The Move in Experience

FALL 2019 EDITION

AUGUST 22 & 23
Welcome Home!
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Dear FAMU Housing Resident,

Congratulations! You have made the decision of a lifetime.

The beginning of fall semester is just around the corner. Like you, we are preparing for an important event- your arrival on campus!

Here you will find important items to remember as you prepare for your move to on-campus living at Florida A&M University (FAMU).

We look forward to welcoming you to FAMU as a member of the University Housing community.

Our staff has worked diligently to make your arrival on campus as comfortable and convenient as possible.

Welcome Home!

Sincerely,

Jennifer A. Wilder, Ed.D
DIRECTOR, OFFICE OF UNIVERSITY HOUSING
• PARKING AND UNLOADING

On Move-In Day, traffic has a history of being found across campus, so all parents/guardians are encouraged to park in the Stadium Parking lot as their students check in at the Al Lawson Multipurpose Center Teaching Gymnasium and in their residential facilities.

Once the student has been given the approval to begin moving their belongings into their room, parents/guardians may move their vehicle to the unloading area of the residence hall. Because parking is limited, unloading zones are for temporary parking only. Campus police will be present to offer directions and parking restrictions.

• MOVING YOUR STUFF

Carts – or large wheeled bins – and dollies are provided for students on a first-come-first-serve basis and may be checked out for a limited time. To check out a cart or dolly, residents will need to provide an identification card. There is a limit to one cart/dolly per person.

• ELEVATORS

Elevator access is offered in the following residential facilities: FAMU Village, Gibbs Hall, Sampson Hall, Young Hall, and Palmetto Street Phase III. Palmetto Street South and North do not have elevators, so please plan accordingly.

• EXTRA TIPS FOR RESIDENTS

To avoid getting overwhelmed on Move-In Day, some items be brought or shipped at a more convenient date.
• WHAT TO BRING WITH YOU?
Thinking about what to bring with you?
Here’s a quick list.

RESIDENCE HALL OR SUITE:

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comforter</td>
<td>Blanket</td>
</tr>
<tr>
<td>Bed Sheets (Twin XL)</td>
<td>Pillow and Pillow case</td>
</tr>
<tr>
<td>Hangers</td>
<td>Towels</td>
</tr>
<tr>
<td>Shower tote</td>
<td>Bath Robe</td>
</tr>
<tr>
<td>Shower curtain*</td>
<td>Wastebasket</td>
</tr>
<tr>
<td>(FAMU Village or Apartments)</td>
<td></td>
</tr>
<tr>
<td>Shower shoes</td>
<td>Desk lamp</td>
</tr>
<tr>
<td>Fan</td>
<td>Computer</td>
</tr>
<tr>
<td>TV</td>
<td>Cable Jack cord</td>
</tr>
<tr>
<td>Alarm clock</td>
<td>Multiple outlet strip</td>
</tr>
<tr>
<td></td>
<td>with surge protector</td>
</tr>
<tr>
<td>Refrigerator (no larger than 4 cubic feet)</td>
<td>Microwave (700 watts) or less</td>
</tr>
<tr>
<td>Iron and small ironing board</td>
<td>laundry bag or basket</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>basic cleaning tools</td>
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</tbody>
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APARTMENT:
If you’re assigned to an apartment, you’ll need all of the above, plus things for your kitchen:

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pots and pans</td>
<td>Small kitchen appliances</td>
</tr>
<tr>
<td>Basic cleaning tools</td>
<td>Cooking and eating utensils</td>
</tr>
<tr>
<td>Paper products</td>
<td>dishes</td>
</tr>
<tr>
<td>Pets</td>
<td>Dish/Satellite TV Receivers</td>
</tr>
<tr>
<td>WiFi Routers</td>
<td>Electric Skillets</td>
</tr>
<tr>
<td>Candles</td>
<td>Hot Plates</td>
</tr>
<tr>
<td>Toasters</td>
<td>Toaster oven</td>
</tr>
<tr>
<td>CrockPots</td>
<td>Space Heaters</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>Subwoofer</td>
</tr>
<tr>
<td>Halogen Lamps</td>
<td>Open surface Heating Appliances</td>
</tr>
</tbody>
</table>
# WHAT TO BRING FOR FLORIDA A&M UNIVERSITY

Here is the official checklist for incoming students.

Of course every student may have different needs, but this gives you a good start. Items we consider essential are starred (*). Make sure to consult your roommate to avoid purchasing doubles of items like lamps or appliances!

