TUSKEGEE UNIVERSITY
HOUSING &
RESIDENCE LIFE
2018-2019
RESIDENCE HALL
CHECK-IN PACKET

THESEROOMS HAVETWIN SIZE BEDS
PLEASE BRING TWIN SIZE BEDDING
Dear Tuskegee University Student:

On behalf of the University Housing Office, I would like to welcome you to the start of the 2018-2019 school year. Tuskegee is celebrating more than 136 years of service and excellence, making it an exciting time to be on campus. The Housing staff is looking forward to welcoming you to campus and assisting you throughout the year. Attached is information to make your residence hall check-in easy and efficient. It is important that you complete, print and bring with you the information packet in order to check into your assigned housing. Additionally, I encourage you to share this information with your parents or guardians.

Returning students’ check-in is on August 20, 2018 beginning at 8:00 a.m. and will end at 6:00 p.m. for all returning students. To gain access to your assigned Residence Hall, you must present your completed registration sheet and other required documents.

Please make certain your registration sheet is completely filled out with your correct home mailing address and telephone number before you arrive on campus. Additionally, students arriving after 6:00 p.m. on 8/20/2018 will need to secure alternative housing accommodations until the next business day.

All returning students who are planning to reside in the Residence Halls and have not paid a $450.00 security deposit must do so before August 20, 2018. This deposit is refundable, unless fines or damages occur. If damages exceed $450.00, your account will be assessed the additional charges.

Due to the number of students needing housing assignments, the Housing Department is unable to make room and/or roommate changes prior to your arrival on campus. Once initial placements for all students have been completed, the Department of Residence Life and Development will post dates and times, for consideration of room and roommate changes during their consolidation period. (PLEASE, NO PHONE CALLS REQUESTING CHANGES.)

All cancellations (students not returning/attending the University), must be submitted by mail or fax on or before August 10, 2018 to avoid any financial obligations. Submit all cancellations to: Tuskegee Housing Office, P.O. Box 5899, Tuskegee Institute, Alabama 36088 or fax to (334) 724-4987.

I know that this is an exciting time for you. The Housing/Residence Life staff is looking forward to welcoming you to Tuskegee University. Taking a few minutes to review the required documents and to submit your required fees will make your arrival on campus easy. If you have any additional
questions about your housing arrangement, please contact the Housing/Residence Life office at 1-888-887-5468 or (334) 724-4100.

Kind regards,

Belinda Patrick
Director of Housing/Residence Life
Tuskegee University
PLEASE PRINT IN INK

LAST NAME _______________________________ FIRST NAME __________________________________ MI ___________

DATE OF BIRTH ______________________________ S.S. NUMBER (OPTIONAL) ____________-_______-____________

SEX: ( ) MALE      ( ) FEMALE   MARITAL STATUS: ( ) SINGLE   ( ) MARRIED   ( ) DIVORCED

HOME ADDRESS
STREET ________________________________________________________________________________________________

CITY _________________________________________ STATE ______________________ ZIP CODE ___________________

HOME TELEPHONE ______________________ WORK TELEPHONE OF PARENT/GUARDIAN ______________________

EMERGENCY CONTACT
WHO TO CALL IN CASE OF AN EMERGENCY ______________________________________________________________

PHONE NUMBER ____________________________________  RELATION _______________________________________

PARENT/GUARDIAN NAME ____________________________  PHONE NUMBER ________________________________

CLASSIFICATION _______________________ MAJOR _________________  SCHOOL/COLLEGE __________________

SPECIAL NEEDS (MEDICAL OR OTHER) __________________________________________________________

Tuskegee University reserves all rights pertaining to the assignment of rooms and termination of hall occupancy. Reservations should be claimed no later than five (5) days after the beginning of the school term except as approved by the office of Student Housing. Pets, weapons and fireworks are not permitted in the Residence Halls. WHEN YOU ARRIVE ON CAMPUS, GO DIRECTLY TO YOUR ASSIGNED HALL AND PRESENT THIS CARD. Please plan to arrive during the hours indicated on your letter received with this card. Halls will not be open to admit arrivals before the stated check-in time.

YOUR ROOM ASSIGNMENT

SPECIAL NOTES:
KEY REPLACEMENT: $85.00 (cost is subject to change)
NO ONE WILL BE ALLOWED TO CHECK INTO THE RESIDENCE HALL AFTER 6:00 P.M.
ALL FEES MUST BE PAID TO THE CASHIER.
The hall director reserves the right to make any necessary room changes prior to check-in, without notification.

For Office Use Only

Term: ( ) Fall ( ) Spring ( ) Summer

----------------------------- Check In -----------------------------
Front Door Key Number ______________________
Room Key Number ______________________
Room Assignment ____________ Room No. ______
Checked In By ______________________________
(Staff Signature)
Checked In Date ______________

----------------------------- Check Out -----------------------------
Front Door Key Number ______________________
Room Key Number ______________________
Checked Out By ______________________________
(Staff Signature)
Checked Out Date ______________
To: New and Returning Students

Date: June 22, 2018

RE: Information Regarding the Fall Semester

Please read the information below very carefully.

