cancel, charges and fees may apply. Please review cancellation dates and information on the Housing website.**

2016–2017 room rates

Visit Housing.IllinoisState.edu under “Housing Contracts” for 2016–2017 room rates.



WHAT YOU SHOULD KNOW

Some of the most frequently requested information about residence hall living is summarized below. Please see Housing.IllinoisState.edu for additional information, including break closings and residence hall room rates and charges.

Residence hall access

Residents should have their Redbird ID with them at all times and must register all guests.

Leisure and educational resources

Hewett and Manchester Halls include a fitness center, study areas, music/piano practice rooms, computer lab, and cable TV outlets in all rooms.

Internet

Direct computer access to the Illinois State network and wireless Internet access is available in all residence halls. Additional information is available at ResNet.IllinoisState.edu or by calling (309) 438-8334. ResNet clinics will be available during move-in week to answer your tech questions. Download the Move-In Guide in the Illinois State University App for times and locations.

Laundry

Washers and dryers are available in Hewett and Manchester Halls, cost \$1.10 (paying with Redbird Card) or \$1.25 (coin), and are equipped with LaundryView, an Internet application that allows you to monitor the status of washers and dryers at laundryview.com. Residents must provide their own laundry supplies and irons. Ironing boards are provided; for safety reasons ironing is only permitted in designated locations on each floor.

Front desk

The front desk is a resource for you and is the heart of each residence hall on campus. Each desk is staffed with front desk managers 24 hours a day, and provides various services to meet your needs. Visitors need to be checked in at the front desk to receive a guest pass, and need to be checked out upon leaving the residence halls. Multiple items are available to check out from the desk using a state ID including: board games, game room equipment, tools, carts, and vacuums. Spare keys are also available to check out in case your keys are lost or left in your room. The front desk is also a great place to stop by if you have any questions regarding resources on campus, bus routes, things to do in Bloomington-Normal, and more.

Resident assistants

As you know, resident assistants (RAs) will be in contact with each resident in the community during move-in and are available to provide leadership, assistance, and support to meet the needs of individual residents and the community as a whole. If you want to consider being a part of this amazing group, check out RA recruitment happening in October. Details are available at Housing.IllinoisState.edu/StudentLife/RA.



Mailboxes

Halls receive a large amount of mail the first days after opening. It could take three to four days to receive your mail. Please plan accordingly and bring items with you that you will need immediately.

If you are expecting a package in the mail, you can pick it up from the front desk after being notified of its delivery by your student email account. Additionally, mailboxes are in close proximity to the desk and can be checked at any time. The desk also accepts outgoing letters as long as the necessary postage is attached.

Mailing address

HEWETT HALL

Your Name
Room # Hewett Hall
101 N. Fell Ave.
Normal, IL 61761-2612

MANCHESTER HALL

Your Name
Room # Manchester Hall
215 W. Mulberry St.
Normal, IL 61761-2969



#RedbirdMoveIn

Share your Redbird move-in experience on Twitter, Facebook, and Instagram!

WORK WITH HOUSING!

We are hiring front desk managers and tour guides. Join our team and get the opportunity to work in your own living space. Find more information at Housing.IllinoisState.edu.

DIRECTIONS

As there are planned street closures, please rely on these directions rather than directions from GPS or other mobile devices. Don't forget to download the Move-In Guide in the Illinois State University App to have all directions at your fingertips.

ARRIVING ON I-55 FROM THE SOUTH

(St. Louis, Springfield, etc.)

- Take I-55 North to exit 167-Veterans Parkway
- At the stoplight, go right onto Veterans Parkway
- Take slight right (west) onto Shelbourne Drive
- Go right (west) at stop sign, continue on Shelbourne Drive
- After three stop signs, turn left (south) onto Linden Street
- After two stoplights, turn right (west) onto Mulberry Street
- Continue to East Campus

ARRIVING ON I-55 FROM THE NORTH

(Joliet, Chicago area, etc.)

