



Your

Guide to Moving IN

Welcome to Residence Life and Housing at The Illinois Institute of Art-Schaumburg! We are pleased that you're joining us. Right now, our staff is 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. Thank you for choosing to join the residential community at The Illinois Institute of Art - Schaumburg

A Couple of Words from the Student Affairs Office

Welcome to The Illinois Institute of Art-Schaumburg. We are excited that you are here and that you chose to live in our Residence Life & Housing community! I know from experience that living in school sponsored housing can be one of the most rewarding experiences of your college career. 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.

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 as well as staff contact information such as “who is on duty”. 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!

Please take some time to read through the Residence Life and Housing policies. You will receive a handbook upon check in that you will be responsible for knowing and following proper policy and procedure. These polices are your guide to living in our 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.

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 us!

Sincerely,

A handwritten signature in black ink, appearing to read "Jodie R. Filpus". The signature is fluid and cursive, with the first name "Jodie" written in a larger, more prominent script than the last name "Filpus".

Jodie R. Filpus
Director of Residence and Housing

Welcome, from the Residence Life Coordinator

Dear Students,

Greetings! My name is Ann Tommerdahl and I am looking forward to being your Residence Life Coordinator (RLC)! We, here at the Illinois Institute of Art-Schaumburg, cannot wait to meet you and help you get settled into the THE ILLINOIS INSTITUTE OF ART-SCHAUMBURG way of life!

First of all, WELCOME to Residence Life and Housing! You've made an excellent choice! Community living is a great way to meet new people and get involved.

A little about me, I am originally from the Twin Cities area of Minnesota (Minneapolis/St. Paul). I graduated with a bachelor's degree in education from the University of Minnesota Duluth. Now, let me take a moment to outline my role as the RLC. My duties include supervising the Resident Assistants, whom will commonly be referred to as RA's, as well as the Computer Lab/Social Lounge Assistants, coordinating social and educational programs, and serving as resource for students.

I live at the Tree House Apartments with you and am available in case of emergencies. I have offices at both the Tree House Computer Lab/Social Lounge and at the Office of Student Affairs located on the 5th floor of the THE ILLINOIS INSTITUTE OF ART-SCHAUMBURG Building. Please stop by if you have any questions or concerns, or if you just want to say hi!

I also serve as the advisor for a Residence Life and Housing Leadership group, a student group organized to plan fun Residence Life and Housing programs for YOU as well as provide feedback and be the voice of students living in Residence Life & Housing! If you are interested in getting involved please let me know and we'd be happy to have you join us!

College is one of the best parts of your life, so make sure you take advantage of all the resources and opportunities available to you. If you have any questions before, during, or after move-in, please don't hesitate to ask. I hope you are ready for a great time here in our Residence Life and Housing program!

Sincerely,

Ann Tommerdahl

Ann Tommerdahl
Residence Life Coordinator

The Big Day

So move-in has finally arrived; the car is packed and your muscles are ready. Students can begin checking in. Refer to your housing assignment letter when it comes for the location and time of move in. 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 check-in location
2. Check in with staff. They will give you your keys, ACR (Apartment Condition Report), Emergency Card, roommate agreement, + other pertinent information
3. After you receive your keys, you can go to your apartment and begin unloading [if you need someone to point you in the right direction, let us know. We are here to help!] We also have maps on hand to assist you.
4. Once everyone has arrived, you will want to talk with your roommates to decide which bedroom everyone will occupy. **It's not a first-come-first-serve; start of the brand new roommate relationship right. 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 at the mandatory Residence Life & Housing meeting for new students [remember it is your responsibility to note the condition of your apartment. Anything you do not report on the ACR you can and will be charged for upon check out.]
6. Sit down with your roommates and fill out the Roommate Agreement and return the form at the mandatory Residence Life & Housing meeting for new students (Note that your family should stick around too. We have a meeting for your families as well.)
7. Enjoy living in the Residence Life & Housing community and never hesitate to let a staff member know if you have questions or concerns

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 Tree House (elevators are available at Versailles). It is best to bring moderately-sized boxes that can be handled by one person.

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 (including fish)
- Alcohol and other controlled substances

Think About Bringing:

- Toiletries (soap, shaving supplies, band-aids, toothbrush, hair products, etc)
- Bathroom supplies (shower curtain, bath mat, etc)
- Desk supplies
- Hangers + wastebasket
- Flashlight + batteries
- Laundry supplies (detergent, quarters for Tree House laundry, bag/basket, etc)
- Pictures/posters for the wall + tacks for hanging pictures (no nails or sticky tack please)
- Cleaning supplies
- Alarm clock
- Phone
- Twin-sized bedding (regular)
- Kitchen supplies (pots/pans, utensils, dish towels, microwave-except if you live at Versailles, etc)
- Plants
- Storage containers
- Small set of tools
- Entertainment necessities

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, loveseat or chair, coffee table, 2 end tables, 2 lamps, desk + chair)
- Dining room furniture (dining table + 4 chairs)
- Bedroom furniture (2 twin beds, 2 dressers, chest, nightstand, lamp): per bedroom
- Kitchen appliances (stove, dishwasher, garbage disposal, refrigerator)

removal of the furniture from the apartment is prohibited

We Treat You as an 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
- Maintaining a clean, safe, and healthy living space
- 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 application, rent and restoration deposit and after your financial aid plan is finalized via Student Financial Services and you have returned your signed license agreement. Your file is complete once all items have been received. 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, major, 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. Information about how to request an apartment change will be available in your "Residence Life & Housing Handbook" that you receive upon check in.*

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, including the Residence Life & Housing Orientation.
2. Get to know the resources available to you. These include: Residence Life & Housing staff, your Academic Advisor, and the school's faculty and staff.
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 both in and outside of the classroom.

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

Residence Life and Housing Staff

Resident Assistant (RA) The Resident Assistant (RA) is a student who is trained to provide activities, peer support, and assistance to residents in adjusting to the community. The RAs also help to ensure community policies are observed. RAs are excellent resources, as they are familiar with what is available at the College and in the community. If you have an idea for a community events or activity, talk to your RA. A Resident Assistant is “on duty” every night from 9:30 pm to 7:30 am. Please consult your monthly calendar for the RA duty schedule and contact information.

Residence Life Coordinator: (RLC) The Residence Life Coordinator (RLC) is a full-time professional who lives at the property. The RLC supervises the RA Staff, Student Computer Lab/Lounge Assistants. The RLC is responsible for providing, support, guidance, emergency response, and community development opportunities for residents. To contact the RLC call: 847-598-6845

Administrative Assistant: The Administrative Assistant works in conjunction with the Director and other Residence Life and Housing staff to provide administrative support for the department. The Administrative Assistant works directly with students on issues related to billing, license agreement renewal, and other business matters. To contact the Administrative Assistant call: 847-585-4552

Director of Residence Life and Housing: The Director supervises the Residence Life Coordinator and is responsible for the overall management of the Residence Life and Housing program. To contact the Director call: 847-598-6835

Your Residence Life & Housing Department Staff is ready to help you out in answering questions about your license agreement, room change requests, or questions about your billing. Stop in, we're located in the Office of Student Affairs, on the 5th floor of the 1000 building. Or give us a call at 847-585-4552. The office is open Monday-Friday, 9:00 a.m.-5:00 p.m.



Apartment Council, a Residence Life & Housing leadership organization is a great way for Residence Life and Housing students to get involved. The group is made up of other students who voice concerns, ideas, etc relating to Residence Life and Housing. It is meant to take an active role in providing programming for students in Residence Life & Housing.

For more information: talk to your RA or the RLC