

HOUSING AND DINING SERVICES

RESOURCE GUIDE

2019-2020

A HOME AWAY FROM HOME

Learn how you can help your student be successful.

We're excited that your student has chosen to live on campus! Please read this guide carefully to help make the move a great experience.

PEOPLE YOU WILL MEET

Knowing where to go and who can answer your questions is an important first step toward making the experience in our residence halls as rewarding as possible for your student. There's an extensive network of people anticipating their arrival.

COMMUNITY ASSISTANT (CA): A CA is a student who lives in the hall and works at the hall's front desk. The CAs are there to provide customer service to the residents and visitors 24 hours a day.

RESIDENT ASSISTANT (RA): An RA is an undergraduate student who lives on your student's floor and has been selected and trained to assist and support them. RAs ensure university policies are followed, help floor members get acquainted by arranging occasional social and educational programs, and lend a listening ear to residents.

RESIDENTIAL LEARNING ASSISTANT (RLA): An RLA is an undergraduate student who acts as a peer mentor in a Residential CAT Community and supports students' academic and social development during their first year at K-State. RLAs live in a residence hall near the students in their CAT Community.

ASSISTANT COMMUNITY COORDINATOR (ACC): An ACC is a graduate student who assists the Community Coordinator in the day-to-day operation of the hall. ACCs live in the hall and supervise the hall front desk operation.

COMMUNITY COORDINATOR (CC): A CC is a full-time staff member who oversees the administration of the hall and its activities. CCs live in the hall and supervise the ACCs, RAs and CAs.

FACILITIES MANAGEMENT STAFF: These staff members are responsible for cleaning and maintaining the hall and its systems. Please have your student report any concerns to their hall's front desk or their RA.

MOVE-IN CREW: Volunteers who help transfer belongings from car to room on the busiest move-in days: Sunday, Aug. 18; Friday, Aug. 23; and Saturday, Aug. 24.

MOVE-IN DAY

We encourage you to bring a dolly/hand truck, as moving cart availability will be limited.

When you arrive at your student's hall, you will be asked to send your student to the front desk to complete paperwork and receive their room keys.

Someone should stay with your vehicle and begin unloading.

We ask that you unload everything at once on the sidewalk or grass.

Once you've unloaded, we ask that your vehicle be moved to the outer lots or away from the residence halls to allow other families to begin the move-in process.

Some halls have a move-in crew that will assist you.

This day can present unique stresses. You may experience tension as you try to help your student and they try to show independence. You're not alone! Don't wait until move-in day to talk with your student about this transition.

You'll receive more information about move-in — including traffic flow and parking — by mail in late July or early August.

HALL OPENING DAYS

UNOFFICIAL OPENING:

10 a.m. Sunday, Aug. 18

OFFICIAL OPENING:

10 a.m. Saturday, Aug. 24

WELCOME

IMPORTANT DATES

2019

SUNDAY, AUG. 18, 2019; 10 A.M.
Halls open for fall semester early arrivals

SATURDAY, AUG. 24, 2019; 10 A.M.
Halls officially open for fall semester

MONDAY, AUG. 26, 2019
First day of class

MONDAY, SEPT. 2, 2019
Labor Day (no classes)
Halls remain open

SATURDAY, NOV. 23, 2019; 12 P.M.
Halls close for fall break

FRIDAY, NOV. 29, 2019; 1 P.M.
Halls open following fall break

SATURDAY, DEC. 21, 2019; 12 P.M.
Halls close for winter break

2020

THURSDAY, JAN. 16, 2020; 10 A.M.
Halls open for spring semester early arrivals

SUNDAY, JAN. 19, 2020; 1 P.M.
Halls officially open for spring semester

TUESDAY, JAN. 21, 2020
First day of classes, spring semester

SATURDAY, MARCH 7, 2020; 12 P.M.
Halls close for spring break

SUNDAY, MARCH 15, 2020; 1 P.M.
Halls open following spring break

SATURDAY, MAY 16, 2020; 12 P.M.
Halls close for the year

AUGUST 2019	SUNDAY 18	MONDAY 19	TUESDAY 20	WEDNESDAY 21	THURSDAY 22	FRIDAY 23	SATURDAY 24
	unofficial move-in 10 a.m. \$45 charge \$270 total	unofficially open \$45 charge \$225 total	unofficially open \$45 charge \$180 total	unofficially open \$45 charge \$135 total	unofficially open \$45 charge \$90 total	unofficially open \$45 charge \$45 total	official move-in 10 a.m. Pancake Feed 10 p.m.



PAYMENTS

Bills generated in July are due by 3 p.m. on the first day of class in August (fall semester). Bills generated in December are due by 3 p.m. on the first day of class in January (spring semester). Any amount not initially paid in full will be charged to the student's KSIS account and will be due as specified.

