how to
MOVE IN
BEFORE YOU ARRIVE

PACKING LIST
We've put together a list of items that we recommend you consider bringing with you and items that are better left at home. When choosing decorations for your room, keep in mind that they must be removable without damaging your walls.

PERSONAL PROPERTY INSURANCE
Missouri State University is not responsible for loss or damage to your personal items. We highly recommend renter's insurance if personal items are not covered under your family's insurance plan.

KNOW THE POLICIES
On-campus residents must comply with the expectations and policies associated with living on the Missouri State University campus. Visit the policies page on our website to review these documents before you arrive.

LEARN MORE AT:
>> ResLife.MissouriState.edu/Policies.htm

TOBACCO AND SMOKING POLICY
Missouri State University strives to ensure a healthy environment by promoting a culture of health and wellness. It is expected that all students, faculty, staff and visitors comply with the Tobacco Use Policy. Smoking and the use of tobacco products is allowed only inside private vehicles located in university parking lots and in designated smoking areas during specific or special performances or events. “Smoking and the use of tobacco products” is defined as the smoking of tobacco via cigarettes, cigars, or pipes or the use of devices or products that may be used to smoke or mimic smoking (including bongs, hookahs, vaporizers, e-cigarettes, etc.).

CONTACT YOUR ROOMMATE(S)
We encourage you to contact your roommate(s) and suitemate(s) before moving in. You can find contact information through My.MissouriState.edu. Get to know each other and communicate about what you’ll be bringing (to avoid having duplicate items) and if you are willing to share.

CONNECT WITH YOUR ROOMMATE:
>> My.MissouriState.edu
  >> Campus Life
  >> Housing
  >> Room/Roommate Summary

BRINGING A BICYCLE?
There are bicycle racks located throughout campus, including outside all of our residence halls and dining centers. Bicycles are not allowed in university classrooms or academic buildings, but they can be stored in your residence hall room.

Consider registering your bicycle with University Safety, where you will receive a free decal for your bike. This will assist the university and law enforcement agencies in recovering your bicycle in the event that it is stolen.
BRING IT or LEAVE IT?

CONSIDER BRINGING ...

IDENTIFICATION
>> Photo ID, driver’s license
>> Checkbook, Social Security card
>> Insurance cards
>> Passport/visa
>> Personal lockbox

ROOM SUPPLIES
>> Pillows, sheets, and bedding (twin XL)
>> Foam mattress pad
>> Area/throw rugs
>> “Slider” furniture movers
>> Non-halogen lamp with a non-plastic lampshade
>> Alarm clock
>> Flashlight
>> Full-length mirror
>> Clothing hangers
>> Trash can(s)
>> Food storage containers
>> Dishes, tableware, can opener
>> Coffee pot or kettle (auto-off)
>> Blender, toaster
>> Posters, photos
>> Message board, dry-erase markers
>> Calendar or planner
>> Scissors, stapler, tape
>> Class supplies (pencils, pens, binders, etc.)
>> Backpack
>> Personal fan
>> Umbrella, rain boots/jacket
>> String/rope lights

BATHROOM SUPPLIES
>> Towels, wash cloths
>> Toilet paper (suite-style)
>> Bath mat (suite-style)
>> Cleaning supplies (suite-style)
>> Shower caddy (community-style)
>> Shower shoes (community-style)

LAUNDRY & HYGIENE
>> Detergent
>> Fabric softener/dryer sheets
>> Laundry bag/basket
>> Clothing iron (auto-off)
>> Soap, shampoo, toiletries
>> Toothbrush, toothpaste
>> Prescription/over-the-counter medications
>> Thermometer, first aid kit
>> Hand sanitizer
>> Disinfectant spray/wipes

ELECTRONICS
>> Computer, charger
>> Ethernet cable
>> Calculator
>> Cell phone, charger
>> Power strip & surge protector
>> Gaming system
>> Music player/radio
>> Blu-ray player
>> TV and Roku (Roku Ultra recommended)
>> Personal printer (wired)

DO NOT BRING...
>> Lamps with narrow plastic shades
>> Lava lamps, halogen lamps
>> Alcoholic beverages
>> Alcohol containers or paraphernalia
>> Tobacco products
>> Illegal drugs
>> Drug paraphernalia
>> Candles or candle warmers
>> Incense, fireworks
>> Cooking appliances
>> Heaters/heating units
>> Bed risers
>> Toaster ovens, pizza ovens
>> Crockpot/hot plate
>> Microwave, refrigerator
>> Ozone machines
>> Water beds or bed lofts
>> Weapons (or anything that could be construed as a weapon)
>> Pets (fish are allowed in a 20-gallon tank or less)
>> Wireless printer

Remember: Talk to your roommate before move-in about what items you would like to share to avoid bringing duplicates!
WHEN CAN I MOVE IN?
The check-in process will occur August 18-22, in which move-in times will be selected or assigned. If you are part of a group who moves in early such as Ursa, Band, Football, etc. your program coordinator will contact you with additional details.