- Take I-55 South to exit 167-Veterans Parkway
- At the bottom of the ramp, go left onto Veterans Parkway
- Take slight right (west) onto Shelbourne Drive
- Go right (west) at stop sign, continue on Shelbourne Drive
- After three stop signs, turn left (south) onto Linden Street
- After two stoplights, turn right (west) onto Mulberry Street
- Continue to East Campus



MOVE-IN TIPS

Before you arrive

Please remember to wear comfortable clothes and closed-toe shoes. Follow the weather forecast for temperature and precipitation too.

Unloading: For safety purposes, please do not unload cars in fire lanes.

Move-in cart access at Hewett and Manchester Halls

If you have a cart, access the elevators through the Vrooman entrance, located between Hewett and Manchester Halls (in the Circle Drive). Volunteers and directional signage will show you the best route to move your cart(s) from the unloading zone to the Vrooman lobby. Once you enter Vrooman, the far left door is for Hewett residents to enter and the far right door is for Manchester residents to enter.

Carrying your belongings up the stairs

For Hewett Hall, there is a carry-up only entrance to the stairwells on the east side of the building (**see star on map for specific location**). If you choose to carry up your belongings, you do not need to enter the building through the Vrooman entrance (you can enter and exit through the side door).

For Manchester Hall, there is a carry-up only entrance to the stairwells on the north side of the building (**see star on map for specific location**). If you choose to carry up your belongings, you do not need to enter the building through the Vrooman entrance (you can enter and exit through the side door).

Want to exit the building from the stairs instead of using an elevator?

Look for the stairwell door on your floor that says Exit Only. This door will lead you directly to the outside door. This will eliminate your wait time for the elevators.

Tips for a smooth delivery from curb to elevator

- Put the sturdiest boxes on the bottom and soft items on top.
- As you pack the cart(s), make sure everything is stable before you begin to move it.
- Do not pack your cart more than three feet high.
- Using plastic wrap around your boxes is helpful.

Efficient elevator packing

- In order to reduce the wait time for the elevators and maximize the space we have available, staff will be on hand to move your belongings onto the elevator.
- Pack all of your carts into the elevator backwards (this way you can just pull them out when you arrive on your floor).
- Fill the corners of the elevators first with the largest carts.
- Fill in the rest with people and small items.

To unload when you arrive on the floor

- Unload people and small items from the middle.
- Pull your carts out one at a time.
- Please use the recycle bins available outside to dispose of your moving boxes. This contributes to University Housing's initiative to go green and create an environmentally conscious community.

MEAL PLAN ACTIVATION

Your meal plan will be available starting at 11 a.m. on Wednesday, August 17. Opening dates and hours of operation (Wednesday, August 17–Saturday, August 20) are listed below.

Wednesday, August 17

Watterson Dining Commons and Marketplace at Linkins:
11 a.m.–8 p.m.

Thursday, August 18– Saturday, August 20

Both dining centers: 7 a.m.–8 p.m.

Both dining centers will begin regular hours of operation on Sunday, August 21. Go to Dining.IllinoisState.edu to view regular hours of operation.

CAMPUS DINING SERVICES

Meal plan costs and flex dollar amounts

Below are the proposed meal plan rates for the 2016–2017 academic year as approved by the Board of Trustees.

MEAL PLAN	TOTAL COST <i>per semester</i>	FLEX DOLLARS <i>per semester</i>
7-Day Unlimited	\$2,258	\$267
5-Day Unlimited	\$2,148	\$404
19-Meal Traditional	\$2,307	\$380
14-Meal Traditional	\$2,180	\$490

Meal plan changes

The deadline to change your meal plan selection online is **Tuesday, September 6**. Access the Housing/Dining Portal to make updates.

Cancellations

Written requests for cancellation, including the meal plan participant's signature, must be addressed to:

Illinois State University
Campus Dining Services
Attn: Meal Plan Coordinator
Campus Box 2610
Normal, IL 61790-2610

Notification of cancellation to other university offices or departments will not be accepted as a notice of a participant's intent to terminate the contract. Please review the Meal Plan Contract Terms and Conditions, email CampusDining@IllinoisState.edu, or call (309) 438-8351 for additional information.