1. All students must be financially cleared prior to moving into the residence halls. Financially cleared means you have paid all fees prior to your arrival for the Fall session, which includes your tuition. There are no exceptions to this policy. A list of hotels is enclosed for your convenience, in the event you need a temporary place to stay until you have become financially cleared.

2. All new students should report to their assigned residence halls on Thursday, August 16, 2018. You can begin checking into the residence halls at 8:00 a.m. and will have until 6:00 p.m. to complete this process. However, I strongly encourage all new students to report to their assigned residence hall as early as possible, because you will be required to attend several orientation sessions beginning on August 16th.

3. All returning students assigned to residence halls or university apartments should report to your assigned residence on Monday, August 20, 2018, or to Russell Nursery, if you are checking in for university apartments. Check-in time begins at 8:00 a.m. and will continue until 6:00 p.m.

4. The University has a Pet Policy and it is enclosed. It is important that you adhere to this policy in order to avoid disciplinary actions. No pets of any kind are allowed in the residence hall, university apartments, or anywhere on the campus outside of the School of Veterinary Medicine, its hospital and clinics. The pet policy will be strictly enforced.

5. If you have any questions concerning financial aid, please contact that office at (334) 727-8088 and you will be directed to your financial aid counselor.

Thank you for becoming a member of the Tuskegee University family. If you have any questions or concerns, please do not hesitate to contact Housing/Residence Life at (888) 887-5468 or (334) 724-4100. Again, we look forward to working with you during the Fall Semester.

Enclosures
TO: Tuskegee University Faculty, Staff, Students and Visitors

RE: Policy Regarding Animals on Campus

This is to inform you that no animals (dogs, cats, snakes, etc...) may be brought onto the University property except for those engaged in the research and/or clinical programs in the College of Veterinary Medicine, Nursing and Allied Health, or the College of Agricultural, Environmental and Natural Sciences. Animals pose a threat to the health and safety of the campus community. They spread bacterial infections, cause allergic reactions, and are disruptive to educational activities.

University affiliated violators will be subject to disciplinary action. Non-University personnel found in violation will be subject to immediate trespass from the campus.

This policy applies to all buildings and grounds owned by the University.
List of Hotels

Kellogg Hotel & Conference Center
1 Booker T. Washington Blvd.
Tuskegee, AL 36083
334-727-3000

Microtel Inn & Suites by Wyndham
100 Gibbons Drive
Montgomery, AL 36117
334-649-4465

Hampton Inn Auburn
2430 S. College Street
Auburn, AL 36832
334-821-4111

Fairfield Inn & Suites Montgomery EastChase Pkwy
8970 Eastchase Parkway
Montgomery, AL 36117
334-260-8650

Holiday Inn Express Hotel & Suites Auburn
2013 South College St.
Auburn, AL 36830
877-863-4780

Staybridge Suites Extended Stay Hotel
Eastchase
7800 Eastchase Parkway
Montgomery, AL 36117
888-299-2208

Auburn Microtel Inn & Suites
2174 South College Street
Auburn, AL 36832
800-771-7171

Hampton Inn & Suites Montgomery Eastchase
7651 Eastchase Pkwy
Montgomery, AL 36116
334-277-1818

Jameson Inn
1312 Mall Pkwy
Auburn, AL 36830
334-502-5020

Holiday Inn Express Hotel & Suites Eastchase
9250 Boyd Cooper Pkwy
Montgomery, AL 36116
800-345-8082

Comfort Inn Auburn
2283 South College Street
Auburn, AL 36832
334-821-6699

Country Inn & Suites by Carlson @ Chantilly Pkwy
10095 Chantilly Pkwy
Montgomery, AL 36117
334-277-4141

Hilton Garden Inn
2555 Hilton Garden Drive
Auburn, AL 36830
334-887-0970

Candlewood Suites Montgomery North
9151 Boyd Cooper Pkwy
Montgomery, AL 36117
877-660-8545

Candlewood
2510 East Glenn Avenue
Auburn, AL 36830
334-521-7494

Courtyard by Marriott Montgomery
5555 Carmichael Road
Montgomery, AL 36117
334-272-5533

Days Inn
450 Main Street
Shorter, AL 36075
334-727-6034
TUSKEGEE UNIVERSITY
HOUSING & RESIDENCE LIFE INFORMATION

