IMPORTANT DATES

Sunday, August 18, 2013; 1 p.m.  LC at Jardine opens for early arrivals for fall semester
Saturday, August 24, 2013; 10 a.m.  LC officially opens for fall semester
Monday, August 26, 2013  First day of class
Monday, September 2, 2013  Labor Day (no classes)
Sunday, November 24, 2013; 10 a.m.  LC closes for Thanksgiving break
Sunday, December 1, 2013; 1 p.m.  LC closes for winter break
Saturday, December 21, 2013; noon  LC opens following Thanksgiving break
Thursday, January 16, 2014; 10 a.m.  LC opens for spring semester early arrivals
Sunday, January 19, 2014; 10 a.m.  LC officially opens for spring semester
Monday, January 20, 2014  Martin Luther King, Jr. Day (no classes)
Saturday, March 15, 2014; 10 a.m.  LC closes for spring break
Sunday, March 23, 2014; 1 p.m.  LC opens following spring break
Saturday, May 17, 2014; 1 p.m.  LC closes

PAYMENTS

Amounts not initially paid in full will be charged to the student’s university billing account and due as specified.

The spring semester payment will be charged on December 13, 2013.

RESOURCES GUIDE FOR STUDENTS

MOVE-IN DAY

General expectations and observations:
  • When you arrive at Jardine Apartments, report to the Frith Community Center to receive your room assignment, keys and various paperwork. If you plan to arrive prior to August 23, or on August 25, report to the Jardine Tower office to check in. This check-in process will take 20 to 30 minutes and will answer any questions you have about your housing assignment.
  • Once you have your room assignment and have completed your paperwork, you may go to your apartment, unload your vehicle and move in.
  • Unload all of your things at once on the sidewalk or grass near your apartment. Once unloaded, please move your vehicle to an area farther away from the building so other families can begin the move-in process.
  • Some dates will have move-in helpers to will assist you.
  • We encourage you to bring a dolly/hand truck, as there is limited cart availability.

PEOPLE YOU WILL MEET

Knowing where to go and who to talk to is an important first step toward making the K-State housing experience as rewarding as possible. There’s an extensive network of people awaiting your arrival.

Resident Assistant (RA)
An undergraduate student who lives in the complex and has been selected and trained to assist and support students. He or she helps community members get acquainted by organizing activities, provides a listening ear to residents and helps ensure university policies are followed.

Residence Life Coordinator or Apartment Area Coordinator (RLC/AAC)
A full-time staff member who oversees the administration of the community and its activities and supervises the assistant coordinator and RA staff. The coordinator lives in an apartment in the community.

Assistant Coordinator (AC)
A graduate student who assists the coordinator in the day-to-day operation of the area. He or she supervises the student staff and also lives in the community.

Student Office Assistants (SOA)
A student who works at the front desk. They’re there to provide customer service to residents and visitors.

Cultural Diversity Advocate (CDA)
An individual who reports to the Departmental Initiatives Team and works with other CDAs to develop activities and educational opportunities that raise awareness about cultural and diversity issues.

General Maintenance and Repair Technician Staff (GMRT)
Employees responsible for cleaning and maintaining the buildings and their systems. Students are asked to report any concerns to their RA or the front desk.
ROOM MODIFICATIONS

Modifications to the electrical, lighting or mechanical systems are not allowed. All furniture provided, including bed frames, bed ends and mattresses, must remain in the room. Students are not permitted to bring a loft. All provided beds can be lofted without purchasing a special loft kit. Students may request a loft after check-in, if needed. The provided lofts can be set up in multiple ways, but they must be set up within the guidelines set by Housing and Dining Services. Safety bars must be in place if the bed is lofted. The lofts provided may not be altered. Rooms may be individualized, but must comply with safety and fire codes and cannot damage any room surface or furniture. Construction is not allowed in a resident’s room. Elevated floors or other platforms are not allowed. Nothing can restrict the room exit and a 36-inch minimum passageway to the door must be maintained. Nothing can occur within 36 inches of the front of the heating/AC unit, sprinkler head or smoke detector.

SHUTTLE SERVICE

A free shuttle service to campus will be available to all residents of our Living Community.

ROOM ASSIGNMENTS AND ROOMMATE(S)

With this guide, you will have received a notice indicating your housing assignment and roommate information.

How hall and roommate(s) assignments are made
In the Living Community at Jardine, efforts have been made to assign housing in a way that best aids in student success. We try to “match” roommates based on the information provided by the student during the online contract process.