SAVE THE DATE

Late Night Pancake Feed at Memorial Stadium:
10 p.m. Saturday, Aug. 24
Enjoy music, games and delicious food as you get to know your new neighbors!

PREPARING FOR AUGUST MOVE-IN

what to bring

- ☐ Refrigerator (5.0 cubic feet or less)
- ☐ Microwave (1200 watts or less). Microwaves are provided in Wefald Hall.
- ☐ Coffee Makers
- ☐ Flameless Candle Warmers
- ☐ Hot Pot/Corn Popper
- ☐ Slow Cooker (3.5 quarts or less)
- ☐ Bicycle
- ☐ TV
- ☐ Multiple outlet surge protector/power strip
- ☐ Pillow and pillowcase
- ☐ Blankets
- ☐ Extra-long twin sheets
- ☐ High efficiency laundry detergent
- ☐ Stacking crates/totes/storage bins and containers

PET POLICY INFO

In order to protect the rights of all residents, ensure humane treatment of pets and meet sanitation requirements, there is a pet policy in place for the residence halls. This pet policy does not include assistance animals.

The pet policy outlines the types of pets and habitats allowed, guidelines for the care of pets, the pet approval process, and other considerations. The full policy can be found at housing.k-state.edu/living-options/reshalls/resources.

In general, no more than two pet habitats per resident are allowed, and habitats are limited to 30 gallon tanks. Preapproval by all roommates and the Community Coordinator is required before move-in day. If preapproval is not met before move-in day, there is a one week waiting period before the pet can enter the residence hall.

what not to bring

- ☐ Air conditioner or space heater
- ☐ Halogen lamp with exposed bulb
- ☐ Open flame devices (e.g., candles, incense, incense burner)
- ☐ Appliances with an open or closed heating element (e.g., toaster, toaster oven, hot plate, grilling appliance, sandwich maker, etc.)
- ☐ Illegal or unauthorized materials (e.g., alcohol, drugs, fireworks, explosives, stolen property, weapons as outlined in university weapons policy PPM 3770)
- ☐ Unapproved pets (see pet policy info)



COMPLETING EMERGENCY AND CONFIDENTIAL CONTACT INFORMATION ONLINE

Prior to move-in, you will need to complete the emergency and confidential contact information form found at apps2.housing.k-state.edu/contacts. This information is accessible to Housing and Dining Services staff to communicate with designated individuals in the event of an emergency.

The form also covers student behavior expectations while living on campus. Students are responsible for reading the Residence Life Handbook and are responsible for abiding by the policies outlined within. The handbook can be found online at housing.k-state.edu/living-options/reshalls/resources.

SMOKE-FREE CAMPUS

As of June 1, 2018, Kansas State University is a smoke-free campus. The smoking of cigarettes, cigars, pipes or burning tobacco in any other form or device, as well as the use of electronic cigarettes, vaporizers, hookah, or other water pipe devices and all other related devices, is prohibited in university-owned vehicles and on university property, except inside personal vehicles. University property includes: inside buildings and structures, outdoors, and within state-owned vehicles. For more information about this policy, visit k-state.edu/vpaf/cleanair.

SERVICES



PARKING

If your student chooses to bring a vehicle to K-State, they will need to purchase a parking permit from Parking Services (pre-order before move-in at k-state.edu/parking). Most first-year students receive an R permit. Spaces in lots directly adjacent to residence halls are assigned on a seniority-based point system.

LAUNDRY

A laundry facility is available in each residence hall. To use the washing machines or dryers, students will need to activate the machines by swiping their K-State ID cards through the card reader in the laundry facility. Laundry prices are \$1.50 for each wash and dry. Charges for laundry will be deducted from the student's Cat Cash account (learn more at union.k-state.edu/services/cat-cash).

LAFENE HEALTH CENTER

Lafene is an on-campus health center available to all students. 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 Lafene online at k-state.edu/lafene for more information.

COMPUTERS AND INTERNET ACCESS

Wired and wireless internet access is available in all housing communities. The Wi-Fi network can get congested during peak hours, so we recommend using a wired (Ethernet) connection if possible — it's a good idea to buy an Ethernet cable before arriving on campus. Hubs to split Ethernet jacks are available for free checkout. Laser printing is available for a small charge at hall front desks and the Jardine Apartments office.

K-Staters connecting their computers to the Kansas State University network can use the antivirus software of their choice or choose from the recommended software found at k-state.edu/its/antivirus.

Don't buy: wireless router (not permitted), wireless-only printer (bring a USB cable to hook up), Chromecast or similar "casting" media streamer (Roku boxes with Ethernet connection work well for Netflix, Hulu, etc.) and Microsoft Office (free for students). Please note that Xbox One multiplayer gaming is problematic on campus, so we recommend the Playstation 4 if that is an option.