Accessing your meal plan

To access your meal plan, you will need to have your Redbird ID with you. Your plan type and flex dollars are accessed with this card. Each time you enter a dining center or pay for food with flex dollars, your Redbird ID will be swiped.

Dining center menus

Visit Dining.IllinoisState.edu throughout the semester to view upcoming daily menus and nutritional information for both dining centers.

Monitoring your meal plan

Throughout the semester, you are encouraged to monitor your meal plan and flex dollar balance to make sure you are getting the most value out of the meal plan you have selected. Log in to Go.IllinoisState.edu to see your plan balances.

Payment policy

Campus Dining Services accepts flex dollars, Redbird dollars, and credit/debit cards at our dining centers, Starbucks (coming soon) in the Student Fitness Center, the Business Bistro in the State Farm Hall of Business, Einstein Bros. Bagels in Milner Library, and Airport Lounge in Centennial. Cash is not accepted at those locations. All locations within the Bone Student Center as well as Subway restaurants in residential areas accept cash.

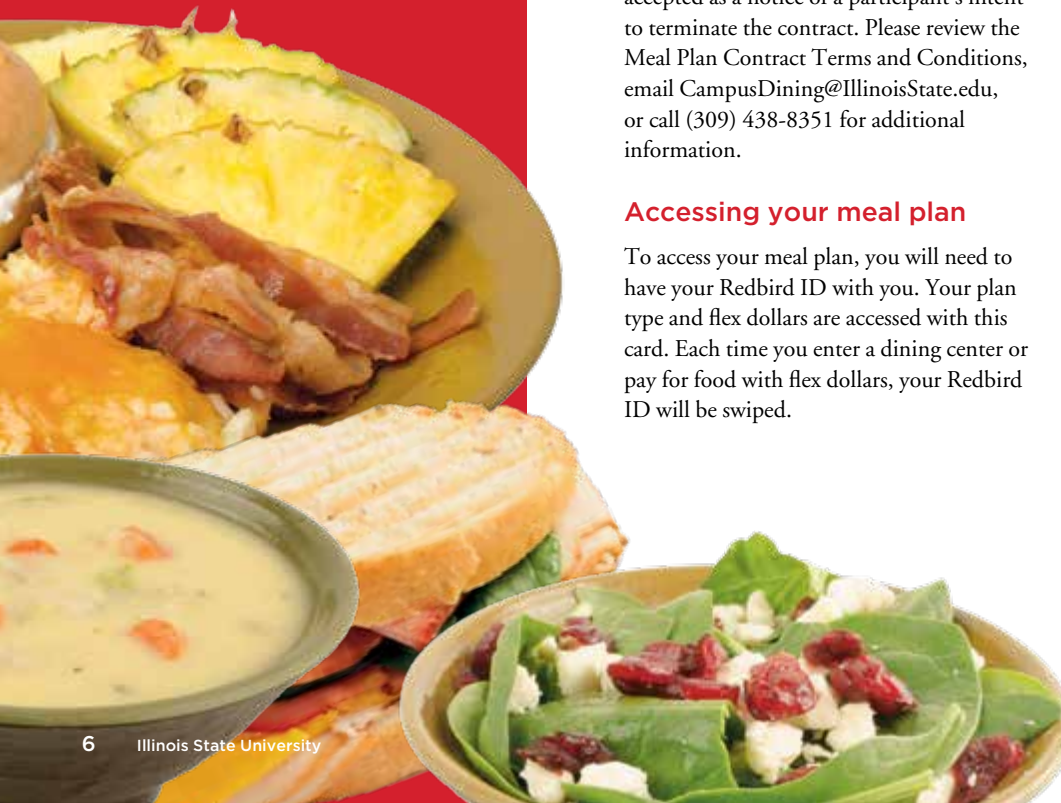
Visit us on Facebook and Twitter!