Interacting with roommate(s) for the first time
Meeting and living with new roommates is an exciting event that can enhance the college experience. We encourage you to speak with your new roommate(s) as soon as you move in. Three things you want to do in this initial interaction are introduce yourself, get to know each other and determine which personal living items will be shared and how cleaning chores will be divided. A roommate brochure, available at housing.k-state.edu, is available to help you navigate these conversations.

FOR PARENTS AND FAMILIES

K-STATE ASSOCIATION OF RESIDENCE HALLS (ARH) FUNDRAISERS

The K-State Association of Residence Halls (K-State ARH) officially sponsors two programs and services. These serve as fundraisers to support the many programs and activities in which students can participate while living with us. Only the following two programs are endorsed by K-State ARH.

Linens
K-State ARH sponsors the sale of linens to residents by On-Campus Marketing. They have many options available. Don’t struggle with searching for linens at home. Packages vary but you can obtain extra-long twin sheets, pillowcases and comfortors. You will receive a letter in the mail from OCM with more information.

Welcome kits
K-State ARH partners with OCM to sell welcome kits for your student. These kits will be available for your student to pick up the first week of classes and includes snacks, a mini first-aid kit and other essentials.

EARLY ARRIVALS

Jardine Apartments officially open for occupancy at 10 a.m. Saturday, August 24, 2013. For a variety of reasons, some students have a need to move in before this date. For an additional per-day fee of $35, Housing and Dining Services provides an option for you to move in to your permanent assignment anytime after 1 p.m. Sunday, August 18, 2013. If you arrive early, your contract will begin when you check in to your housing assignment. Email Glenn Spurlin (spurlin@k-state.edu), the residence life coordinator, with the time and date of your arrival. Meal service begins with breakfast on Monday, August 19, 2013.

SERVICES

Laundry
A laundry facility is available within each unit or in a nearby building.

Cat Cash
Cat Cash can be used in the dining centers, The Bakery and Quik Cats convenience stores, as well as many other campus locations. You can add funds at the Pittman Building, the Union ID Card Center, or by visiting union.k-state.edu/services/cat-cash.
ResNet wireless Internet and Ethernet connection
An on-campus Ethernet connection allows on-campus residents to access K-State’s academic resources while living within the on campus housing. With an appropriately configured computer, you will have access to the K-State network by either wired or wireless means. ResNet Ethernet connections allow you to use your personal computer to:

- Access Hale Library for academic resources
- Use ISIS to organize your class schedules and access grades/billing/student information
- Retrieve course information from departmental websites
- Turn in assignments electronically on K-State Online
- Email professors, friends and family
- Conduct research for a class paper
- Access the Internet from the comfort of your living space

For the Ethernet connection, you need either a 10/100 BaseT Ethernet or a wireless card installed in your personal computer. You may also need a 25-foot Ethernet cable to connect to the wired Ethernet network. These Ethernet cables are available for purchase from the Quik Cats student stores in Van Zile, Kramer and Moore.

ResNet supports Intel-compatible personal computers running Windows 7/XP/ Vista or Linux, and Macintosh computers running OS X. Please bring system and application disks and documents for your computer with you to campus. For additional information on computer recommendations, please review k-state.edu/its/buying.

Students are responsible for installing and updating operating system security patches and K-State’s anti-virus application on their machines before they arrive to campus in the fall. For more information, go to housing.k-state.edu/resnet registration. php. Residential Networking Help Desk assistance is available at housing.k-state.edu/resnet, by calling 785-532-2711 or stopping at the Residential Networking Help Desk within the Jardine Apartments at the Frith Community Center.

Cable television service
Cable television is only available for on-campus students through K-State Computing and Telecommunications Services. It is not part of the residence hall contract. After a student has their eID and password, they can sign up online at k-state.edu/cts.

Telephone service
Campus telephone service and the 911 feature are provided as part of the residence hall contract; however, residents are responsible for providing their own telephone. This is the main way faculty and staff can contact residents. Students are encouraged to plug a landline telephone in so emergency notification systems can reach them. Reverse 911 through the K-State Police Department, which in emergency situations, allows the campus police to contact all residence hall rooms, is provided. Each room has an active telephone jack restricted to campus and 911 calls. If residents would like to have local service from their assigned room they will need to sign up with K-State Computing and Telecommunications Services for a $5 monthly charge. After a student has their eID and password, they can sign up online at k-state.edu/cts. Local service will allow residents to call off campus within the Manhattan area and receive calls from anywhere in the world. With the local service a resident may use any long-distance calling card.

Parking
If a student chooses to bring a vehicle to K-State they will need to purchase an "R" parking permit from Parking Services, which will allow them to park in the lots reserved for residence hall students. LC residents CANNOT have a Jardine parking permit. A limited number of LC parking spaces will be available and are given to LC residents based on the parking upgrade points system used in the residence halls. You will be contacted via your K-State email if you qualify for an upgrade. Residence hall parking lots are a short 10-minute walk east of the community. For more information about parking at K-State, visit k-state.edu/parking.

