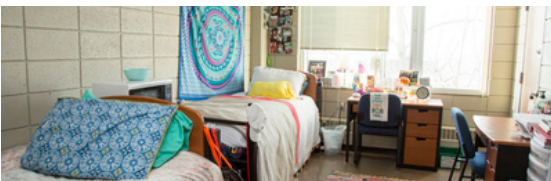




# UNIVERSITY OF CENTRAL MISSOURI HOUSING

## Fall 2024 | Move-In Emule #3



### WE ARE APPROXIMATELY THREE WEEKS AWAY FROM MOVE-IN!



In three weeks you begin your new adventure here at the University of Central Missouri and life on campus. Our staff have arrived and are preparing for you to make our halls your new home. We are excited to welcome you here soon!

### WELCOME FROM THE UNITED STUDENT HOUSING ASSOCIATION



We want to truly welcome all of you to UCM and life on campus! Our organization is here to serve students living on campus. We hope you will notice the welcoming nature of the housing personnel, USHA, and our sister organization, National Residence Hall Honorary. Living on campus and getting involved can have a large impact on your



United Student Housing Association

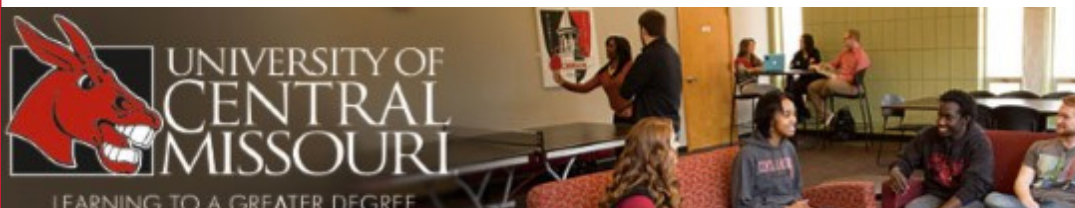
first year and the community you help create. We know by our own involvement, that by living and getting involved on campus, you become part of a family. Housing leadership provides opportunities for students to become leaders on campus and in their own lives. Be sure to check out opportunities to get involved with us in USHA! Challenge yourself to meet other people and have a role in your community. We are here to advocate for you and help build a stronger residential community for you to thrive! Be sure to come see us at various event this coming year. Learn more about us: [ucmo.edu/housingleadership](http://ucmo.edu/housingleadership)

### EXPLORE WHAT'S INSIDE THIS ISSUE:

- Welcome
- Who is Here to Help?
- Front Desk Information
- Mailing Addresses
- Residential Resources
- Leadership Opportunities

## Follow

## UCM Housing





# WHO IS HERE TO HELP?

## Assistance & Support

One thing is for sure: You'll have all the help you need to settle into life at UCM. Your first line of assistance is your undergraduate staff member. There are Community Advisors (CAs) in all the residence halls. CAs are supervised by either an Assistant/Residence Hall Director who is also a student on this campus pursuing an undergraduate or master's degree. Learn more about all these positions below:



## Community Advisors (CAs)

One of the most important people on your floor, and the first person you should go to for most non-emergency situations, is your Community Advisor (CA). In most buildings there will be two CAs per floor for first-year communities. The CA is an upper-class student, who has gone through a several week selection process and hired to be there for you. Within our apartment communities (Greenwood Park and Central Village), the students are Apartment Community Assistants (ACAs). The ways CAs/ACAs serve as a resource for residents:

- CAs are the first person you should go to for any situation.
- They are prepared to help with transition issues like homesickness, help with locating resources, roommate issues and much more.
- CAs will plan events and activities for the floor and help get you connected with the other students in the community.
- They will also confront inappropriate behavior to help the community be an respectful place to live and study.
- The most important thing to remember about your CA is they are right there with you whether you are a returning student or a first-year student.