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## BEDDING
- Extra-Long Twin Sheets *
- Comforter *
- Mattress Pad *
- Pillow(s) and Pillow Cases *
- Blanket *

## BATH
- Towels and Washcloths *
- Shower Shoes/Flip Flops *
- Shower Caddy

## STORAGE AND ORGANIZATION
- Hanging Storage Solutions
- Underbed Storage Organizer
- Hangers
- Mirror-Full Length
- Trash/Recycle Can
- Trunk (convenient storage and table in one)

## LAUNDRY/SUPPLIES
- Laundry Bag/Basket
- HE Detergent
- Iron (auto shut-off)/Ironing Board
- Cleaning Supplies
- Paper Towels

## GROOMING/PERSONAL SUPPLIES
- Soaps/Shampoo
- Toothbrush/Toothpaste
- Hair Products/Hair Dryer
- First Aid Kit
- Prescription/OTC Medications *

## STUDY
- Notebooks, binders, folders
- Computer/Laptop
- Laptop's Charger and Locking Cable

## ROOM COMFORT
- Desk Lamp & Bulbs
- Floor Lamp & Bulbs
- Refrigerator (max 4 cubic feet)
- Microwave
- Wall Decor
- Area Rug
- Fan (large and/or clip)

## ELECTRONICS
- Cell Phone & Charger
- Ear Buds/Headphones
- Gaming System
- Power Strip w/Surge Protector (UL approved)
- TV (w/remote and user manual)
- TV coaxial cable (6-10 feet)

## MISCELLANEOUS USEFUL ITEMS
- Backpack
- Message Board (Dry erase board)
- Flashlight/Batteries
- Sealable Food Storage Containers
- Dishware/Silverware
- Can Opener
- Reusable Water Bottle
- Umbrella/Raingear
- Sports Equipment (ex. bicycle, rackets, balls)
- Sunglasses

## PERSONAL INFORMATION
- ATM Card *
- Credit Cards *
- Driver License *
- Insurance Cards *
- Passport/Visa
- Lock Box

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ORDER ONLINE at famu.ocm.com
• When is Move-in Day?
This year, the Office of University Housing is offering students a two-day Move-In Experience. On Thurs., August 22, residents that will be living in Sampson, Young and Truth Hall along with FAMU Village are the only residents that are allowed to begin their Move-In process. While residents of Gibbs Hall, the Paddyfote Complex, Palmetto Street South, North and Phase III will begin moving in on Fri., August 23. The Move-In process will begin promptly at 7 A.M. on August 22 and 23.

• What if I can’t Move-in on those days?
If you need to arrive before August 22 or after August 25, please contact the Office of University Housing by e-mail as soon as possible and follow up by phone to make arrangements. Early arrival may be possible only for residents who have academic department obligations. Late arrival (after 5 P.M. on August 25) without prior arrangement may result in cancellation of your contract with penalty or reassignment of your space.

• Where do I Check-In?
The Office of University Housing is embracing a centralized check-in location located in the Al Lawson Multipurpose Center Teaching Gymnasium. This is where you will begin your check-in process. After leaving the Lawson Center Teaching Gymnasium, you will be directed to your designated residential facilities to complete the check-in and move-in process.

• What do I need to Check-In?
Please bring a picture identification (FAMU student ID, driver’s license, etc.) with you to Check-In.

• What furnishings are provided?
Every university housing facility is fully furnished. Residents can expect an twin bed (36” X 80”), a desk, a desk chair, dresser drawers and closet space. Apartments are also furnished with living room and dining room furniture, and kitchen appliances (stove/oven and refrigerator). Each resident is responsible for supplying their own linens (pillows, blankets, towels) and in apartments with kitchens, cooking utensils. (See “What to Bring” on pg 1.)

• Who will clean my room?
Although custodial workers are employed to keep all public areas and public community bathrooms clean, you are expected to clean your own room, bathroom, and common areas in the apartment.

• How can I find out about the details of my contract?
Information about your housing contract will be sent to the e-mail address we have on file for you. If you require a hard copy of your contract, you may request one at the Office of University Housing next to Gibbs Hall.

• Do I have to get a meal plan?
Students living in traditional residential facilities are required to purchase a meal plan, while students living in apartment-style facilities are not, but may do so if they wish.

• Will there be a staff member to help me move my stuff into my room?
Unfortunately we don’t have the staff to assist several thousand students to move in, but we will have a limited number of rolling bins available to help you move your belongings.

