Welcome and thank you for choosing to live on campus with Residence Education and Housing Services! We are committed to making your experience at MSU the best that it can be! As you make yourself at home, remember that there are numerous resources available to you, including staff that care about your well-being. Please explore www.liveon.msu.edu for more information about campus living.

**Important Contacts for Your Neighborhood**

Sara Morales, Case Community Director, smorales@msu.edu, 517-355-6964
Misty Archer, Holden Community Director, archerm@msu.edu, 517-353-4313
Traci King, Wilson Community Director, kingtra3@msu.edu, 517-353-0601
David Chupak, Wonders Community Director, chupakda@msu.edu, 517-353-2898
Aaron Minnis, Facilities Manager, minnisaa@msu.edu, 517-355-2406
Michelle Keller, Dining Manager, kellerm@rhs.msu.edu, 517-355-0487

**Move-in**

Families may go to www.liveon.msu.edu to print a 20-minute unloading parking permit for parking onsite during move-in. It is not a problem if you are bringing more than one vehicle. We will have extra permits available onsite, so don’t worry if you don’t have access to a printer or you forgot your unloading permit at home.

Students will check into their hall with a simple swipe of their MSU ID. After a brief information verification, they will receive room keys. If a student has forgotten his/her MSU ID or has not yet had one issued, we will need to see an official photo ID, such as a government-issued picture ID. Acceptable forms of ID include a driver’s license, state ID or passport.

After helping unload your vehicle(s), staff will direct you to a long-term parking lot a quick three-to-five minute walk away.

To assist families new to the area find stores for last minute shopping needs, shopping maps are available at the check-in area.

New this year, download “Guidebook” on your smart phone and then download the “MSU Opening 2013” guide for lots of useful information, maps and resources to help you have a smooth move into the halls.

**Be Spartan Green**

Being a part of the MSU community means being green in more ways than one. “Pack Up. Pitch In. Help Out.” recycling stations are available during move-in in the lobby areas. Watch for signage directing you to the outdoor locations during move-in. In addition, residents can recycle all plastics, metal, white and mixed paper, newspaper, printer cartridges, cardboard/boxboard and glass year-round on the first floor of each building and in the community kitchens. Use your provided recycling bag to transport items to the recycling station near you. No need to buy a case of water to take up space in your room. Fill your "Be Spartan Green" or other refillable water bottle at our hydration stations. Help reduce energy consumption by turning off lights and unplugging appliances when not needed. For more information on MSU’s sustainability efforts, visit bespartangreen.msu.edu.
Bus Passes
To avoid long lines on campus when you arrive, we recommend buying a bus pass online with a credit card at [www.cata.org](http://www.cata.org) and have it mailed to your home or campus address.

If you wait to buy when you arrive on campus, student semester, 31-day or 10-ride passes can be purchased with cash, credit or Spartan Cash at the following Sparty’s locations: Case Hall, Brody Hall, Holmes Hall, Hubbard Hall, MSU Union, as well as the coffee shop at Riverwalk Market. Bus passes will also be available for purchase at the Spartan Village Apartments leasing office in the Spartan Village Community Center and the MSU Parking Office. For a list of off-campus locations that sell student bus passes, visit [www.cata.org/Fares/BuyaPass/tabid/75/Default.aspx](http://www.cata.org/Fares/BuyaPass/tabid/75/Default.aspx).

Get to Know Your Hall
Each hall has space available for individual or group study and is also a great place to hang out and socialize. You can visit your hall’s Service Center to make change, pick up packages that are too large for mailboxes, buy postage stamps and send outgoing U.S. mail. It’s also the place to check out vacuums, get a loaner key if you have misplaced yours and get your questions answered.

Bikes and Storage
Remember, bikes and mopeds must be parked and locked only to outdoor bike racks. Please register your bike on the MSU Police website at [www.police.msu.edu/bikeinfo.asp](http://www.police.msu.edu/bikeinfo.asp)

Returning students who rented storage space for personal items at MSU Surplus over the summer will need to contact them at least two weeks prior to arrival to schedule an appointment for re-delivery of items at a cost or make arrangements to pickup items from the storage location. A reminder, they are only open Monday – Friday, 7:30 a.m. - 4 p.m. Contact them at 517-355-0364 or via email at surplus@msu.edu.