# HOW DO I FIND MY CA?

Each CA will have a room located in the building (not necessarily on every floor) and the room will indicate as such. You will also see a CA on duty, making rounds of buildings each night for student safety. Feel free to contact the desk if you want to know what room your CA is in!



## HAVE NO FEAR!

Are you worried about having to share space for the first time? No need to fear! Our Community Advisors are trained in conflict mediation strategies so that you can have the best experience possible!





## Residence Hall Directors & Assistant Residence Hall Directors

RHDs are students pursuing a graduate program here on campus. They truly value the undergraduate experience and some plan to continue working with students as their career. We also have Assistant Hall Directors who are undergraduates with at least one year of Housing experience. The RHD/ARHD lives and/or has an office in your building, so they are very accessible to you. Ways these staff serve their communities include:

- Supervise CA staff & other student staff members
- Help your building develop a strong sense of community.
- Work with their supervisors on maintenance requests and concerns.
- Serve as a resource for any issues and challenges you have, after your CA.
- Serve as conduct officers (RHDs), which means if you experience a behavioral challenge you will meet with them to discuss how to make better decisions during your time at UCM.



## SAY HELLO!

Please stop by your RHD's office to say hello or if you have questions/need assistance. Most RHD offices are located in the lobby of the residence halls. Each RHD's office hours are posted on their door each week.



## Front Desks & Office Assistants



The front desk in your hall is a great resource when living on campus! Our front desks are open for specific periods of the day to offer assistance for students in the residence halls. Signs will be posted with front desk hours. Front desk services include:

- Mail/Packages
- Lockouts
- Updating room condition inventories (within one week of move-in)
- Maintenance/safety concerns
- Check out supplies like games, cleaning supplies, cooking supplies, etc.
- Contacting CAs
- General questions/concerns

## SAFETY IS PRIORITY

Safety of all our residents is of the utmost priority to our student staff, RHDs, and professional staff members. Directives provided for student safety are given with care & concern for student welfare. Please join us in creating a safe community at UCM!

# RESIDENCE HALL DESK CONTACT INFORMATION

Our front desks will open on move-in day, August 15, 2024. Front desks are staffed special hours while school is in session. During break periods, please contact our main housing office. Please refer to our staff page at [ucmo.edu](http://ucmo.edu) to contact your Residence Hall Director with larger concerns/issues. **Find hours at [ucmo.edu/housingmailservices](http://ucmo.edu/housingmailservices)**

- Ellis Complex: 660-543-4322
- Fitzgerald: 660-543-4320
- Foster Knox: 660-543-4552
- Houts/Hosey: 660-543-4321
  - Also point of contact for Todd Apartments
- Nickerson: 660-543-4583
- Panhellenic: 660-543-4551
- South Yeater: 660-543-4317
- The Crossing: 660-543-4396



## MAIL/PACKAGES & DELIVERIES

- All mail/packages must include the student's name (as on file with the university).
- Mail with incomplete address, nicknames or parent names will be returned to sender.
- Student are responsible for checking their mailbox regularly.
- Mail is delivered each day except Sundays and holidays.
- Packages sent by FedEx, UPS, DHL etc will not be forwarded to new address.
- Large packages will be at the front desk and students must present photo/digital ID to claim the package
- Notices of packages will be by e-mail to student e-mail address
- Only accepted items are from official delivery services such as Campus mail, FedEx, UPS, USPS, etc.
- Packages and mail are only processed for current campus residents. Mail for non-residents/former residents will be forwarded to address on file or returned to sender.



- Door Dash Deliveries & Other food deliveries: It is the student's responsibility to meet the delivery person at the front lobby. University staff are NOT responsible for these deliveries in any fashion.
- Amazon deliveries: Amazon deliveries are handled as packages at the front desk. If Amazon drops off a delivery directly at your door the University is not responsible in any fashion for these deliveries.
- Personal deliveries to the building are not accepted by University staff (friends/family members cannot drop off things at the desk for residents, etc.)

