WELCOME TO
Hewett & Manchester Halls

WE HAVE AN APP FOR THIS!
Illinois State University App
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!

CHECK-IN SCHEDULE

WEDNESDAY, AUGUST 17
8–11 a.m.: Floors 4, 8, 9, 13
1–4 p.m.: Floors 5, 10, 11, 12

THURSDAY, AUGUST 18
8–11 a.m.: Floors 6, 7, 14, 17
1–4 p.m.: Floors 2, 3, 15, 16

FRIDAY, AUGUST 19, AND AFTER*
Any student may move in.
Suggested time: 8 a.m.–5 p.m.

*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.
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](http://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. Changes must be approved by the residence hall coordinator.

Room furnishings
All rooms include desks, desk chairs, beds, and dressers. No items of furniture may be removed, disassembled, or placed on top of other furnishings. For safety reasons, please do not stack shelves, crates, or equipment on top of air convectors in front of room windows.

The beds provided in your room by the University can be lofted at multiple heights to give plenty of room underneath for storage space or other furniture. Other types of lofts and beds, as well as the use of cinder blocks, are not needed or allowed. Residents had the option to reserve loft kits at no charge through the housing/dining portal during room selection. These kits will be delivered to rooms prior to move-in. More information on loft kit check-outs and returns will be available through the Move-In Guide in the Illinois State University App.

Many residents choose to adjust their beds to junior loft height (max height 33 inches), which requires no loft kit and allows for ample storage under the bed. A rubber mallet may be helpful when placing your bed at the junior loft height. You can bring your own or borrow one from the front desk. 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

PACKING

What to bring:
- Alarm clock
- Bathrobe
- Bathroom caddy
- Bedding (extra-long twin)
- Computer
- Desk lamp (no halogen lamps or bulbs permitted)
- First aid kit
- Garbage can
- Headphones
- Iron
- Shower shoes
- Towels
- Umbrella

What’s nice to have:
- Area rug
- DVD player/stereo
- Refrigerator (no larger than 4.5 cubic feet, no taller than 36 inches, and 1.5 running amps)
- Reusable plates/cups/cutlery
- Room decorations (holes may not be put in walls)
- Snack foods
- Storage containers
- Television

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.
Why are there specific move-in times?
Structured move-in times reduce traffic on campus and minimize wait time for keys, carts, and elevators.

Do I have to come during the move-in times?
New students move in on Wednesday or Thursday and must follow the designated move-in times. We will only have key check out available for your floor at the assigned times.

What if I miss my move-in time?
If you arrive after 4 p.m., go to the lobby of your building and receive your key.

What if I want my bed lofted?
Residents had the option to reserve loft kits at no charge through the housing/dining portal during room selection. These kits will be delivered to rooms prior to move-in. More information on loft kit check-outs and returns will be available through the Move-In Guide in the Illinois State University App.

UPON ARRIVAL

What can I expect when I arrive on campus?
• A limited number of flat wooden carts will be available for check out; however, you are encouraged to bring your own cart or dolly to shorten wait time.
• Weather permitting, volunteers will be available to help unload belongings from your vehicle.
• Police will be directing traffic on campus to ensure traffic continues to move. Please make sure you follow the directions to Hewett and Manchester.
• Cold water stations will be available to keep you refreshed throughout the day.
• Residence hall staff will be available to check you into your room.

What should I do when I arrive at my residence hall?
Follow the steps in this order to ensure the smoothest move-in process.
1. Unload your belongings curbside (please make sure someone stays with the belongings).
2. Move your car to a designated parking area immediately after unloading.
3. Check out a cart if needed (Photo-ID required—i.e. driver’s license).
4. Follow signs to get in line for an elevator, if needed. (Note: steps 2–4 can happen simultaneously if you bring your own cart or have enough helpers.)
5. Allow staff to help load your cart onto the elevator for you.
6. Go to your floor or designated check-in area to receive your room key.
7. Enjoy Welcome Week activities and your new Redbird home.