Residents have their own technology help desk, the ResNet Help Desk, located on the first floor of the Kramer Center.

SERVICE FEES

INTERNET/ETHERNET CONNECTION

The use of both wired and wireless Internet connections is included in the residence hall contract fees.

PARKING

\$180 for an annual permit (prices subject to change)

RESIDENTIAL CAT COMMUNITIES

Residential Connecting Across Topics (CAT) Communities provide an added opportunity for first-year students to connect with others who share their academic interests by placing them in the same residence hall. Read more about the options at www.k-state.edu/cat/residential/index.html.

ROOM ASSIGNMENTS AND ROOMMATE(S)

HOW ASSIGNMENTS ARE MADE

When a residence hall contract has been submitted along with the minimum payment, your student may enter our Resident Portal and select a space from the available options. Students enrolled in a Residential CAT Community are given priority. Students may select their own roommates or have roommates assigned to the available space(s) in their room of choice. We also offer RoomSync (housing.k-state.edu/living-options/reshalls/roomsync.html), a program through which users create a roommate-matching profile as part of the Facebook app. Students can search for roommates until they find a good fit. Room or roommate changes can be made in the Resident Portal before July 1. (Residential CAT Community students should contact Housing and Dining Services staff for assistance with these changes.)

CONTACTING ROOMMATES FOR THE FIRST TIME

Meeting and living with a new roommate is an exciting event that can enhance your student's college experience. We encourage each student to contact their new roommate(s) as soon as possible, which will allow them to get to know each other and coordinate what each will bring.

ROOMMATES FROM AROUND THE WORLD

Your student may be placed in housing with a student from another country. Prior to their arrival at K-State, we encourage students to begin conversations about their future roommate's home and culture. An effort to understand each other from the start will set the foundation for a positive and memorable on-campus living experience.

EARLY ARRIVALS

The residence halls officially open for occupancy at 10 a.m. Saturday, Aug. 24. For a variety of reasons, some students need to be on campus before this date. For an additional daily fee of \$45, which covers housing and three meals each day, students may move in to their permanent assignments anytime after 10 a.m. Sunday, Aug. 18. Charges are billed to the student's KSIS account and do not need to be paid the day you arrive. Contracts for students who arrive early begin when they check in to the residence halls. No special arrangement or prior approval is needed. Meal service begins with breakfast on Monday, Aug. 19.

FACILITY INFO

Loftable/bunkable beds, extra-long twin mattresses, desks, chairs, trash cans, recycling bins, and dressers or built-in drawers are provided in each residence hall room.

Modifications to the electrical, lighting or mechanical systems are not allowed. All furniture provided, including bed frame and mattress, must remain in the room, but additional pieces may be added as space allows.

K-STATE ASSOCIATION OF RESIDENCE HALLS (ARH) FUNDRAISERS

The K-State Association of Residence Halls (ARH) sponsors two programs and services that serve as fundraisers to support the many programs and activities your student can participate in while living in our halls. Only the following programs, through On Campus Marketing (OCM), are sponsored.

LINENS

Don't struggle to find the perfect linens for your student's room. OCM can supply you with a selection of extra-long twin sheets, pillowcases, comforters and more to choose from. You'll receive a letter from OCM with more information, but if you'd like to view the catalog online, visit ocm.com/kst/linens.

WELCOME PACKAGES

OCM offers a variety of welcome packages to surprise your students. Packages will be delivered to your student's residence hall during the first week of classes and include delicious snacks and other essentials. Options for those with special dietary needs also are available. Be on the lookout for a mailer with more information on how to order a welcome package, or go to ocm.com/kst/gifts-and-care-packages/care-packages.





WE WANT TO BE PART OF YOUR K-STATE STORY

WORK WITH US

Housing and Dining Services invites you to apply for what could be the best college job you will ever have! We're always accepting applications for our retail and dining facilities. A job with Dining Services is conveniently located on campus, and will allow you to schedule work around your class schedule. Visit goo.gl/aNJRfw to learn more.

WORK WHERE YOU LIVE • MAKE NEW FRIENDS
FLEXIBLE WORK HOURS • LEADERSHIP OPPORTUNITIES

MEAL PLANS

ALL ACCESS

\$2,395 PER SEMESTER | UNLIMITED SWIPES INTO THE DINING CENTERS | 75 ON-THE-GO MEALS PER SEMESTER

ANY 14

\$2,095 PER SEMESTER | 14 SWIPES INTO THE DINING CENTER AND/OR ON-THE-GO MEALS PER WEEK

FOR MORE INFORMATION ON EACH MEAL PLAN, VISIT HOUSING.K-STATE.EDU/DINING.
ALL COSTS LISTED ARE PER SEMESTER.



