



# *Guide to* **MOVE-IN**

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*Summer 2024*



**Missouri  
State**

RESIDENCE LIFE,  
HOUSING AND  
DINING SERVICES



# BEFORE YOU ARRIVE

## PACKING LIST

We've put together a list of items that we recommend 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 and not pose a fire hazard.

## 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](https://my.missouri-state.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](https://my.missouri-state.edu)

- ▶ [Discover the Housing card](#)
- ▶ [Click "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.

Register your bicycle with University Safety, where you will receive a free decal and U-lock for your bike. This will assist the university and law enforcement agencies in recovering your bicycle in the event that it is stolen.

## 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](https://reslife.missouri-state.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 bongos, hookahs, vaporizers, e-cigarettes, etc.).





# BRING IT *or* LEAVE IT?

## CONSIDER BRINGING ...

### IDENTIFICATION

- ☐ Photo ID, driver's license
- ☐ Social Security card
- ☐ Insurance cards
- ☐ Passport/visa
- ☐ Personal lock box

### ROOM SUPPLIES

- ☐ Pillows, sheets, and bedding (twin XL)
- ☐ Foam mattress pad
- ☐ Area/throw rugs
- ☐ "Slider" furniture movers
- ☐ Non-halogen lamp
- ☐ Flashlight
- ☐ Full-length mirror
- ☐ Clothing hangers
- ☐ Trash can(s)
- ☐ Posters, photos
- ☐ Dry-erase board
- ☐ Calendar or planner
- ☐ Scissors, stapler, tape
- ☐ Class supplies (pencils, pens, binders, etc.)
- ☐ Backpack
- ☐ Personal fan
- ☐ Umbrella, rain boots/jacket
- ☐ String/rope lights
- ☐ Food storage containers
- ☐ Microwaveable dishes
- ☐ Silverware, can opener
- ☐ Coffee pot or kettle (auto-off)
- ☐ Blender, toaster
- ☐ Crockpot, rice steamer (auto-off)

## 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 (HE certified)
- ☐ Fabric softener/dryer sheets
- ☐ Laundry bag/basket
- ☐ Clothing iron (auto-off)
- ☐ Soap, shampoo, toiletries
- ☐ Toothbrush, toothpaste
- ☐ Medications
- ☐ Thermometer, first aid kit
- ☐ Disinfectant spray/wipes

## ELECTRONICS

- ☐ Computer, charger
- ☐ Ethernet cable
- ☐ Calculator
- ☐ Power strip/surge protector
- ☐ Gaming system
- ☐ Music player/speaker
- ☐ Television
- ☐ Roku/Amazon Fire TV
- ☐ Personal printer (wired)
- ☐ Smart Home device

## DO NOT BRING...

- ☐ Cooking appliances
- ☐ Toaster ovens, pizza ovens
- ☐ Air fryer, hot plate
- ☐ Microwave, refrigerator, freezer
- ☐ Lava lamps, halogen lamps
- ☐ Candles
- ☐ Incense, fireworks
- ☐ Heaters/heating units
- ☐ Water beds or bed lofts
- ☐ Ozone machines
- ☐ Wireless printer
- ☐ Flushable wipes
- ☐ Pets (fish are allowed in a 20-gallon tank or less)
- ☐ Wall hangings larger than 3 ft. by 5 ft.
- ☐ Weapons (or anything that could be construed as a weapon)
- ☐ Alcoholic beverages
- ☐ Alcohol containers or paraphernalia
- ☐ Tobacco products
- ☐ Illegal drugs
- ☐ Marijuana (including Medical Marijuana)
- ☐ Drug paraphernalia



**Remember: Talk to your roommate before move-in about what items you would like to share to avoid bringing duplicates!**



# MOVE-IN WEEK

## HOW TO MOVE IN

Once your SOAR session is concluded you will be able to check in and begin your move-in process. Report to Hutchens House front desk to officially check in. Make sure to bring a photo ID, such as your BearPass Student ID, with you. After unloading your belongings, please be sure to move your car to a designated parking lot to allow for other families the ability to unload near the building.

## WHEN CAN I MOVE IN?

You may arrive to Hutchens House as soon as your SOAR session is completed. Make sure to bring a photo ID with you to the front desk of Hutchens House to receive your keys and access card.

If you are not registered to attend SOAR, you may move in on Sunday, June 2 anytime after 8 a.m.