Because of space constraints, please do not bring large moving trucks or towed trailers to move in.

FREQUENTLY ASKED MOVE-IN QUESTIONS

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

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 holiday closings and residence hall room rates and charges.

Residence hall access

Residents should have their ID with them at all times and must register all guests. They will only have swipe access to their building.

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. You may bring a TV cable or purchase one from the Association of Residence Halls (ARH) during move in.

Internet

Direct computer access to the Illinois State network and the Internet is available in all residence halls. Hewett and Manchester Halls are equipped with wireless Internet access. Additional information is available at ResNet.IllinoisState.edu or by calling (309) 438-8334. Ethernet cables will be sold during move in. 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. You may use coins or your Redbird Card for washers and dryers. 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

Meeting your resident assistant (RA) is essential to your move-in experience. RAs will be in contact with each of their residents in the community and are there to provide leadership, assistance, and support to meet the needs of individual residents and the community as a whole. RAs organize floor and hall events to promote involvement and to provide multiple opportunities to meet other residents. To maintain a welcoming community atmosphere, RAs put up bulletin boards on various educational and social topics and create door decorations for each resident. Providing a safe and inclusive environment is very important to University Housing Services, and RAs will serve as role models and enforce all residence hall and university policies. RAs are an amazing asset to our halls and can assist with offering advice and providing information on residence hall and campus resources to make the most of your housing and college experience.

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.
**MOVE-IN TIPS**

**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 the doors to 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.
- Allow staff to help load your cart onto the elevator for you.
- Use complimentary plastic wrap to secure items to the cart.

**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.

**REDUCE. REUSE. RECYCLE!**

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.
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 Hewett and Manchester Halls

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 Hewett and Manchester Halls

MOVE-IN ROAD CLOSURES

Please follow the directions on the move-in map. Visit Housing.IllinoisState.edu for updated information.

- NORTH STREET is one-way east from School Street to Fell Avenue
- FELL AVENUE is one-way south from Mulberry Street to College Avenue
- FELL AVENUE is one-way south from North to Beaufort Streets
- FELL AVENUE is closed from College Avenue to North Street
For safety purposes, please DO NOT unload cars in FIRE LANES.

Immediately after unloading your vehicle, RELOCATE it to designated move-in parking.

NO PARKING in faculty/staff lots (marked with red sign at entrance).

Vehicles WITHOUT A PERMIT may not be left overnight.
No matter where you live, you are encouraged to dine at both campus dining centers. Pictured here: Marketplace at Linkins Center, located in Tri-Towers.
**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.

<table>
<thead>
<tr>
<th>MEAL PLAN</th>
<th>TOTAL COST per semester</th>
<th>FLEX DOLLARS per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-Day Unlimited</td>
<td>$2,258</td>
<td>$267</td>
</tr>
<tr>
<td>5-Day Unlimited</td>
<td>$2,148</td>
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<td>19-Meal Traditional</td>
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<tr>
<td>14-Meal Traditional</td>
<td>$2,180</td>
<td>$490</td>
</tr>
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</table>

**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.

**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 on Twitter for the most up-to-date special meal events and dining information.

**Illinois State University App**

Dining.IllinoisState.edu/App

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Watterson Dining Commons is the largest dining center at Illinois State University, serving an average of more than 7,000 meals daily. Watterson features hundreds of options every day, including Asian and Mexican cuisine, pizza and pasta, panini sandwiches and grilled items, home-style entrees and sides, fresh fruits and vegetables, and delicious baked goods.

Gluten Friendly Flavors opened in 2014 and helps accommodate the needs of students with gluten sensitivities and other food allergies.

Check out the dining center’s traffic cameras and daily menus at Dining.IllinoisState.edu before you head over to eat, and keep your eyes on the digital information screens within the dining center for updates on special meal events and other activities on campus. More questions? Head to Dining.IllinoisState.edu/Facebook or Dining@ILState on Twitter!
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.