DERBY DINING CENTER

MONDAY – FRIDAY: 6:45 A.M. – 7:30 P.M.
SATURDAYS: 8 A.M. – 7 P.M.

KRAMER DINING CENTER

MONDAY - THURSDAY: 6:45 A.M. – 7:30 P.M.
FRIDAY: 6:45 A.M. – 7 P.M.
SUNDAYS: 8 A.M. – 1:30 P.M.
LATE NIGHT OPTION: (NOT INCLUDED IN MEAL PLAN) 7:30 – 11 P.M. DAILY

VAN ZILE DINING CENTER

OPEN MONDAY - FRIDAY; MEAL PERIODS ONLY
(All hours subject to change)



DERBY DINING CENTER RENOVATION INFORMATION

RENOVATION TAKING PLACE DURING THE 2019-2020 ACADEMIC YEAR

Housing and Dining Services is excited to announce that renovation of Derby Dining Center will take place during summer 2019 and the 2019-2020 academic year.

The renovation will include a new entry on the southeast corner of the building, updates to the first floor, a new single staircase entry to the food service area and a new open dining experience on the second floor. Updated fire safety and heat and air systems will be installed as well.

Derby will continue to serve meals to students during the renovation, though certain lines and menu concepts may be limited and pathways to and through the dining center may change as progress is made.

Housing and Dining Services will work closely with our contractors to minimize the disruption to students while maximizing communication of important information during the process.

Updates throughout the renovation can be found at housing.k-state.edu/construction.

WHAT TO DO BETWEEN NOW AND MOVE-IN

STEPS TO LIVE ON CAMPUS (IF NOT ALREADY TAKEN)

- ☐ Complete the housing application and submit the \$30 non-refundable application fee.
- ☐ Complete the housing contract and submit the \$400 initial payment.
- ☐ Select a space in the Resident Portal and confirm your meal plan.

IF YOU HAVE ALREADY SELECTED YOUR SPACE

- ☐ Make changes to your room or meal plan through the Resident Portal before July 1 (if necessary).
- ☐ Communicate with your roommate(s).
- ☐ Complete the Emergency and Confidential Contact Information Form at apps2.housing.k-state.edu/contacts.
- ☐ Look for your room and board charges to appear on your university bill around July 15.
- ☐ Check your email and watch for a mailer in early August regarding more detailed move-in information, including traffic flow and parking.
- ☐ Reach out to your Community Coordinator or the main Housing and Dining Services office (see back page for contact information) with any questions prior to move-in.
- ☐ If bringing pets, complete the pet policy form, obtain signatures from roommates and submit to your Community Coordinator prior to move-in.
- ☐ If bringing a vehicle, purchase a residence hall parking pass at www.k-state.edu/parking.
- ☐ If bringing a bicycle, complete the free registration form at www.k-state.edu/parking/forms/bicycle.html to receive your bicycle permit.

[illegible]

STUDENT LIVING STAFF CONTACT INFORMATION

DERBY COMMUNITY

FORD HALL

*Alysha Daley: 785-477-1239

HAYMAKER HALL

Jessica Girdler

785-313-3975 | jgirdler@k-state.edu

MOORE HALL

Marcus Cottrell

785-313-5877 | cottrellm@k-state.edu

WEST HALL

Victoria Feldkamp

785-477-3051 | vfeldkamp@k-state.edu

KRAMER COMMUNITY

GOODNOW HALL

Amber Byrley

785-313-5935 | adbyrley@k-state.edu

MARLATT HALL

Alli Coleman

785-313-5965 | akcoleman@k-state.edu

WEFALD HALL

*Meg Johnson: 785-313-3947

STRONG COMMUNITY

BOYD, PUTNAM, VAN ZILE HALLS

Dan Seigel

785-313-3404 | seigel@k-state.edu

SMURTHWAITE
LEADERSHIP/SCHOLARSHIP HOUSE

Brooks Hetle

785-532-3493 | brookshetle@k-state.edu

HONORS HOUSE

Brooks Hetle

785-532-3493 | brookshetle@k-state.edu

JARDINE APARTMENTS OFFICE

785-532-3790 | apartments@k-state.edu

*These staff members will join Housing and Dining Services July 1. For inquiries prior to July 1, please contact the main Housing and Dining Services office at housing@k-state.edu or 785-532-6453.

housing.k-state.edu

Department of Housing and Dining Services
Kansas State University
104 Pittman Building
1531 Mid Campus Dr. North
Manhattan, KS 66506
785-532-6453 888-568-5027 (toll free)
housing@k-state.edu

@KStateHDS    