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CHECK IN PROCESS - Students will arrive at their residence hall front desk between 1 and 5 p.m. on January 11 – 13 to pick up their room key, mailbox key, and sign their inventory card.

**IMPORTANT DATES**

**JANUARY 2013**

Spring Move in ........................................................................11 - 13
(1 - 5 p.m.)

Classes Begin ...........................................................................14

Martin Luther King Jr. Day (campus closed) .............................21

Room Transfer Process Begins ..............................................31

**FEBRUARY 2013**

Housing Fair ............................................................................19

Priority Room Selection ......................................................4 - 28

**MARCH 2013**

Spring Break ............................................................................11 - 16

Frontier Fiesta ..........................................................................21 - 23

**MAY 2013**

Residence Halls Close for Spring Semester ............................ Noon
What to Do Before Arriving to Campus

Attend Orientation (At Orientation you will...)

- Enroll in classes
- Confirm your academic major and learn about course requirements
- Change major (if necessary)
- Get your student ID (Cougar Card)
- Purchase parking permit
- Learn about financial aid
- Sign up for the student health plan
- Buy textbooks

Make a packing list. Review the suggested list of items to bring as well as prohibited items included in this guide. Be sure to talk with your roommate and/or suitemates to decide who is bringing shared items to avoid duplicates.

Check your room assignment and move-in information. Contact your roommate prior to Move-In Day. You may log in to your student housing account to verify your room assignment and view roommate information. You may also check your move-in date and time at this site.

Room Payment

All bills are issued through the Student Financial Services Department and reflect charges posted to the university’s centralized billing system by the various departments across campus. Enrolled students’ statement of accounts will only be posted electronically in myUH, making bills available online at all times.
What to Bring: Your Packing List

- Cougar Card – You will use it for check-in (or a photo ID), Cougar Cash, dining and getting into your residence hall
- Emergency information (verify through student housing account)
- Renters insurance (recommended)
- Linens – pillow, blanket, quilt or comforter, pillow top or egg carton cushion, mattress pad, towels, washcloths, sheets
- Alarm clock
- Desk lamp/desk organizers
- Closet organizers
- Personal toiletries
- Personal decor items – posters, photos, etc. (No nails, screws or staples)
- High efficiency laundry detergent, clothes hamper, iron/ironing board, hangers
- Housekeeping supplies – spray cleaner, trash liners, small vacuum, air freshener
- Surge protector
- Bicycle lock (if you bring a bicycle to campus)
- Television/DVD/stereo/headphones (see Cable Television on page 6 for more details)
- Data cable/CAT 5 Patch cord
- Computer/laptop
- Fan
- Food/eating utensils
- Calendar/day planner
- For move-in day: dolly, bungee cords, plastic or tarp (in case of rain)

Do not bring...

- Pets – Other than fish in a maximum 10 gallon tank
- Open coil heating or cooking devices
- Candles or incense
- Guns or fireworks
- Water guns or “look alike” gadgets
- Drugs/paraphernalia
- Large amounts of cash
- Extension cords or multi-plug adapters without surge protectors

TIP

Make sure to pack all belongings in boxes or totes. Loose items can easily be lost or misplaced. All boxes and totes should be labeled with the student’s name, residence hall and room number so they can be clearly identified.
MAIL AND PACKAGES
A locked mailbox is assigned when you move into your hall. Calhoun Lofts and Cougar Village residents will receive a separate mailbox key. Moody Towers and Quadrangle residents can unlock their mailbox using their room key. Residential Life staff are not permitted to open your mailbox and remove mail, even to give it to you. The following are held for pick up in the mail room or Service Center until you claim them: special delivery, registered postage due and express mail, telegrams and packages.

Students can pick up packages during the academic year Monday through Friday (12:00 noon to 6:00 p.m.) except for holidays and when classes are not in session. Mail is delivered and picked up once a day, Monday through Friday. Mail is forwarded only during summer, if and when you move to another hall, or if you leave the university. Residents should use their full address for faster processing of mail. See below for the correct address format for each residence hall. The University of Houston designation is also required. There are mailboxes in each area for outgoing mail. Please do not call the service centers to see if you have mail. These requests cannot be accommodated.

**PLEASE NOTE:** No mail will be given to a resident if it is not fully addressed to that particular individual. You cannot have mail sent to your campus address for friends or relatives. See addresses below.