Move-in day/time scheduling is available now if you have a housing assignment.

Move-in day/time scheduling is available now, through July 25. Schedule a time by going to:
>> My.MissouriState.edu
   >> Campus Life
      >> Housing
         >> Move-in Time Selection

MOVE-IN ASSISTANCE
Each August our Bear Crew, comprised of students, faculty, and staff, joins together to welcome our Bears to campus and assist them moving their belongings into their residence hall. Bear Crew will be stationed at buildings to assist in the move-in process.

HOW TO MOVE IN
If you are arriving between August 18-21, be sure to bring your photo ID to campus. When you arrive on campus you will receive the keys to your room and the access card to your building. Check in at Kentwood Residence Hall (700 E. St. Louis St., Springfield, MO 65806).

You will then be able to proceed to your building where you can unload. After unloading, please be sure to move your car to a designated parking lot to allow other families the ability to unload near their building.

DINING INFO
Dining options will begin August 18 for those assigned to move in. Instructions will be provided at check-in to use August 18-19. University meal plans will begin August 20, when students will use their BearPass Card.

Meal times will be posted in each lobby.

Pro Tip: Parents eat free of charge in the dining centers when accompanied by their residence hall student (starting August 18).
COVID-19 MOVE-IN REQUIREMENTS

COVID SAFETY CONTINUES AS AN INTEGRAL PART OF THE CAMPUS EXPERIENCE. Every student moving into the residence halls must meet one of the four criteria below prior to being allowed to check in.

1. BE FULLY VACCINATED AT THE TIME OF CHECK-IN.
   Students are considered fully vaccinated when it has been at least two weeks since receiving the second dose of the Pfizer or Moderna vaccine or two weeks after the single dose Johnson & Johnson vaccine. Those that were vaccinated at any location other than at Magers Health and Wellness Center must provide their documentation to Magers by midnight on Wednesday, July 28th.

   The documentation can be submitted to Magers in any of the following manner:
   >> Email to MagersMedicalRecords@MissouriState.edu
   >> Bring a printed copy to Magers Health and Wellness
   >> Fax to 417-836-4133

   Those that have provided vaccination information to Magers will be entered into the weekly drawings for prizes.

   LEARN MORE AT:
   >> MissouriState.edu/Coronavirus/Student-Vaccination-Incentive-Program.htm

2. HAVE BEEN DIAGNOSED WITH AND RECOVERED FROM COVID-19 WITHIN 90 DAYS OF CHECK-IN.
   If you were diagnosed with COVID-19 within 90 days of check-in, documentation must be emailed to COVID19@MissouriState.edu at least 24 hours prior to your arrival. The university will accept either a dated copy of the positive test result OR a dated copy of the isolation release letter from your local public health department. Documentation must include: student’s name and date the test was taken, which must not be more than 90 days prior to arrival OR the date the student was released from isolation, which must not be more than 90 days prior to check-in.

3. HAVE TESTED NEGATIVE FOR COVID-19 WITHIN 72 HOURS OF ARRIVAL WITH A PCR COVID-19 TEST.
   You are allowed to get tested prior to your arrival. If you do, documentation of the results must be emailed to COVID19@MissouriState.edu at least 24 hours prior to your arrival. Documentation MUST meet specific criteria, including: showing it was a PCR test (antigen tests are not accepted), has the student’s name, the date the test was taken (NOT the date results are received) and that the test was administered not more than 72 hours prior to arrival.

4. GET COVID-19 TESTED ON ARRIVAL TO CHECK-IN.
   Anyone not meeting the criteria above WILL BE tested by the university as part of the move-in process at no cost to the student. Upon arrival you will be directed to an area for testing.

