

Your

Guide

to **Moving**
IN

Welcome to Residence Life and Housing at the Art Institute of Michigan! We are please that you're joining us. Right now, we are preparing for your arrival. We hope you're just as excited as we are. Inside this packet, you'll find information you need to make your move in and transition to Residence Life and Housing successful. Please feel free to contact us if you have any questions.



A Couple of Words from the Director

Welcome to The Art Institute of Michigan. We are excited that you are here and that you chose to live in our residential community! You will have opportunities to get to know your classmates, enjoy community activities, and grow as a person. It is my hope that you will leave our community a better person than when you joined us.

Please take some time to read through the Residence Life and Housing policies. These policies are your guide to living in our housing community. They are written with your safety, education, and the well being of the community in mind. If you have any questions, comments, or concerns about these policies please give us a call.

We have a wonderful staff that is dedicated to serving you and providing opportunities for you to become involved in our community. Be on the look out for our monthly calendar that will keep you in the loop about all of our community events. The staff works hard to plan these events, but it will be up to you to make the effort to be part of the community. I hope you will!

If there is anything I can do to assist you in your transition to our community please don't hesitate to call or stop by our office. I look forward to having you join our community!

Sincerely,

Barbara Murphy

Director of Student Affairs and Career Services

Phone (248) 675-3836

The Big Day

So move-in has finally arrived; the car is packed and your muscles are ready. Students can begin checking in at the Village Green Apartments' Clubhouse (please note the check in times in your roommate assignment letter). Staff will be on hand to assist you in getting settled into your new home-away-from-home.

Steps to Moving In:

1. Report to the Director of Student Affairs for the location of check-in and information.
2. Check in with staff. They will give you your keys, lease agreement, EC (Emergency Card), roommate agreement, + other pertinent information
3. After you receive your keys, you're free to go over to your apartment and begin unloading [if you need someone to point you in the right direction, don't be shy, grab a staff member's attention] We'll also have maps on hand to assist you.
4. Once everyone has arrived, you'll want to talk with your roommates to decide which bedroom everyone will occupy. **It's not a first-come-first-serve; this isn't the best way to start a brand new roommate relationship. So be patient!** Talk with your roommates first; this is how you begin a productive roommate relationship. *[if you are moving into an apartment where there are already current students, your bedroom may already be determined due to the vacancy]*
5. Fill out the ACR and return it to a staff member @ the mandatory Residence Life/Housing meeting for new students [remember it's your responsibility to note the condition of your apartment]
6. Sit down with your roommates and fill out the Roommate Agreement and return the form @ the mandatory Residence Life/Housing meeting for new students
7. Enjoy living at the Village Green Apartments and never hesitate to let a staff member know if you have questions or concerns

Directions

The Village Green Apartment Complex is located minutes away from I-696, M-5, I-275 and other major roads that provide quick access to Detroit Metropolitan and City airports, major business centers, Twelve Oaks Mall and other shopping areas, Providence Hospital West, and a variety of recreational activities.

To reach the Clubhouse (where you'll check in) from The Art Institute of Michigan:

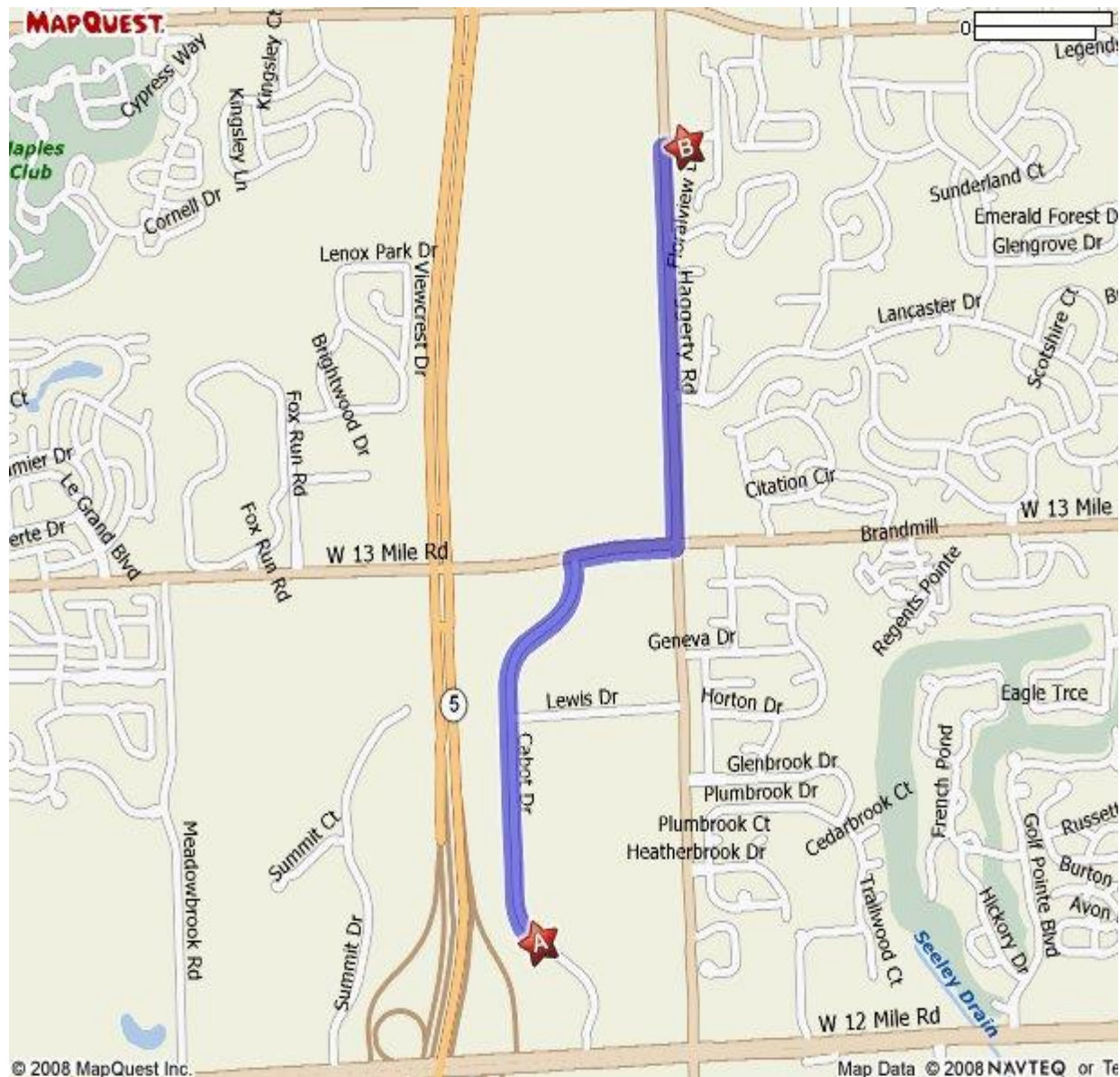
Start out going NORTH on CABOT DR toward LEWIS DR.