The residence halls do not have any storage rooms available for personal items. Students can, however, rent storage space for personal items through the MSU Surplus Store. Visit [www.msusurplusstore.com](http://www.msusurplusstore.com) and click on “Student Storage” for additional information. Please note: Residents may not remove furnishings from their rooms or the residence hall. Send excess personal items home with parents or store them at MSU Surplus.

Room/Apartment Furnishing Inventory Checklist
As you settle into your new room, please take a few moments to complete and return a Room Condition and Furnishing Inventory Checklist to record the condition and inventory the items in your room. This must be completed within seven days of moving in.

Linen Exchange
A basic white linen packet is part of your room package; it includes two towels, a pillowcase and twin extra-long bed sheets. These are available to you during check-in and are cleaned by Spartan Linen Services, the on-campus laundry. Each hall has a weekly linen exchange at the service center where you get clean sheets and towels at no additional cost.

Community Kitchens
Each neighborhood has a community kitchen where residents can book space for a group event or use for individual baking. The kitchen is fully stocked with appliances and utensils. All you need to bring is food! It is a great way to get to know people in your neighborhood. The space can be reserved through the service center.
**Neighborhoods at MSU**

Neighborhoods at MSU are more than a cluster of residence halls; they are a means of success, bringing the many resources and services of MSU to students where they live. MSU’s neighborhoods provide our undergraduate students academic resources, health and wellness services, leadership opportunities, intercultural development and a community connection. Neighborhoods have engagement centers with resources that vary by location and can include math tutoring, Writing Center services, health services and more. Engagement centers will be open in Hubbard, Holden, MSU Union, McDonel, and Brody (Brody main building) neighborhoods for fall 2013. Your student is welcome to use any engagement center, even if they don’t live in that neighborhood.

**Eating at State**

MSU Culinary Services provides culinary excellence from 7 a.m. to midnight, seven days a week in each campus neighborhood. The dining halls are like your kitchen at home. Use it whenever you need. With made-to-order, fresh and authentic food in our 10 residential dining halls — you are sure to eat well on campus, no matter what you crave. Our professional dining staff is available to assist you in finding menu options that fit your needs, including vegetarian, vegan and gluten-free offerings. If you have dietary restrictions due to health concerns, food allergies or religious observances, you are encouraged to meet and develop a relationship with our registered dietitian, executive chefs and dining hall managers to discuss options.

On-campus dining plans include Combo-X-Change, which allows you to use a meal access as a combo at all 21 Sparty’s locations, the MSU Union Food Court (Union Pizzeria, Serrano’s and Union Deli), Riverwalk Market at Owen Hall, the award-winning Eat at State ON-THE-GO food truck and the Kellogg Center’s Food for Thought food truck. New this year, the MSU Union Food Court will offer late night all-you-care-to-eat dining from 8 p.m. – midnight.

During move-in, Spartan families are invited to enjoy a complimentary meal from Culinary Services at any of the residential dining halls (excluding Riverwalk). Please invite your parents to join you for a cool drink, snack or a meal before they head home.

For more information on dining locations, hours, menus and plans, visit [www.eatatstate.com](http://www.eatatstate.com). Feedback is welcome! If at any time you have a question or concern, call 517-884-0660 or email info@eatatstate.com and you will hear back in a timely manner. In addition, like Eat at State on Facebook or follow @eatatstate on Twitter to hear about special events, giveaways, promotions and more!

**Get Connected – Technology at MSU**

High-speed Internet connections are available in all residential rooms; however, you may need to install an Ethernet (network interface) card in your personal computer if it does not already have one. An RJ-45 data cable is needed to connect your computer to the Ethernet jack. Do not use a telephone cable; it will not work and may damage the jack. Ethernet cards, cables and accessories are available at the MSU Computer Store, located in Room 110 Computer Center. Contact them at 517-432-0700.

How to Get Connected:
To get connected, you must register your computer with the MSU DHCP server at dhcp.msu.edu. Instructions are available at: [www.help.msu.edu](http://www.help.msu.edu). Help is also available at 517-432-6200 and there is an instruction brochure in each residence hall room.

How to Get Personal Assistance:
Information Technology Services (ITS) will have staff on site in the Engagement Centers located in Brody Hall, Holden Hall, Hubbard Hall and McDonel Hall. Staff will provide technology assistance, highlight available
resources and educate residents on what not to do on the internet. They will be available on: Saturday and Sunday, August 24 and 25 from noon – 6 p.m. in the engagement centers.