Find all mail policies, procedures and address info at [ucmo.edu/housikngmailservices](http://ucmo.edu/housikngmailservices)

## FLOOR MEETINGS

First year floor meetings will occur at in the evening on Thursday, August 11th for students that signed up for the UCM Experience Kickoff. These meetings are MANDATORY for all students. Please refer to signs for the location of these meetings within your building.



## DETAILS MATTER

Be sure to share address details with friends & family so they can make sure to get any mail/packages to you without any issues!

## WHAT'S IN THE NEXT ISSUE:



- Unloading /Parking
- Addresses for Locating Buildings
- Room Condition Reports
- Lockouts
- How to Submit Work Orders
- Loading Tips
- Loft/Fridge Pick-Up Times
- Locations of Check-Ins



# SPECIFIC HALL MAILING ADDRESSES

## East Ellis Hall:

[Student's Name]  
East Ellis, [Room #]  
301 Anderson St.  
Warrensburg, MO 64093

## Fitzgerald Hall:

[Student's Name]  
Fitzgerald, [Room #]  
100 Houx Street  
Warrensburg, MO 64093

## Central Village Apartments:

[Student's Name]  
1010 South Holden, [Apt. #]  
Warrensburg, MO 64093

## Foster/Knox Apartments:

[Student's Name]  
Foster/Knox, [Room #]  
311 East Clark Street  
Warrensburg, MO 64093

## Greenwood Apartments:

[Student's Name]  
900 S. Washington St., [Apt #]  
Warrensburg, MO 64093

## Hosey Hall:

[Student's Name]  
Hosey, [Room #]  
615 South Washington Street  
Warrensburg, MO 64093

## Houts Hall:

[Student's Name]  
Houts, [Room #]  
615 South Washington Street  
Warrensburg, MO 64093

## Nickerson Hall:

[Student's Name]  
Nickerson, [Room #]  
603 South Washington Street  
Warrensburg, MO 64093

## North Ellis Hall:

[Student's Name]  
North Ellis, [Room #]  
301 Anderson St.  
Warrensburg, MO 64093

## South Ellis Hall:

[Student's Name]  
North Ellis, [Room #]  
301 Anderson St.  
Warrensburg, MO 64093

## South Yeater Hall:

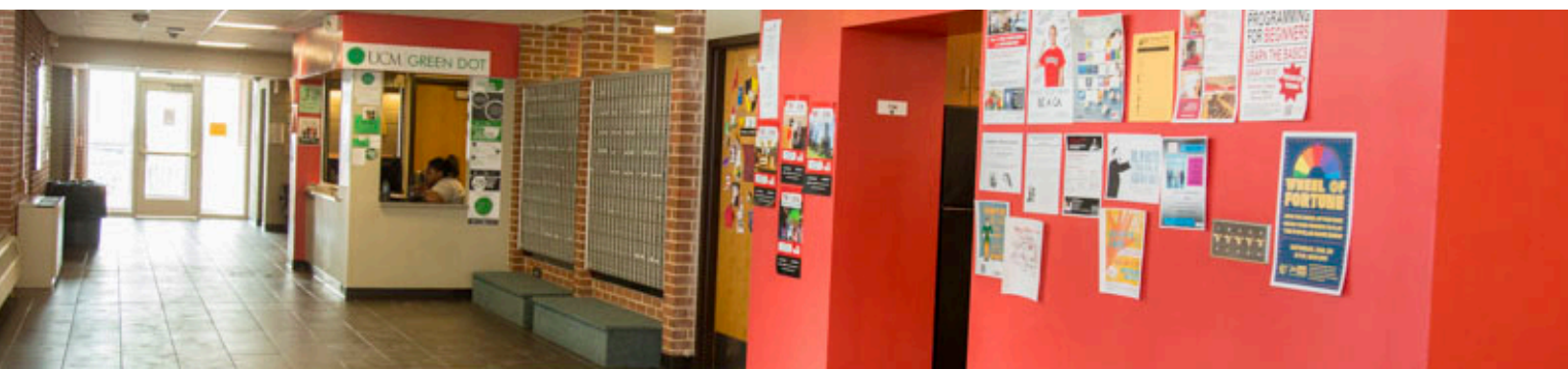
[Student's Name]  
South Yeater, [Room #]  
606 South Holden  
Warrensburg, MO 64093