SUGGESTED ITEMS TO BRING TO THE RESIDENCE HALL

1. Bathrobe (Required)
2. Bed Linens (Twin Size) XL for more room
   Comforter/bedspread/blanket(s)/pillow(s)
   Twin size mattress pad and/or plastic cover
3. Cleaning supplies; including broom, mop & bucket
4. Clothes hangers
5. Clothes hamper
6. Computer or Laptop (Optional)
7. Plastic Utensils/dinking cups, plates, bowls
8. Ethernet cord/surge protectors, coaxial cable
9. Flashlight & batteries
10. Iron/ironing board (preferably small size board)
11. Laundry bag/laundry detergent/quarters for laundry machines
12. Small trash can/trash bags to fit
13. First Aid kit
14. Rain wear (raincoat/rain boots)
15. Small refrigerator (1.7 cu.ft.to 3.2 cu.Ft.)
16. Rug (optional)
17. School supplies
18. Shower Shoes/towels/washcloths
19. Small radio/alarm clock
20. Small fan
21. Snacks
22. Stamps/envelopes
23. Television-Cable ready
24. Toiletries

ITEMS NOT ALLOWED/DO NOT BRING

1. Guns (Water guns BB guns, pellet guns, paintball guns and its respective ammunition)
2. Knives
3. Mace
4. Tazers or any type of electric stunning devices
5. Radio speakers (no larger than 10 in.)
6. Grills (outdoor or indoor—electric, gas, or charcoal)
7. ABSOLUTELY NO COOKING DEVICES
   (coffee makers, microwave, toasters, toaster ovens)
8. Sources of open flame (cigarette lighters, candles, incense, etc.)
9. Halogen lamps
10. Large furniture
11. Nails/paint
12. ABSOLUTELY NO PETS/PET CARE PRODUCTS
13. Space Heaters
14. Air Conditioners
15. ABSOLUTELY NO ALCOHOLIC BEVERAGES
   or ALCOHOLIC BEVERAGE BOTTLES or BAGS
   for decorations

Items indicated in red are strictly prohibited and violators will be subject to severe disciplinary actions.
Statement of Understanding of Bed Bug Prevention Training

This form is to certify that you have received the Bed Bug Protocol and training regarding the prevention and treatment of Bed Bugs for your residence hall room or apartment. You understand that you must comply with all policies, procedures and directions from University Staff as it relates to treatment of your room/apartment should a problem arise. The Director of Residence Life and Development and/or the Director of Student Housing or their designees reserve the right to remove or relocate and student from a residence hall or apartment assignment that does not cooperate with treatment instructions (written or verbal).

Resident Signature_________________________ Date_________________________

*If you need your room inspected for any pests alert a member of the hall staff immediately! For general instructions related to preparing your room for inspection, please see the instructions attached to this form. For more specific questions please see a member of the hall staff as soon as possible.
Follow these steps in preparation for Bed Bug Service.

On _____________ at _____ AM/PM, a Terminix® Service Professional will stop by to treat for bed bugs.

Bed Bug Service requires a certain amount of preparation prior to the technician’s arrival to make sure your home or apartment is properly serviced. Simply follow the steps listed below for the best results.

BEDROOMS

☐ All sheets, bedding materials and pillows except the bottom sheet should be removed from the beds and sealed in plastic trash bags in preparation of cleaning (see next step). This helps prevent spreading bed bugs to other rooms.

☐ Sheets, pillows and clothes stored under the bed (or in a dresser harboring bed bugs) can be washed in soap and hot water. Bed spreads, covers and other items that cannot be washed should be dried in the dryer at a high temperature for 30 minutes. Please read the washing instructions on clothing items to ensure they will not be damaged.

☐ Clothes need to be removed from closets and drawers, placed in bags and washed and/or dried at a high temperature in a clothes dryer for 30 minutes.

☐ Drapes should be bagged before moving from an infested room. Remove them from the bag and dry them at a high temperature for 30 minutes.

☐ Plastic bags should be available for when the Terminix Service Professional inspects items stored in the nightstand and under the bed. If items are free of infestation, they will be sealed in the bags. Then wait at least two weeks before putting items back into the nightstand or under the bed.

OTHER ROOMS

☐ Upholstered furniture in other rooms will need to be thoroughly inspected and possibly treated. Any blankets, throw pillows, etc. should be bagged and dried at a high temperature for at least 30 minutes.

☐ Vacuum carpeting and floor thoroughly, especially along the baseboards with a crack and crevice attachment.

☐ Dispose of the vacuum bag immediately in a sealed plastic bag in an outdoor trash receptacle.

☐ Remove electric outlet plates in all rooms to allow for treatment of wall voids.

PETS

☐ Aquariums should have the air pump disconnected and the top covered by a damp towel. Saltwater tanks may need to be removed from the premises as the air pump cannot be disconnected.

☐ Birds, dogs, cats and other pets should be taken to another location until after the treatments have had time to dry.

AFTER THE SERVICE

☐ Stay out of the space for a period of time long enough for any treatments to dry.

Following these steps is essential to ensure the complete control of any bed bug infestation. It may take several weeks to gain effective control of bed bugs, so your patience and help are greatly appreciated.

Customer Signature ___________________________________________ Technician Signature ________________________________ Date ________________