The Computer Help and Repair Center, located in 120 Computer Center, will be also be open Saturday, August 24 and Sunday, August 25 from noon – 6 p.m. Beginning August 26, computer help will also be available throughout the semester, Monday – Friday from 9 a.m. – 6 p.m. in room 120 of the Computer Center. ITS Full-time staff will periodically visit the engagement centers to provide further assistance.

How to Get Assistance by Phone:
The ITS Call Center (432-6200) will be open Sunday – Thursday 7 a.m. – 11:45 p.m. and Friday – Saturday 7 a.m. – 7:45 p.m.

MSU wireless access is available for laptop users in many areas across campus. Visit www.wireless.msu.edu for more information. If you suspect that you may have a defective Ethernet jack in your room, please call the Information Technology Services Help Desk at 517-432-6200.

Maintenance Online
Residents can submit online maintenance requests 24/7 by visiting www.liveon.msu.edu and logging onto the iLiveOn site. Report any maintenance problems within your individual room or the common areas within your hall.

Cable Television
All student rooms have basic digital cable television service already active in the student rooms. A common item students forget to bring is a coax cable to connect their television with the wall connection. To prevent RF leakage, please bring a coax cable cord that screws in, not the kind that have "push-on connectors" and purchase one that is RG-6 rated, Quad Shielded Cable. The MSU cable system works with any television that is capable of viewing ClearQAM signals. Students with older televisions (prior to 2007) will need to purchase a ClearQAM converter box. For information on how to obtain this box and to see a list of the complete 90 cable channel lineup, go to www.cabletv.msu.edu. The cable cords are available for purchase on campus at Sparty’s and University Stores.

MSU Telecom Systems is required by the FCC to perform leakage testing on its cable network to ensure compliance with federal and local laws. Staff from MSU Telecom Systems will be walking through the residence halls checking for RF leakage coming from rooms. Video information can be in frequencies that are used by public safety communications, air traffic, cellular, FM radios and more. The problem starts to occur when malfunctioning equipment, improperly connected cables and improperly installed splitters cause this signal to “leak” outside the cable and into the air. For most homes this is usually not an issue, but at MSU with such a high density of population in a small area this otherwise small amount of leakage becomes a problem.

If leakage is found coming from your room, corrective action will be taken by either replacing your coax connector or disconnecting your television. If your room is entered, a note will be left explaining what the problem is and what was done to fix it. You may be charged for any parts (new cables) that are required to fix the problem in your room.

Stay Spartan Safe
When you live on campus, you play an important part in keeping yourself and your community safe. Here are a few tips:
Residents are responsible for the conduct of their visitors and guests, so we ask that you please do not let people in that you do not know.

Don’t travel alone after dark. Use the Night Owl CATA Bus Service, available from 2 a.m. – 7 a.m. weekdays and 2 a.m. – 9 a.m. weekends. Visit www.cata.org for more information.

You can register to receive Emergency Text Message Notifications at www.reg.msu.edu/stuForms/ECDB/default.asp. In addition to your personal cell phone, you may also enroll a total of four wireless devices on the system to alert family and friends of any emergency situations happening in the MSU community.

Electronic card access has been installed in all residence halls where residents gain access by swiping your MSU ID card. We ask your cooperation in not propping doors open.

If you lose your room key or student ID, please report it immediately to the Service Center. A temporary card access can be issued to you. You can still access the dining room by obtaining a temporary meal pass from that dining hall. You may also report a lost or misplaced ID anytime at www.spartancash.com.

Emergency green phones are installed throughout campus and within the sightline of student room doors in the residence halls. The emergency phones allow anyone with a safety risk or concern to quickly get to a phone with button capability, which greatly increases response time in the event of an emergency.

Parking Permits
Students, sophomore and older, are permitted to have a car on campus during the school year provided it is registered with the MSU Police. To apply for a permit, visit http://police.msu.edu/permits.asp.

Spartan Cash
Students can pay for textbooks with Spartan Cash at Spartan Bookstore located on campus or off campus at the Student Book Store or Collegeville Textbook Company on Grand River Avenue. Go to www.spartancash.com to see a list of all locations accepting Spartan Cash.

Extras for Your Room

• **Carpet:** You can have a perfectly sized, first-quality carpet waiting on campus when you arrive. The MSU University Activities Board has managed a program called Residence Hall Carpets for the past 18 years. You get to reserve a brand new carpet in the right size and your favorite color at a special student discount. Carpet colors come in grey, black, beige, light blue, navy, hunter green and burgundy. All carpeting is first quality, plush, residential, brand new, and bound on all four sides. Pre-ordered carpet will be waiting for you on campus during move-in. You will receive order information for the Residence Hall Carpets program in July, visit www.rhcarpets.com/mst or call 1-800-892-8729 as soon as you know your hall assignment to make sure you get your first choice.