• Is there a smoking policy?
All University facilities (including housing), regardless of location, are smoke-free environments. Smoking (including electronic cigarettes and vaping), is not allowed, even if roommates give their consent or the resident is the sole occupant of the apartment or residence hall room. All common areas - also designated smoke-free.

• Can I bring a pet with me?
For health reasons, animals such as mammals, birds, Pets are not allowed in the residential facilities unless they have been cleared by Student Health Services to be a service animal. If pets are found without authorization, a fine will be assessed to the owner of the pet for cleaning costs. Immediate removal of the pet will be required and the student is put at risk for possible disciplinary action.

• What if I need special accommodations?
If you require a reasonable accommodation pursuant to the Americans with Disabilities Amendment Act (ADAA), please contact the Office of Equal Opportunity Programs at (850) 599-3076 prior to the start of the event.
**RHA LINEN PICKUP**

Need help providing your home-away-from-home essentials? The Florida A&M University Official Residence Hall Linens Program can give any room needs from memory-foam mattress pads to an array of designer sheets and extra-fluffy pillows at a discount. Select from a choice of Value Packs or order individual items from famu.ocm.com or call 1-800-957-4338 to supply your room with everything you need to create your new home away from home! For more information visit “OCM Linen Packages” underneath the "Services" tab on the Office of University Housing website.

**RENTER’S INSURANCE**

Residents are encouraged to purchase insurance protection plans to cover losses or damages of personal property.
• REASSIGNMENTS
The Office of University Housing reserves the right to re-assign residents to other spaces, rooms, or halls in the best interest of individuals or groups of students, or when it is determined that a student is not residing in his/her assigned space. Private rooms, selected roommates, and particular requests are accommodated as much as possible in keeping with the above statements. Students will be notified about room changes through emails and billboard announcement.

• TELEPHONE SERVICES
Since most college students rely on their cell phones, FAMU has removed land lines from housing buildings to reduce maintenance costs.

• RESIDENTIAL INTERNET
All FAMU Housing facilities are equipped with wired internet connections per resident. Residents will also be able to connect via the FAMU Wireless network. FAMU Housing Resident Assistants (RAs) will be available to help incoming first-year students with connecting to the FAMU network during Move-In. Just email Housing Maintenance at housingmaintenance@famu.edu if assistance is needed.

• UTILITIES
Gas, water, cable and electricity are included in the rent for all FAMU residence halls.

• STORAGE
The Office of University Housing is unable to offer additional storage space for personal belongings other than closet space and space under beds in each resident’s room. Items may not be stored in any other areas on campus. Any personal belongings left in public areas or closets are subject to disposal.

• MAIL AND PACKAGE DELIVERY
All residents living in the residential facilities will be assigned and issued a FAMU post office mailbox at the University Post Office. To receive a mailbox, a resident must take a copy of the housing assignment form to the University Post Office or by signing up for a mailbox using the new online registration form. All mail will be picked up at the FAMU Post Office. Mail is delivered Monday through Friday, excluding national holidays.
FAMU HOUSING INFORMATION (cont'd)

• HOUSEKEEPING
Residents are responsible for the cleanliness of their individual spaces (residence hall rooms, bathrooms, and apartments) including taking trash to dumpsters daily. The custodial staff is responsible for regular cleaning duties in public areas (hallways, lounges, stairwells, community bathrooms, etc.), in the residential facilities. Weekly inspections will be conducted by the Office of University Housing staff members.

• PARKING
All motor-operated vehicles must be registered with the University Parking Services Department to park on campus legally. All unregistered vehicles will be subjected to fines or towing. During Move-In Day, selected area will be open for unloading. If a vehicle is not unloading, it must have a visitor’s/vendor/employee or student permit. For more information on how to access these permits, contact the Office of Parking and Transportation at (850) 561-2657 or visit their office at 2400 Wahnish Way, Suite 117 Tallahassee, FL 32307.

• LAUNDRY FACILITIES
Each residential facility is equipped with fully-functioning laundry services for residents to utilize at any time.

• MAINTENANCE
Operating 24-hours a day and seven days a week, the Housing Maintenance staff is equipped to handle the needs or concerns of residents. The Housing Maintenance staff can be contacted via email at housingmaintenance@famu.edu. For maintenance emergencies (such as flooding, power outage, broken lock mechanism) residents are advised to contact the staff of that residential facility immediately. If there are any damages in the room prior to check-in, please indicate so on Room/Apartment Condition Form to ensure the costs are noted, and the resident will not be billed for repairs.