   Additional information about the move-in process specific to you will be sent closer to move in. However, we want to encourage all on-campus students to submit their documentation by the dates noted above to ensure an easy move-in. Continue to check your email and our website for additional details.

QUESTIONS ABOUT COVID-19 MOVE-IN REQUIREMENTS?

CONTACT THE COVID-19 RESPONSE TEAM:

COVID19@MissouriState.edu
417-837-3737

COVID SAFETY CONTINUES AS AN INTEGRAL PART OF THE CAMPUS EXPERIENCE. Every student moving into the residence halls must meet one of the four criteria below prior to being allowed to check in.
**MOVE-IN DAY PARKING**

We will provide an Unloading Pass for your residence hall to place in each vehicle. This pass is valid only for unloading in front of your building during your scheduled move-in time.

After unloading, you may park in any of the residence hall lots or in Bear Park North.

**PARKING PASSES**

You must have a residence hall room assignment and be registered for fall classes before requesting a parking permit. On-campus parking permits may be purchased online or in-person at the Parking Services office.

Students are issued permits for the parking lots based on their residence hall assignment. Students with a red or green parking pass may park only in a lot with a sign matching their permit’s color.

If you are in need of accessible parking, you must have a university parking permit as well as a state-issued disabled placard or license plate.

**LEARN MORE AT:**

>> MissouriState.edu/Transportation

**TRANSPORTATION SERVICES:**

📅 Monday – Friday: 8 a.m. – 4:30 p.m.
📍 700 E. Elm Street
📞 417-836-4825

---

**BE PREPARED**

Parking regulations are enforced on campus 24-hours a day, 7 days a week. Keep a university parking map in your vehicle, know the rules and realize that spaces are limited. Campus is busiest between 8 a.m. through 5 p.m. on weekdays.

If you can't find an empty spot in your preferred lot, try north parking lots (Bear Park North, 44 and 51) then take a BearLine shuttle to your destination. The university reserves the right to close specific lots to permit holders for use during special events or maintenance.

**GET READY TO STOP, DROP AND ROLL**

Make sure you're ready to roll once you arrive on campus. We ask that you STOP your car, DROP off your belongings, and ROLL your car to a parking lot, to allow other students and families the opportunity to unload close to the building.

Follow the Parking Administration office for notifications of lot closures! @MoStateParking
FEES AND PAYMENTS
Housing and meal plan fees will be placed on the student’s university account the second week in August for the fall and the second week in January for the spring. Semester payments are due no later than August 31 and January 31. Students who are eligible to use My Payment Plan will find the terms and conditions on the Financial Services website. All payments should be made payable to Missouri State University and sent directly to the Bursar’s Office.

FURNITURE
Each residence hall student has an 80” extra-long twin-size bed, drawer space and an area for hanging clothes. Each student will have a desk and chair, and drapes are also provided. You may bring rugs for the tile and vinyl floors to make your room feel more like home. Furnishings and floor styles vary by building.

LAUNDRY
Laundry rooms are available in all residence halls. Most washers and dryers are high efficiency (HE) machines, so we recommend bringing HE certified detergent. Some residence halls offer Laundry Alert, a free online service that will send you a text or e-mail notification when your laundry is finished or a machine becomes available. To see if your building offers Laundry Alert, check your building’s page on our website.

WHO’S WHO?

RESIDENT ASSISTANTS (RAs)
RAs live on the same floors as the residents and will often be your first point of contact in case of an issue. They want to get to know you, help get you connected to the university, and provide you with support to make your on-campus experience the best it can be!

FRONT DESK STAFF
The front desk of every residence hall is staffed 24 hours a day, 7 days a week. Receptionists and desk staff members answer questions, check out equipment, organize and distribute mail and packages, and can contact staff in case of a lockout or emergency.

HALL STAFF
Our Hall Staff is comprised of Hall Directors and Assistant Hall Directors. Their role is to support student success, health and safety. This includes facilitating student conduct meetings, managing their residence hall, addressing student concerns and coordinating health and safety inspections and fire drills.
WHEN DO THE RESIDENCE HALLS AND DINING CENTERS CLOSE?

Residents will not be able to return to their rooms during breaks when their residence hall (Blair-Shannon, Freddy, Wells or Woods) is closed, so students should take with them any personal belongings they might want during these periods. Dining centers are not open during break periods unless otherwise stated.