• **Linens:** Did you know regular sheets from home won’t fit the beds at Michigan State? We have the solution — specially-sized linens guaranteed to fit. The MSU University Activities Board has managed the Residence Hall Linens program for over 18 years. This means bedding and bath products are guaranteed to meet school requirements, all without the hassle of locating these hard-to-find items yourself. All products are first-quality and guaranteed until graduation. Quickly placing an order when you receive the materials this summer will guarantee availability of your favorite colors and free shipping on all value packs. Because products are bought in bulk, we can pass along a great deal. All profits from this fundraising activity will be used by UAB to provide weekend entertainment and
events for students at Michigan State. To order, please visit www.rhl.org/mst or call 1-800-957-4338 right away, since popular colors tend to go first.

- **MicroFridge, Futon, and Personal Safe:** REHS is partnering with Bedloft.com/Collegiate Marketing to help with ease, space and comfort in your residence hall room. Students who have pre-ordered with www.bedloft.com will have their items placed in their rooms upon arrival. For those individuals who prefer to pick up when they arrive, items can be picked up at several locations. The MicroFridge combination appliance comes with a refrigerator, a real zero-degree freezer and a microwave – all in one! This is a rental item. The futon can be used as a loveseat, a lounger or a full-size bed and is sure to bring a higher level of comfort to your room! It comes complete with frame, mattress, tools and instructions. Width is 59.5" and depth as love seat is 40". Mattress is 4" thick and measures 74" x 54". Futons are a purchase item, not a rental – so it’s yours to keep! The safe comes with a digital combination and a custom security cable lock that can easily attach to almost anything to keep the safe secure. It is large enough to hold most laptops and other valuable belongings you may have. The dimensions are 9"H x 18"W x 13"D. This is a purchase item that you can keep and use throughout college! More information and prices can be found at www.bedloft.com.

- **Convenient Pickup:**
  - Saturday, August 24, 9 a.m. – 4 p.m.
  - Sunday, August 25, 9 a.m. – 4 p.m.
  - To see a list of the four convenient pickup locations, go to; www.uabevents.com/carpet_linens or www.uabevents.com/bedloft.

**Looking Ahead**

The best way to ensure success in college is to become involved in university life. The following is a brief list of opening week activities. Residence Life staff can answer questions about these events.

**August 25** — Residence hall floor meetings will be held on freshmen move-in day 7 p.m. – 9 p.m. These meetings give residents a chance to meet their residence hall mentor and members of the floor. These meetings are often held during dinner time so you may want to avoid making dinner plans with family and friends that night.

**August 27** — Convocation and Engagement Sessions for New Students and Moonlight Madness Shopping Spree with free bus transportation from residence halls to local stores.

**August 27** — Required colloquium scheduled for new students during the day; All residential dining halls will be closed for dinner so students can attend the Fall Welcome Cookout, “Sparticipation,” an event at which students can get information on MSU’s 600+ student groups and other great resources.

For a more detailed schedule of activities and other important Spartan family information, please visit www.fallwelcome.msu.edu/.

**Maps and Information**

For campus maps, driving directions, parking questions, bus information, bike rentals and other information, visit www.msu.edu/visitors.

**Fill the Bus**

The annual university-wide service initiative facilitated by the Center for Service Learning and Civic Engagement (CSLCE) will take place this fall during opening. Residence hall students, faculty and staff are being asked to donate school supplies through residence hall collection locations. These school supplies will
be donated to local school districts, health and human service agencies and youth-serving organizations. Look for the special yellow “Fill the Bus” collection containers in each residence hall neighborhood. Collection will occur from Sunday, August 25 through Wednesday, August 28.

**SpartanConnect**
Check out the SpartanConnect website at [www.spartanconnect.msu.edu](http://www.spartanconnect.msu.edu). Here, you will find the web and social media resources of MSU in one place. The goal of this site remains to help Spartans connect to one another, resources and their community, making MSU feel like a smaller place. The functionality of the site is versatile – seeking to move people quickly through to the social resources they want and need.

To that end, we have created Facebook Groups for each Hall under the new Facebook for Schools platform. This new platform allows only people with an msu.edu email address to join, helping to keep our community exclusively Spartan.