**University of Houston - Calhoun Lofts**
Student's Full Name *(first, middle, last; no nicknames)*
Campus Mail Box Number *(Box Number, Not Room Number)*
4700 Calhoun Rd.
Houston, TX 77004

**University of Houston - Moody Towers**
Student's Full Name *(first, middle, last; no nicknames)*
Campus Mail Box Number *(North or South Tower Room Number)*
4401 Wheeler
Houston, TX 77004

**University of Houston - Quadrangle**
Student's Full Name *(first, middle, last; no nicknames)*
Campus Mail Box Number - Building Number, Room Number
4361 Wheeler
Houston, TX 77004

**University of Houston - Cougar Village**
Student's Full Name *(first, middle, last; no nicknames)*
Campus Mail Box Number - Campus Box Number *(Not Room Number)*
4385 Wheeler
Houston, TX 77004

An email is sent to your UH email account if you receive any accountable item with tracking number (USPS, UPS, Federal Express or DHL). All mail parcels must have your full name on the item to be claimed. Proper ID is required to pick up your package. The mailrooms will not accept large shipments without prior notification. A charge may be assessed for labor.
CAMPUS SERVICES

Bicycles
All bicycles should be secured on bicycle racks located outside of residence halls. Do not secure bicycles to stairways, handrails, entryways, light poles, balconies, fences or trees. Bicycles improperly stored or secured are subject to having the locks cut and being impounded by the UHPD at the owner’s expense. For safety reasons, bicycles should not be ridden on crowded sidewalks or in buildings. With roommates’ permission, students may store bicycles in their rooms.

Cable Television
Basic cable service is free to all residents. Residents in Cougar Village are offered television through our IPTV option, called CougarVISION. CougarVISION is a new service designed to provide video programming over the Student Housing & Residential Life data network in Cougar Village. Calhoun Lofts residents have AT&T U-Verse 100.

Ethernet and wireless
Wired Ethernet connections are available in every room in all residence halls. Residents provide their own Ethernet cables in all areas. Wireless connections are also available in the residence halls. The UH VPN client may be required for external Internet access when using wireless.

Laundry
Residents enjoy free and unlimited use of the laundry equipment in their residence hall. All residence halls are now equipped with new, high-tech washers and dryers which will send a text alert to residents when the cycle is complete. Also, residents can view a 3D image of the laundry room online to view which machines are available and see how much time is left for those machines currently being used. These new machines require high efficiency detergent so be sure to check the label before you purchase your next bottle of detergent!

HOUSING OFFICES - WE’RE HERE TO HELP

Resident Assistants
RAs are trained student staff members who strive to build relationships with residents; serve as a resource and referral agent for community members; assist in building safety and security through serving on duty every night and conduct health/safety inspections; and help maintain community standards of behavior. RAs are selected as peer educators based on their skills and willingness to assist residents in being successful at UH.

Desk Assistants
DAs assist with building operations, safety, and security by staffing service desks located in each building complex. They, too, are excellent resources for residents. Please help DAs, RAs, and your peers maintain the security of your community by swiping your ID card at the entrance of your building, showing your ID to university staff members when applicable, not propping doors open or allowing strangers (people you don’t know) into the buildings, and by reporting strangers or suspicious behavior to DAs, RAs, or the University of Houston Police Department (713-743-3333).
Residence Life Coordinators
RLCs are full-time live-in professional staff members who oversee the day-to-day operations of each residential community. This includes, but is not limited to, supervising RAs, advising hall councils, promoting student leadership opportunities, following up on facilities concerns, adjudicating conduct cases related to student behavior, and serving as a professional staff resource to residents living in their community.

Housing Staff
Housing staff members are responsible for the administrative coordination of university housing and conference services. If you have questions concerning your housing agreement, room assignment, meal plan, or billing, please visit the Housing Office in Room 15J on the ground floor of Moody Towers or call 713-743-6000.

Customer Service Representatives
The Customer Service Representatives provide service, information, and assistance to students, faculty, staff, and community visitors. Please use them as a resource when you have questions or concerns.

Auxiliary Staff
The auxiliary staff, which includes maintenance, housekeeping, and information technology, share the university’s commitment to maintain all of its facilities and services in good condition. The auxiliary staff works to constantly upgrade facilities and services to meet student needs.

Residence Halls Association
The Residence Halls Association (RHA) plays an important part in your residential life. Every student living in the UH residence halls is a member of RHA and may participate in the programs organized by RHA and hall governments. RHA meetings are held biweekly and are composed of representatives from each hall or living area and other interested students. Representatives address current issues, review policies, and sponsor programming to enrich the living environment for the residence halls community.

HOUSING OFFICES
Student Housing & Residential Life
4401 Wheeler Street, Room 15J
713.743.6000
housing@uh.edu

RESIDENCE LIFE COORDINATOR OFFICES
Calhoun Lofts
4700 Calhoun Road
832.842.5648

Moody Towers
4401 Wheeler Street
713.743.6050

Cougar Village
4385 Wheeler, Suite 102
832.842.6019

Quadrangle
4361 Wheeler Street
713.743.6040

The University of Houston is an EO/AA institution.