how to
MOVE IN

MAKE YOUR MISSOURI STATEMENT.

FALL 2021

#LIVELIKEBEAR

Missouri State
RESIDENCE LIFE,
HOUSING AND
DINING SERVICES
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:
>> My.MissouriState.edu
>> Campus Life
>> Housing
>> Room/Roommate Summary

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.

CONTACT 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

CONSIDER BRINGING ...
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
>> Masks

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)

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

DO NOT BRING...
>> Lamps with narrow plastic shades
>> Lava lamps, halogen lamps
>> Alcohol containers or paraphernalia
>> Alcohol beverages
>> 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

We would encourage students to retain some packing boxes or luggage for easy transport. This will support their move out at the end of the year or if residence halls close unexpectedly. It will be important that residents be able to respond to closing procedures in a timely fashion.

Please only bring items that you believe are needed for your on-campus living experience.

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 be extended to a week-long process (August 9-16), in which move-in times will be assigned, with less than 500 student check-ins a day. Additional measures including physical distancing and other procedures will be in place.

Move-in day/time scheduling will occur in mid-July, check your MSU email for additional information.

On July 20, check your MSU email for a message about your move-in timeslot. This email will grant access to the following sign-up portal:

- My.MissouriState.edu
- Campus Life
- Housing
- Move-in Time Selection

MOVE-IN ASSISTANCE
Move-in assistance will be limited to one person for each student.

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. In order to increase physical distancing and safety for our residents, their families, and our staff during move-in, we will not use Bear Crew this year. We appreciate your understanding as we “hibernate” the Bear Crew program for Fall 2020.

HOW TO MOVE IN
Be sure to bring your photo ID to campus. When you arrive to campus, you will first come to Parking Lot 39 (719 E. Walnut St., Springfield, MO 65806), located just south of Kentwood Hall off of Walnut Street. At that time, you will receive the keys to your room and access card to your building. We will be performing COVID screenings. Masks will be required for students and family members (based on Springfield ordinance).

You will then be able to proceed to your building where we ask that you unload within the hour timeslot provided. Then, 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 9 for those assigned to move-in. Meal bands will be provided at check-in to use August 9-13. University meal plans will begin August 14, when students will use their BearPass Card.

Meal times will be posted in each lobby.

MOVE-IN WEEK

ON-CAMPUS PARKING

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 Administration 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.

Pro Tip: Parents eat free of charge in the dining centers when accompanied by their residence hall student (starting August 14).
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.

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.

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.

LAUNDRY ALERT:
- ResLife.MissouriState.edu

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.

To reduce close interactions with staff, check-out limitations may extend to board games, vacuums, cleaning supplies, kitchen/cooking items, etc.

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 12 at 8 a.m.
- Re-open: Saturday, January 9 at 8 a.m.

SPRING BREAK:
- Close: Saturday, March 13 at 8 a.m.
- Re-open: Sunday, March 21 at 8 a.m.

END OF SPRING SEMESTER:
- Close: Saturday, May 15 at 8 a.m.
- Re-open: Sunday, May 22 at 8 a.m.

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.

To ensure accurate and speedy processing and delivery:
- Make sure you include your room number in your address.
- Have an emergency request, please notify the front desk immediately.

Submit a Maintenance Request:
immediately.

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. “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.

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 maintenance request for your room. If you have an emergency request, please notify the front desk immediately.

Submit a Maintenance Request:
immediately.

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

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

PRINTING
We will discontinue offering printing at front desks; this will reduce close interactions with staff.

Students will be 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.
YOUR NEW ADDRESS

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

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

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

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

MONROE APARTMENTS
Your Name
1141 E. Bear Boulevard
Apartment ####
Springfield, MO 65807

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

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

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

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

FOR A FULL LIST OF WELCOME WEEK EVENTS, VISIT: ✅MissouriState.edu/Welcome
SHARE YOUR MOVE-IN MOMENTS AND WIN!

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.

*Prizes may vary and will be offered only as supplies last. You must be an on-campus resident for Fall 2020 semester to win.

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!*