## Todd Apartments:

[Student's Name]  
Todd Hall, [Apt #]  
113 Houx St.  
Warrensburg, MO 64093

## The Crossing:

[Student's Name]  
The Crossing, [Apt #]  
114 W. South St.  
Warrensburg, MO 64093



# **Sign Up for a Fall Check-In Time !**



**All Students  
(Minus Greenwood & Central Village)**

**Must sign up for a check-in time via  
MyCentral.**

## Locating Sign Up for Move-In



All students excluding residents of Central Village, Greenwood Park and Community Advisors must sign up for a check-in time slot!

View detailed move-in info at:

[ucmo.edu/movein](http://ucmo.edu/movein) OR [ucmo.edu/aptmovein](http://ucmo.edu/aptmovein)

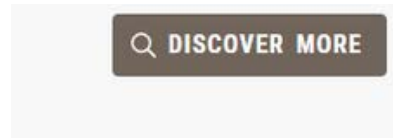
### Locating Housing Section In MyCentral & Adding Card to Your Home Page



1

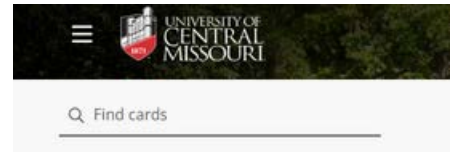
Login to your MyCentral Account

[mycentral.ucmo.edu](http://mycentral.ucmo.edu)

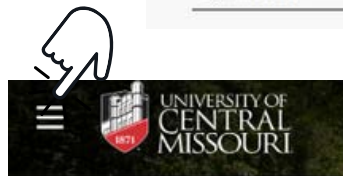


2

If the Housing card is not present, click discover more to search for Housing



You can also click the top menu

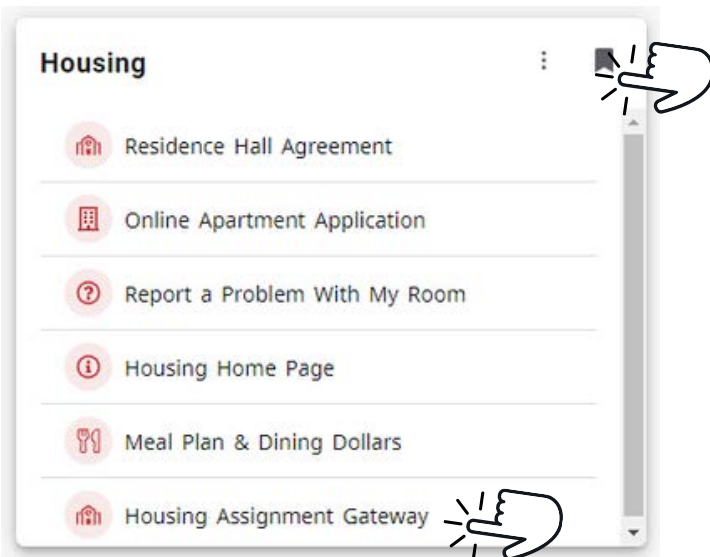


and click on

Discover



to search for the Housing card.



3

Click on the top right to flag  and save card to your home dashboard.

This will keep the housing section on your MyCentral homepage permanently!

Click on Housing Assignment Gateway to locate modules on viewing assignment/roommates as well as the Sign-Up for Check-In Time



Scroll to find the section for "SIGN UP FOR CHECK"



## Sign-Up for Check-In Move-In Time Slots

For Fall 2023, this module will be ready mid July and emails will be sent when its ready!

[Click Here to Sign up for a Fall 2023 Check-in](#)



Be sure to maximize your browser window!