• PROHIBITED POSSESSIONS
Alcohol: University policy prohibits the possession, consumption, or storage of any alcoholic beverages or containers.
Drugs: the use, sale or possession of any illegal drugs and/or drug paraphernalia is prohibited.
Pets: Pets (including fish) are not allowed on the grounds or in the facility.
Weapons: Guns (including plastic/wooden replications), knives, ammunition, bombs, slingshots, gasoline, firework, explosives and other items that could be used or mistaken for a weapon are prohibited.
**STEP 1:** Arrive at the Al Lawson Multipurpose Center Teaching Gymnasium.

**STEP 2:** Speak with a representative and they will direct you to the proper location to begin the check-in process for your facility.

**STEP 3:** After gathering information and instructions from your facility table in the Al Lawson Center Teaching Gymnasium, go to your facility’s front desk to receive information on how to get into the your room.

**STEP 4:** Make sure you complete all Move-In documents to avoid charges or fees.

**STEP 5:** After your Room Condition Form has been completed and the Housing representative at your facility’s front desk has given you approval, you may begin to move-in.

**STEP 6:** Take a breather! You have checked into your residence hall! The hard part is over. Welcome Home!
Here at Florida A&M University, we offer a diverse array of support services for students on campus. These services include:

• Campus Police

• Post Office Box and Mail Services
  All residents who live on campus are assigned a personal box office number (PBN) at the business center. All mail will be delivered to the Business Center which is open Monday through Friday, excluding national holidays. For more information, call (850) 599-3027.

• Identification Cards
  Every registered student will receive a required University Identification (I.D.) card known as the “Rattler Card.” University I.D. cards are not only used to identify students, but to obtain meals from University dining halls, gain access to university resources and events, and checkout items from the University library. University I.D card pictures should be taken the first week of enrollment for every student. For more information, call (877) 307-7181 or email mycard@rattlercard.com.

• Automobile Registration
  All motor vehicles that operate on University property are required to be registered and have a FAMU decal or permit. Residents must bring proof of ownership of the vehicle, valid driver’s, University Identification card, proof insurance, and class schedule at the time of registration. For more information, contact (850) 599-3256. The University prohibits freshmen living on campus to register a vehicle on campus.

• Health Services
  Student health services are provided on campus and are available to residents Monday through Friday during the University’s regular hours. Residents can visit the on-campus location at 114 Foote-Hilyer Administration Center and receive medical attention. For more information regarding accepted medical insurance and payment, call (850) 599-3777.

• Career Services
  The Career and Professional Development Center is located within the student plaza. All currently enrolled and previously enrolled students can register with the center and receive access to job and internship bulletins, resume and cover letter assistance, professional dress guide, and interviews with interested employers. For more information regarding the Career and Professional Development Center’s service call (850) 599-3700 or email careercenter@famu.edu.
FACILITY LOCATIONS AND CONTACT INFORMATION

FACILITIES:

FAMU Village
Address: 667 Gamble St.
Tallahassee, FL 32307
Phone: (850) 599-8253 (East)
(850) 412-6646 (West).

Sampson Hall
Address: 1599 Gibbs Hall Trail
Tallahassee, FL 32307
Phone: (850) 412-6561

Gibbs Hall
Address: 1596 Gibbs Hall Trail
Tallahassee, FL 32307
Phone: (850) 599-3970

Young Hall
Address: 1591 Gibbs Hall Trail
Tallahassee, FL 32307
Phone: (850) 412-6561

Paddyfoote Complex
Address: 1529 Wahnish Way
Tallahassee, FL 32307
Phone: (850) 599-3694

Truth Hall
Address: 1699 South MLK Jr. Blvd
Tallahassee, FL 32307
Phone: (850) 599-3922

APARTMENTS:

Palmetto Street North Apartments
Address: 221 Palmetto St.
Tallahassee, FL 32307
Phone: (850) 561-2283

Palmetto Street South Apartments
Address: 255 Palmetto St.
Tallahassee, FL 32307
Phone: (850) 561-2900

Palmetto Phase III Apartments
Address: 277 Palmetto Street
Tallahassee, FL 32307
Phone: (850) 599-8801

Your Customer Service Center is your connection for many services provided by University Housing. Please check for the Customer Service Center that is responsible for your building.
1599 Gibbs Hall Trail Lower Level
Tallahassee, FL 32307

Phone: (850)-599-3651
Fax: (850)-561-2620
Web: famu.edu/housing

facebook: FAMU University Housing
instagram: @famuhousing1887
twitter: @famuhousing1887