Turn RIGHT onto W 13 MILE RD.

Turn LEFT onto HAGGERTY RD.

Turn RIGHT onto VILLAGE GREEN BLVD.

Estimated Time: 4 minutes Estimated Distance: 1.87 miles



What Are You Bringing?

Please don't try to bring everything and the kitchen sink. Remember you'll have roommates too. Unfortunately, there are no elevators at Village Green, so it's better to bring moderately-sized boxes that can be handled by one person. There is limited storage per apartment in the building, talk to your Advisor for more information.

Please Leave These Items Home:

- Halogen lamps
- Electric space heater
- High-wattage appliances
- Sticky tack and other sticky products for hanging posters
- Candles, kerosene heaters, incense, scent pot burners, or other fire hazards
- Pets
- Alcohol and other controlled substances

Think About Bringing:

- Toiletries (soap, shaving supplies, band-aids, toothbrush, hair products)
- Bathroom supplies (shower curtain, bath mat, etc)
- Desk supplies
- Hangers + wastebasket
- Flashlight + batteries
- Laundry supplies (detergent, bag/basket)
- Pictures/posters for the wall and tacks for hanging
 - No nails or sticky tack please
- Cleaning supplies
- Alarm clock
- Twin-sized bedding
- Kitchen supplies (pots/pans, utensils, dish towels, microwave, etc)
- Plants
- Storage containers

What's Already in the Apartment?



Don't worry, we have most things covered. Here's what is in the apartment:

- Living room furniture (sofa, coffee table, and 2 desks)
- Dining room furniture (dining table + 4 chairs)
- Bedroom furniture (2 twin beds, chest, and nightstand): per bedroom
- Kitchen appliances (stove, dishwasher, garbage disposal, refrigerator)

removal of the furniture from the apartment is prohibited

We Treat You as a Young Adult

We want you to understand the college's role in your life. We are here to help you develop into a responsible and healthy adult. But it's up to you to take advantage of this experience and to really work hard to gain some new skills and develop into a productive citizen.

Self-responsibility is one of the most important things you can learn at college. It may initially take some trial and error for the lessons to kick in, but once they do, you will have learned a valuable fact: no one is responsible for your life but you. We expect you to take responsibility for your own life. For example, you are responsible for:

- Your behavioral choices
- Following the policies/procedures
- Academic honesty
- Personal integrity
- Developing healthy study, eating, and sleep habits
- Seeking academic assistance when needed
- Being a positive member of the campus community, etc

How We Make Apartment Assignments:

We assign new students according to the date we receive your signed license agreement, rent/restoration deposit, and application. Your file is complete once all items have been received and your financial plan is complete via Student Financial Services. Once all those items are noted, we can assign you to an apartment and roommates.

We look at a number of items when we assign roommates: gender, smoking/non-smoking habits, sleep schedules, study habits, etc. Assignment sure isn't rocket science, there's no proven method-but we do our best with the honest information you provide.

If there's a concern with your assignment, don't hesitate to talk to your Resident Assistant. But remember, the College and Residence Life and Housing experience is about broadening your horizons and meeting folks who are different and similar to you. *Apartment changes can be considered after the first 2 weeks of the quarter and on a space-available basis.*

Contacting Your Roommate for the First Time:

Meeting and living with your new roommate is an exciting event that can enhance your total college experience. We encourage you to contact your new roommate(s) as soon as you receive this packet. Get to know your roommate and decide who's bringing what. This is a great way to start to build a healthy roommate relationship.

Nine (okay, so it's not 10) Helpful Hints for Surviving Your First Quarter

The quarter will fly by faster than you think, so utilize time management skills.

1. Don't miss any part of the orientation program.
2. Get to know the resources available to you. These include: Residence Life & Housing staff, your Academic Advisor, and faculty.
3. Pick your friends carefully during the first few weeks. Avoid those people who do things that you may not want to do.
4. Learn to manage your time. You will be setting your own schedule soon.
5. Find a quiet place to study and follow a schedule.
6. Get involved in some type of organization or program like the Apartment Council.
7. Talk to your instructors. Do not be afraid to approach them.
8. Take care of yourself. Make sure you eat healthy, exercise, and sleep.
9. Hang in there.



Involvement = Success

Studies show that students who are connected and involved in the life of the school are more likely to be successful-in and outside of the classroom.

So, get involved-you'll feel more connected.