### MENINGITIS IMMUNIZATION STATUS (ON FILE WITH HEALTH CENTER)

Is your Meningitis immunization records on file? If the below field is listed as YES, you are all set! If the field below is listed as NO, your records are not on file and we will not be able to check you in on move-in day. Please see the requirements for immunizations and uploading records at [ucmo.edu/immunizations](http://ucmo.edu/immunizations).

If your status is not updated to YES by move-in day via Housing Gateway, plan to bring records with you!

#### Meningitis Record on File:

Meningitis:

#### Early Arrivals

If you are approved for early arrival, a date will appear below based on your individually approved date or based on the date approved for a group(s) you are a part of.

Early Arrival:

Please Select your Booking

#### Select your Booking

	Bed Space	Term
<input checked="" type="checkbox"/>	FI-523a	2024 Fall Res Hall

#### Meal Plans/Dining Centers Start Date:

Please note that meal plans begin on **August 15th** with dinner. Ellis/Todd Dining Centers do not open until this date. If you are arriving early, your group may be covering/providing meals. Please check with your sponsoring department/group.

[Next step](#)

Below are the time slots available to you based on your assignment. If you do not see your preferred time, it may be that it has already been filled and is no longer available.

If you are approved for early arrival but do not see your time listed, please contact us as it's possible your group did not provide your name/information.

If you just signed up for kickoff but don't see a time, we load in the IDs of those who registered the day prior. If you do not see August 11 but registered for kickoff, please email [jhicks@ucmo.edu](mailto:jhicks@ucmo.edu)

Click the green "Select" button next to your preferred time and click "Finish" to confirm your selection. (Once you have selected a slot, the "Release" button appears next to it.)

You may adjust your selection by clicking "Select" next to other times until you are sure of your preferred time. If you want to release your preferred time and start over, you can click "Release."

You must click Finish to save these changes. Your time slot is not confirmed until you click Finish.

	Date	Time	Status	Slot Notes
	8/10/2024	1:00 PM - 1:45 PM	Available	Approved Early Arrivals
	8/10/2024	2:00 PM - 2:45 PM	Available	Approved Early Arrivals
	8/10/2024	3:00 PM - 3:45 PM	Available	Approved Early Arrivals
	8/15/2024	9:00 AM - 9:45 AM	Available	Registered Kickoff Attendees, Approved Early Arrivals
	8/15/2024	10:00 AM - 10:45 AM	Available	Registered Kickoff Attendees, Approved Early Arrivals

4

Click on

[Click Here to Sign up for a Fall 2023 Check-in](#)

To access the module. Note that the semester may not match the year located here

5

Review all information and instructions! Including if you are approved for early arrival. These include move-in guidelines **CLICK NEXT STEP** at the bottom of the page.

6

View all move in time slots available to you.

You can release time slot if you pick the wrong one. Once you have the right one, click FINISH

7

Thank you for selecting your moving time slot. Your confirmed time slot is:

Arrival Time	Slot End Time
8/15/2024 2:00 PM	8/15/2024 2:45 PM

We look forward to seeing you at move-in. Be sure to review the information on move-in:

Residence Hall Move-In: [ucmo.edu/movein](https://ucmo.edu/movein)

Apartment Move-In: [ucmo.edu/aptmovein](https://ucmo.edu/aptmovein)

See confirmation as well as email confirmation!

Students will get a confirmation email to their UCM email and personal email on file with the University.

If you need to change your time slot, you don't need to contact us, just simply revisit the link, release time slot and start again!





# KNOW YOUR RESOURCES

Campus Community Health

## Immunization Information



### Requirements

- **two vaccines** against measles, mumps, rubella (MMR)
- **completed** Tuberculosis (TB) Risk Assessment questionnaire
- **for students living on campus:** documentation of at least one dose of meningitis vaccine (MCV4/MPSV4) given on or after the student's 16th birthday. **Students will not be allowed to move in until the university has a record of this vaccination.**
- Upload your records at least one week prior to your move in date!