LAFENE HEALTH CENTER
Lafene is an on-campus health center available for all students. Located at 1105 Sunset Avenue, Lafene is a quick and convenient place for students to receive quality care. A full-service pharmacy is also available for prescriptions and non-prescriptions. Visit their website at k-state.edu/lafene for more information.

SERVICE FEES

Internet/Ethernet connection
The use of both wired and wireless Internet connections are included in the residence hall contract fees.

Cable television
$20 to $35 per month depending on package. Premium channels available for an additional fee.

Telephone service
$5 per month to call off campus within the Manhattan area.

Parking
$90* fall semester
$170* for an annual permit
$10 RFID card for parking garage (after 5 p.m. to 7 a.m.)

*Prices are subject to change
SUGGESTIONS OF WHAT TO BRING

Room items
- Desk lamp
- Telephone for room
- Multiple outlets with surge protectors
- Dry erase board
- Photo album
- Pictures and posters
- Stacking crates
- Alarm clock
- Radio
- Fan
- TV/VCR/DVD player
- Coffee maker/hot pot/corn popper
- Dishes/mugs/silverware
- Can opener
- Pillow and pillowcase
- Blankets
- Extra-long twin sheets
- Slow cooker (3.5 quarts or less)

Kansas weather
- Umbrella
- Raincoat
- Hat/scarf/gloves/mittens
- Windbreaker

To your health
- Earplugs
- Robe
- Heating pad
- First-aid kit
- Shower shoes
- Shower caddy
- Toiletries
- Slippers
- Thermometer

Keeping clean
- Laundry basket
- Laundry bag
- Iron
- Ironing board
- High efficiency liquid laundry detergent
- Needle and thread
- Air freshener
- Cleaning supplies
- Dish soap
- Hangers
- Towels and washcloths

Recreation
- Sleeping bag
- Sports equipment
- Camera

Stationery and school supplies
- Push pins
- 3-hole punch
- Calculator
- Batteries
- Calendar
- Dictionary/Thesaurus
- Pencil sharpener
- Ruler
- Scissors
- Stamps
- Stationery
- Address book
- Colored pencils and markers
- Flash drive and CD-ROMs
- Personal computer (with original software CDs)
- Headphones
- Ethernet cable
- Stapler
- Paper clips

WHAT NOT TO BRING
- A desk, dresser, and bed are already provided in the space. A microwave and fridge are provided, as well. Each bedroom space is carpeted.
- Lofts
- Air conditioner or space heater
- Halogen lamp with an exposed bulb
- Open flame devices (e.g., candles, incense, incense burner)
- Appliances with an open or closed heating element (except for coffee makers and flameless candle warmers)
- Illegal or unauthorized materials (e.g., alcohol, drugs, fireworks, explosives, stolen property, weapons, including but not limited to, firearms, BB guns, air rifles, paintball guns, knives, switchblades, decorative swords, brass knuckles, martial arts weapons, ammunition, Air Soft toy guns, stun guns, tasers, bows and arrows, etc.)

PET POLICY
- The Residence Hall contract in a Jardine space follows the Jardine Apartments pet policy which includes fish in a 30-gallon tank. No other pets are permitted.
- For further details on the Jardine policies, visit housing.k-state.edu.

CONTACT INFORMATION
Housing and Dining Services
785-532-6453
888-568-5027
housing@k-state.edu
housing.k-state.edu

Living Community at Jardine
Glenn Spurlin: 785-532-1879

USEFUL WEBSITES
- Student Access Center: k-state.edu/accesscenter
- Cat Cash: union.k-state.edu/services/cat-cash
- iSIS: k-state.edu/isishelp
- Lafene: k-state.edu/lafene
- Parking: k-state.edu/parking
- ResNet: housing.k-state.edu/resnet
- Student Code of Conduct: k-state.edu/osas/code.html
- Student Insurance: nssi.com
- Student Life: k-state.edu/studentlife

UNIVERSITY BREAK HOUSING
In order to stay over the university break periods (Thanksgiving, winter break and spring break), you must indicate which break housing periods are needed on your contract. To add or change the break period options on your contract, stop by the Pittman Building and your account will be adjusted accordingly. Additional charges for break housing will apply, and meal services may not be available during the breaks.

housing.k-state.edu
Department of Housing and Dining Services
Kansas State University
104 Pittman Building
Manhattan, KS 66506-4601
785-532-6453 888-568-5027 (toll free)
housing@k-state.edu

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KStateHousing