Your new address is below:



## HUTCHENS

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

## DINING INFO

University meal plans will begin for the summer on Monday, June 3. Dining Dollars will be loaded on your account and can be used at the retail locations or dining centers prior to meal plans beginning.

### BLAIR-SHANNON DINING CENTER SUMMER HOURS

Monday — Sunday:  
7:00 a.m. — 8:30 a.m.  
11:00 a.m. — 1:00 p.m.  
4:30 p.m. — 6:00 p.m.

Starbucks, Chick-fil-a, Subway and Panda Express located in the PSU will remain open with reduced hours over the Summer. Meal times will be also posted at the dining center and online.

### DINING SERVICES:



 [DineOnCampus.com/MissouriState](https://DineOnCampus.com/MissouriState)



 [DineOnCampus.com/MissouriState/hours-of-operation](https://DineOnCampus.com/MissouriState/hours-of-operation)







# ON-CAMPUS PARKING

## MOVE-IN DAY PARKING

There are surface lots located near Hutchens House, the summer school building. You may park in these lots or Bear Park North parking garage with an appropriate parking pass purchased through Transportation Services Parking Office.

## PARKING PASSES

On-campus parking permits for summer may only be purchased in-person at the Transportation Services office. Students are issued permits for the parking lots based on their residence hall assignment.

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](https://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 31) 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.





# SERVICES *and* AMENITIES

## WHEN DO THE RESIDENCE HALLS CLOSE?

The summer contract terms indicate that your Residence Hall will be open through July 27 at 10:00 a.m.. If you have questions or need special accommodations please contact the Residence Life office.

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

### SUBMIT A MAINTENANCE REQUEST:

 [Request.MissouriState.edu:444/Home.htm](http://Request.MissouriState.edu:444/Home.htm)

## 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 student ID and package slip to the front desk to retrieve your package.

## 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. 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





# RESNET *and* TECHNOLOGY



[ResNet.MissouriState.edu](https://ResNet.MissouriState.edu)



Hutchens Basement



417-836-6100



[ResNet@MissouriState.edu](mailto:ResNet@MissouriState.edu)

## WHAT IS RESNET?


ResNet is here to help with your technology needs, free of charge to on-campus residents. ResNet can assist with computer hardware and software, virus removal, Wi-Fi issues, game console connectivity, smart TV support and streaming devices. They are available to address any of your technology-related questions and concerns with your personal devices while you live on campus.

## 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.

## TV STREAMING

On-campus residents can stream TV on their phone, tablet, computer, or TV by way of Roku or Amazon Fire TV. Students log into the Streeme TV app and have access to watch 80 different live TV channels. Residents will also be provided with a Max account for free.


 [Scan here for step-by-step instructions:](#)



## INTERNET CONNECTION

On-campus residents can connect to the network titled “MSU” and log in using their Missouri State Account ID and password. You can connect most laptops, desktops, tablets and smart phones to our Wi-Fi networks.

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


 [Scan here for step-by-step instructions:](#)



## 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 are also able to print at the Meyer Library and other campus computer labs using your BearPrint allotment. Residents can bring their own personal printers but wireless printers are not allowed.

 [Scan here for step-by-step instructions:](#)







[ResLife.MissouriState.edu](https://ResLife.MissouriState.edu)



Hammons House, 104



417-836-5536



[ResidenceLife@MissouriState.edu](mailto:ResidenceLife@MissouriState.edu)

## FEES AND PAYMENTS

Housing and meal plan fees will be placed on the student's university account. 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 online or 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 floors to make your room feel more like home. You can find specific room dimensions and amenities for Hutchens House below.

### HUTCHENS HOUSE:

 [ResLife.MissouriState.edu/Hutchens](https://ResLife.MissouriState.edu/Hutchens)

## 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.

## WHO'S WHO?

### RESIDENT ASSISTANTS (RAs)

RAs are returning students who 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 staff are available 24 hours a day, 7 days a week. Receptionists, Night Hosts 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 managing their residence hall, addressing student concerns, upholding conduct policies and facilitating student conduct meetings.







# CONNECT *with your* COMMUNITY

## 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, opportunities to get involved, its policies 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 plan events and create change in your residence hall, consider these student organizations:

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

## ROOMMATE SUCCESS TIPS

### 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:

- Cleaning habits
- Overnight guests
- Noise level preferences
- 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.



## SHARE YOUR MOVE-IN MOMENTS ON SOCIAL MEDIA WITH **#LiveLikeABear**



ResLife\_MSU



MoState\_ResLife



MoStateResLife

## Live Like A Bear