### Upload records



- Go to [ucmo.medicatconnect.com](http://ucmo.medicatconnect.com) >
- Log in using your MyCentral username and password
- Click on the Immunization tab
- Fill out the required immunization information
- Select UPLOAD
- Click on the Forms tab
- Complete the Tuberculosis (TB) Screening form

### Get immunizations on campus

- **Call the University Health Center to make appt.: 660-543-4770**
- For more information go to [ucmo.edu/immunizations](http://ucmo.edu/immunizations) >



**REMINDER: IF YOU DO NOT HAVE YOUR MENINGITIS RECORDS ON FILE, WE CANNOT CHECK YOU INTO YOUR ASSIGNMENT!**

## Get texts from the UHC



### You Gotta Opt-In

Our system got an upgrade! So, even if you've already been getting text messages from us, you **MUST** opt-in if you want to keep getting those reminders.

- Go to [ucmo.medicatconnect.com](http://ucmo.medicatconnect.com) and log in with your MyCentral user name and password >
- Click on your name in the top right of the screen then Edit Your Profile.
- Scroll down and check "I would like to receive SMS text message reminders" then hit Save.



## MOVE-IN DAY!

You must have your Meningococcal immunization on record with the University Health Center before picking up your keys.

Required Sign up to check-in!

Please see recent University Housing communication regarding signing up to check-in.

Sign up is available on the Housing Assignment Gateway via MyCentral



Beat the move-in rush and be able to move in August 15th by signing up for the UCM Experience Kickoff. Feel extra prepared for your start at UCM by signing up!

Learn more by visiting:

[ucmo.edu/kickoff](http://ucmo.edu/kickoff)



# Leadership Opportunities in Housing

University Housing provides a variety of avenues to become involved in your community and on campus. Housing Leadership provides opportunities for personal growth and helping to be the voice of students. Benefits of Getting Involved In Housing Leadership:

- Meet others in your community
- Be an important part of campus traditions
- Take pride in being an active member of YOUR community
- Have a say in how YOUR money is spent
- Be the voice of students like yourself



Pictured above (left): NRHH collecting crayons for local Children's Hospital and recycling used markers

Pictured above (right): NRHH volunteering at Old Drum Animal Shelter for NRHH National Day of Service

UNITED STUDENT  
HOUSING  
ASSOCIATION



As a student living in the residence halls, you are already a member of USHA- the voice and governing body of the residence halls. You can be a part of programming, recognition, policy recommendation, and commitment to a better residence hall experience through USHA.

## RECOGNITION & SERVICE WITH HEART

NRHH is designed to give local, regional, and national recognition to students making outstanding contributions to their residence halls. NRHH is committed to the value of recognition, as well as service to others.

NRHH is the only nationwide organization that recognizes residence hall leaders. Membership in local chapters is limited to one percent of your school's residence hall population.

NRHH membership is done through a selection process each semester. Being an involved student leader living on campus for two semesters and a GPA of 2.5 is required.

NATIONAL RESIDENCE  
HALL HONORARY



## WHAT DOES USHA DO AT UCM?

- Sponsors hypnotist during Week of Welcome
- Sponsors fridge rental and student care package program
- Involvement in Family Weekend
- Sponsors the Coolest Room Contest
- Makes recommendations to University Housing such as quiet hours, laundry, etc.
- Assists in residence hall student leadership training and recognition
- Attends regional and national conferences
- Hosts events on campus to promote community and engagement

Pictured below (right): USHA executive board members representing UCM's MuleFest



Pictured above (left): Leadership exec members at the HOUSIES banquet

INTERESTED?

EMAIL [EBISHOP@UCMO.EDU](mailto:EBISHOP@UCMO.EDU)

FOR MORE INFO!

SEE WHAT WE  
ARE UP TO!

UCM NRHH

UCM USHA

