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!

**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, athlete or participating in a music group on campus, you'll receive additional correspondence concerning your early check-in.
6 Step Check-in

1. Report to Albrecht Lounge where you will pick up your Student I.D.

2. Bring your student I.D. and check-in with the RA staff in Albrecht Lounge so they can walk you over to your new residence hall room. 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.

We are here for you

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

Orientation Leaders (O-Team) 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.

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 throughout campus 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.

Tell me about my room

Rooms include drapes or blinds, cable TV connection, smoke detector and a microfridge. Each resident is provided with a desk, desk chair, bed, wardrobe, dresser, Ethernet jack and phone jack. All university furnishings must stay in your room at all times.

All beds have components that enable you to bunk or loft the beds.

Most halls on campus have extra-long mattresses. Augsburg Hall has standard twin. If your housing assignment is in Augsburg, you may request an XL mattress here. Please note we have a limited number available on a first-come, first-served basis.

Microfridges vary in size depending on the occupancy of the room. They consist of a refrigerator, freezer and microwave.

Room layouts and dimensions vary greatly, therefore we do not have measurements for individual residence hall rooms. Click here to find descriptions of our residence halls. You may also schedule a tour through the Admissions Office by calling 262.243.4300.

FREE Laundry facilities in the Residence Halls

Making it home: What to bring

Bedding
Alarm clock
Trash can
Fan
Cellphone
Plants/ Decorations
Desk lamp (not halogen)
Power strip w/ circuit breaker
Bath robe & flip flops
Toiletries
Laundry basket & detergent
Masking tape
Basic cleaning supplies
School supplies
Dishes
Bible
Shower caddy
Towels

Making it safe: What NOT to bring

Pets (except fish)
Electric skillet
Toaster oven
Hot pot
Candles
Incense
Space heater
Refrigerator
Electric blanket
Air conditioner
Extension cords
Halogen/Spider lamps
George Foreman grill
Weapons of any kind

When in doubt, just ask!
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
Computers play a large part in college life and CUW has you covered!

**Every resident hall room has both wired and wireless connections for internet.** Visit the I.T. office at Rincker 103 or go to the portal and type “WIFI” in the search box to populate the instructions. (To use these instructions while on campus, you can connect from a non-resident hall location.)

**MY.CUW.EDU** is our web portal that provides **single sign in web services.** All registered students have access to course information, library, campus life, OneCard, email, and more -- anytime, anywhere.

Each student is given a cuw.edu email account. This feature rich account is setup on Microsoft servers and can be linked to a Live account for resources like single sign in to your personal computer, Skydrive and more. CUW email is an essential tool for communicating with professors, staff and students. Make it a habit of checking your CUW email account often as all **official University communication happens through CUW email.**

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.

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### Parking & Vehicle Registration

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 your sticker up. 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. **Contact Campus Safety (262.243.4344) with any questions.**

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### 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.