Go to Dining.IllinoisState.edu/Facebook or [@DiningILState](https://twitter.com/DiningILState) on Twitter for the most up-to-date special meal events and dining information.



Illinois State University App
IllinoisState.edu/App

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DIETARY CONCERNS?

Campus Dining is here to help! Consider contacting our registered dietitian before you arrive on campus to discuss your needs. Call (309) 438-8351 or visit Dining.IllinoisState.edu.

TIPS FOR DINING ON CAMPUS

Where should I eat?

Your meal plan allows you to eat anywhere on campus, and there are a variety of options. Head to Marketplace at Linkins for the Mongolian Grill during lunch. Maybe you have class in the State Farm Hall of Business—grab a sandwich at the Business Bistro. Explore all of what Campus Dining Services has to offer.

What are the hours?

The dining centers offer meals from 7 a.m. to 10 p.m. throughout the week with slightly abbreviated hours on the weekend, so you can enjoy meals and snacks throughout the day.

Choose the time that works best with you. Usually it'll be busier during normal meal times; typically noon for lunch and 6 p.m. for dinner. Peak dining rushes during the week typically occur right after class gets out. Avoid lines by waiting about 15 minutes after classes end. Run an errand, drop your bag off in your room, check your email, or make a phone call.

Why is there a line?

Some venues may be busier at a particular time of day, on a certain day of the week because more students have classes, or during a special event when visitors are on campus. Here are some estimated wait times you may expect when lines are present:

DINING CENTERS

- At Watterson Dining Commons, the line at the door can often stretch down the stairs just after class gets out, but it moves fast. From the bottom of the stairs to the cashier, the wait is about 5 minutes.
- Lines within the dining centers can also be long, especially when popcorn chicken is being served; rarely will you wait more than 5 minutes.

RETAIL LOCATIONS

- Lines at Einstein Bros. Bagels in the Bone Student Center do not typically exceed a six- to seven-minute wait.
- The McAlister's Deli line often stretches from the counter to the entrance. Expect about a 12-minute wait.
- During peak times, Campus Dining is committed to accommodating the increase in guests and continues providing an enjoyable dining experience for everyone.



DEAR (FIRST_NAME):

University Housing Services and the Association of Residence Halls (ARH) welcome you to Illinois State University. This newsletter contains important information to help your move-in go smoothly. **Please read it carefully.**

Once you're here

Many resources are available if you need assistance as you get settled into your home away from home. Staff work and live in each hall and are here to assist you with your transition to university life. Your housing area's front desk is open 24 hours a day and can assist you in connecting with a live-in hall staff member to help with any questions or concerns. You can also contact the central Housing office, 8 a.m. to 4:30 p.m., Monday through Friday, at (309) 438-8611 for assistance.

Not only do you have Housing Staff to assist you, you also have ARH. This student group acts as a resource for guidance and support as well as:

- Serves as the voice of residence hall and Cardinal Court students, representing students' views on a variety of topics
- Provides campus-wide programming for all on-campus residents
- Provides services to students such as move-in assistance and care packages

- Works with Campus Dining and University Housing to develop university policy in and around the residence halls and Cardinal Court
- Serves as the umbrella organization for the Area Governments and Diversity Coalitions

If you're interested in getting involved or learning more about what ARH has to offer, visit ARH.IllinoisState.edu or check them out on Facebook. (Search *Association of Residence Halls*.)

This year will bring opportunities for you to gain independence and rely on your critical thinking skills. We will encourage and support you as you pursue your academic goals.

We're happy you chose Illinois State University. Have a great year!

With Redbird pride,
Stacey Mwilambwe, *Director of University Housing Services*
Ryley Krausen, *ARH President*
Magalie Baker, *ARH Vice President*

STATE
YOUR PLACE.



This document is available in alternative formats upon request by contacting University Housing Services at (309) 438-8611.
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