**WINTER BREAK:**
- Close: Saturday, December 18, at 8 a.m.
- Re-open: Saturday, January 15, at 8 a.m.

**SPRING BREAK:**
- Close: Saturday, March 12, at 8 a.m.
- Re-open: Sunday, March 20, at 8 a.m.

**END OF SPRING SEMESTER:**
- Close: Saturday, May 21, at 8 a.m.
* Dining centers close after dinner on Friday, May 20

MAIL AND PACKAGES

Your mail will be sorted by our front desk staff and delivered to your mailbox, which you will share with your roommate. If you receive a package, it will be kept behind the front desk and you will receive a package slip in your mailbox. You will need to bring your BearPass ID and package slip to the front desk to retrieve your package.

Make sure you include your room number in your address to ensure accurate and speedy processing and delivery!

SAFETY MEASURES

Our campus and residence halls offer an on-campus Springfield police substation, electronic card access entry system, evening Safe Walk service, 24-hour reception desk staffing, and deadbolts and peepholes on all residence hall doors. However, we expect students to understand that the safety and security of each residence hall depends in part upon the students’ own actions.

Residents are asked to watch out for and protect their “home away from home” and the members of their community. All residence hall exterior doors are only accessible by residents of that building, using their access card. “Tailgating,” or allowing someone to enter behind you without a resident escorting them or without using an access card, should be actively discouraged by all residents. Students should lock the door behind them when they go out (even if they just go down the hall) and when they are sleeping. Never loan out your key or access card to someone else.

UNIVERSITY SAFETY:
- 636 E. Elm Street
- 417-836-5509

RESIDENCE LIFE OFFICE HOURS
- Monday–Friday: 8 a.m. – 5 p.m.
- 417-836-5536

MAINTENANCE REQUESTS

Our facilities team uses an electronic request system that notifies the Work Management Office of maintenance and custodial requests. All routine, non-emergency work can be requested via an online form.

You can also notify your RA or the front desk of your residence hall, and they will be happy to assist you in submitting a maintenance request for your room. If you have an emergency request, please notify the front desk immediately.

SUBMIT A MAINTENANCE REQUEST:
- >> PhysicalPlant.MissouriState.edu

---

Want a text notification when you have a package that’s ready for pick-up? Speak to your building’s front desk to sign up!
WHAT IS RESNET?
ResNet is the technology hub for students who live on campus at Missouri State University. All of ResNet’s services are free of charge to on-campus residents. ResNet can help with computer hardware and software technology, virus removal, WiFi issues, game console connectivity, smart TV support and streaming devices.

ResNet also supports our residence hall computer labs and wired and wireless networks. They are available to address any of your technology-related questions and concerns with your personal devices free-of-charge while you live on campus.

CONNECTING TO THE INTERNET
On-campus residents can connect to the network titled “MSU Residential” and log in using their BearPass username and password. You can connect most laptops, desktops, tablets and smart phones to our WiFi networks.

Each resident has an Ethernet jack in their room. We recommend a wired connection for your best streaming/gaming experience.

Limited wireless access is available for Home-class devices that are not capable of connecting to other MSU networks using a pre-shared key. Register your device:

>> My.MissouriState.edu
   >> Campus Life
   >> MSU HomeDevice Registration

WHAT TECHNOLOGY IS PROVIDED?
A fully equipped 24-hour computer lab is provided in all residence halls. Computers in these labs offer the latest in hardware and software technology, including Microsoft Office 365.

PRINTING
Each residence hall has a front desk printer that residents can use for free. Every resident is given 350 pages to print per semester (double-sided pages only count as one page). Pages do not roll over to the next semester. If you need more pages added to your account, contact the Residence Life main office; the cost is 100 pages/$5.00.

Students will also able to print at the Meyer Library and other campus computer labs. Residents can bring their own personal printers but wireless printers are not allowed.

STREAMING TV
On-campus residents can stream TV on their phone, tablet, computer, or TV by way of Roku. Students log into the Philo Edu App and have 20 hours of recording time. Residents will also be provisioned with an HBO max account for free. If watching on a TV, we recommend Roku Ultra, or use an HDMI cable to make your TV project your favorite shows from a different device.

MOVE-IN WEEK HOURS:
Need help setting up your computer or TV? ResNet staff is available to help.

