Thank you for choosing CUW housing. We are pleased to welcome you to Concordia University Residence Life.

You’ve chosen Concordia University Wisconsin for many reasons—excellence in education, Christian foundation rooted in Lutheran doctrine, beautiful location on the shores of Lake Michigan, countless opportunities to get involved in extra-curricular activities... but you know all that. What you might not know is how to make a smooth transition into campus life. That’s what we want to help you with in this publication.

So for now, we ask you to
* Read this publication
* Note important dates & deadlines
* Get online

All official University communication happens online through your CUW email. One of the best things you can do for yourself, is to get into the habit of checking your CUW email account and logging into the CUW Portal daily.

Become familiar with how to find your class schedule, the Code of Student Conduct, check on your meal plan, obtain your mailbox number and review your account information. We look forward to seeing you on campus soon!

### Move-in Day

**Thursday August 24**

**9am-3pm**

### Cancellation

If plans change and you will not be attending for Fall Term or you change your mind about living on campus, you must notify BOTH Residence Life and Admissions, separately and in writing (email, fax or letter). **The Residence Hall Agreement is valid for the entire academic year.** In most cases, cancelling your Agreement will result in financial penalty.

### Please Note

If you are an international student, fall athlete or participating in a music group on campus, you’ll receive additional correspondence concerning your early check-in.
Check-In

1. Report to the Field House where you will **pick up your Student I.D..**

2. Bring your student I.D. and **check-in with the RA staff** inside your residence hall on the main floor. Pick up your key, Room Condition Report, and other materials.

3. **Read your RCR (Room Condition Report)** which states the condition of the items in your room at the time you move in. Inspect your room to see if there are any discrepancies between the RCR and the actual condition of the room. If there are discrepancies, note them on the RCR to ensure that you will not be financially accountable to pre-existing damages upon check-out.

4. Park your vehicle in the lot nearest your hall and **unload your belongings at the curb.**

5. Once you have unloaded your car, move it to **free up spaces** closer to the building for other students.

6. **Finish move-in** by bringing your belongings to your room and getting yourself settled in.

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**We Are Here for You**

**Resident Assistants (RAs)** have your back. You’ll meet your RA on move-in day. S/he will be there throughout the academic year to help with any concerns you have about adjusting to college life.

**Orientation Leaders** join forces, wear matching shirts and look for opportunities to help you on move-in day. They will direct you to the right locations and help you carry boxes.

**Resident Directors (RDs)** will be welcoming you to your new home on campus. As full-time professional staff members, your RD is your go-to person with any facility concerns or questions. They hold regular office hours all year long.

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**Good Advice**

Pack medium-sized boxes and don’t make them too heavy. Most of our residence halls do not have elevators.

**Bring a cart** or dolly to stack boxes and make each trip more productive.

**Recruit strong helpers** to assist you in unloading your car and getting your belongings to your room quickly.

**Bring your patience.** Our staff will be at every building trying to move things along as quickly as possible.

**Check weather forecasts** and plan accordingly. Bring umbrellas and plastic coverings for your belongings if needed.
Knowing where to go and who to talk to can make all the difference. Two important groups of people who will play a vital role while you are living on campus are the Resident Directors and Resident Assistants.

Resident Assistant (RA): A student just like you who has been selected and trained to support and assist you. RAs work to develop community in your hall and serve as a resource for you as you adjust to campus life.

Resident Director (RD): A full-time professional who oversees several residence halls and supervises the RA staff. RDs have an office in one of their halls and are available during business hours.
If you have been assigned roommates, their name(s) should be listed in the email from Residence Life. Please contact each other using the CUW email address with the following formula: firstname.lastname@cuw.edu.

New students are assigned housing according to the date we receive their completed Housing Agreement and $300 deposit. Roommates are assigned based on self-reported preferences entered on the Roommate Match in the Housing Application.

While Residence Life makes every attempt to place requested roommates together, due to the high demand for housing, we do not guarantee roommate requests.

Connecting with Your Roommate

Living with a roommate can enhance your college experience. We encourage you to contact your new roommate(s) once you receive their information. Decide who will bring the DVD player, TV, etc. Talk about how you will decorate your room or loft/bunk your beds to create more floor space. Nervous about your first conversation with your roommate? Try to relax and keep an open mind. Expect that there will be differences between you as people. The most important goal of the conversation should be to establish good communication with each other so that you have a base to build on when move-in day arrives. If you don’t hit it off right away, don’t give up. Working on building a relationship can be exceptionally rewarding. Our Staff is here to help!

Mail

Students living on campus are assigned mailboxes in the Mail Center in the Undercroft, beneath the Chapel. You can find your assignment under the Student Tab on the CUW Portal.

If you receive packages, the Mail Center will send an email to your CUW email account. That email will instruct you to present your CUW I.D. to the Mail Service Desk during business hours for pick up.

It is a resident’s responsibility to fill out the Forwarding Address Card (available on the Portal) when vacating the residence halls.

Your address while on campus: Mailbox #
700 Highland Rd
Mequon WI 53092
Students must register their vehicles with Campus Safety. To begin the registration process, log on to the Portal. Under the Campus Life Tab, go to the Safety Net channel and click on “Register my Auto.”

After you have completed the online form, stop by the Campus Safety Office to pick up your sticker. The parking fee for resident students will be charged to your university account once you pick up your sticker. Campus Safety does not accept payment for parking permits. All payments are handled at the Cashier’s Office.

Residents are required to park in the parking structure. If available, resident students who have earned 90 or more credits and are considered “seniors” may request a surface lot parking permit. There is no guarantee of surface lot parking. Parking in an unauthorized area will result in a $30 ticket per violation. Failure to register your vehicle will result in a $30 ticket. Tickets are paid in the Cashier’s Office. Students receiving 3 or more parking tickets in a semester will be referred to the Office of Student Conduct.

**Parking & Vehicle Registration**

If you need help accessing your CUW email account, contact the I.T. Helpdesk (262.243.4357 or support@cuw.edu) or stop by their office in Rincker 103.

**Personal Property Protection**

If your property is not already covered by insurance, it is wise to obtain coverage for the time you are living on campus.

Lock your room every time you leave and while you sleep.

Do not lend your room key or Falcon One Card to anyone. Doing so is a violation of the Student Conduct Code.

Limit valuables in your room. Record the serial number and make/model information for valuables you will bring to campus.

An engraving tool is available at the Campus Safety Office for you to use to mark your valuables.

Store valuables out of sight.

Lock your bike and register it with Campus Safety.

Report all thefts or losses immediately to Campus Safety at (262) 243-4344.

Do not prop open entrance doors to your hall or any buildings.