⏰ Monday – Friday: 8 a.m. – 5 p.m.
⏰ Extended hours on Saturday August 20
YOUR FIRST FLOOR MEETING
Your first formal opportunity to meet your RA and the people on your floor will be at your mandatory first floor meeting. This meeting will introduce you to your new community, its policies, opportunities to get involved and other important information about living in a Missouri State University residence hall.

Dates and times vary by building and floor

GET INVOLVED
Joining on-campus organizations that interest you can be one of the best ways to meet new people and make a difference in the Missouri State community. There are hundreds of student organizations to choose from, including leadership opportunities in the area of Residence Life!

If you're interested in helping create change in your residence hall, consider these student organizations:

>> Residence Hall Association (RHA)
>> Hall Council
>> National Residence Hall Honorary (NRHH)

TRY NEW THINGS
One of the most exciting parts of living on campus is that you will be living with and meeting new people, many of whom may have different backgrounds, areas of study or points of view. Talking about these differences is one way to expand your global and academic perspectives.

If your roommates, suitemates or friends have different hobbies or passions than you, we encourage you to try something new by sharing these experiences with each other. For example, if your roommate is a music major, you can show your support by attending a concert in which they are participating.

TIPS FOR ROOMMATE SUCCESS

COMMUNICATE EFFECTIVELY
You and your roommate may have different communication styles, which can cause conflicts if these differences are not discussed before problems arise. It can be helpful to discuss how you plan to handle conflict and develop a plan to split the responsibilities of living together in a room or suite (cleaning, buying supplies such as toilet paper, etc.).

DISCUSS COMMON ISSUES
Communication is essential for a positive relationship with your roommate and/or suitemates. Future problems can be avoided if potential conflicts are discussed and agreements are reached early in the semester.

Some common issues between roommates involve:

>> Noise level preferences
>> Cleaning habits
>> Policy violations
>> Study and sleep habits
>> Differences in communication styles

Utilize a Roommate Agreement as a proactive tool to discuss how you and your roommate and/or suitemates will share your space. If you would like a Roommate Agreement, your RA can provide one and help mediate the conversation.

COMPROMISE
Remember that each roommate has their own ways of living in a shared space. When differences arise, coming to an agreement may involve compromise, so it is important to be open and flexible, yet assertive about your own preferences. Being willing to compromise will make living together more enjoyable for everyone in your shared space.
YOUR new ADDRESS

**BLAIR-SHANNON**
Your Name
1001 E. Madison Street
B-### or S-###
Springfield, MO 65807

**SCHOLARS**
Your Name
1116 E. Cherry Street
Room ###
Springfield, MO 65807

**FREUDENBERGER (“FREDDY”)**
Your Name
1000 E. Madison Street
Room ###
Springfield, MO 65807

**SUNVILLA APARTMENTS**
Your Name
833 E. Elm Street
Apartment ###
Springfield, MO 65806

**HAMMONS**
Your Name
1001 E. Harrison Street
Room ###
Springfield, MO 65807

**WELLS**
Your Name
1132 E. Madison Street
Room ###
Springfield, MO 65807

**HUTCHENS**
Your Name
1021 E. Harrison Street
Room ###
Springfield, MO 65807

**WOODS**
Your Name
1115 E. Bear Boulevard
Room ###
Springfield, MO 65807

**MONROE APARTMENTS**
Your Name
1141 E. Bear Boulevard
Apartment ####
Springfield, MO 65807
SHARE your EXPERIENCE

SOCIAL MEDIA SHOUT-OUT!
Share your favorite memories from Move-In and Welcome Week using #LiveLikeABear and we will leave a gift in your campus mailbox to help you start your first week off right!*

MOVE-IN VIDEO CONTEST!
Create the best video showing what it’s like to move in, get settled, and decorate your room. The winning video will receive $100 in Dining Dollars or a Bookstore gift card and be featured on our social media!**

*Prizes may vary and will be offered only as supplies last. You must be an on-campus resident for Fall 2021 semester to win.
**For full contest details and submission form visit Reslife.MissouriState.edu
WELCOME WEEK

FOR A FULL LIST OF WELCOME WEEK EVENTS, VISIT:

>> MissouriState.edu/Welcome
Missouri State University adheres to a strict nondiscrimination policy and does not discriminate on the basis of race, color, national origin (including ancestry or any other subcategory of national origin recognized by applicable law), religion, sex, (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence and is strictly prohibited by Title IX of the Education Amendments of 1972.