MOVE-IN GUIDE

August 19-20, 2017
Sonoma State University

Photo by drewkass.com
Packing List

One of the most common questions we are asked is "What should I bring?" To answer this, we have created a Packing List (pdf) identifying some of the more important personal belongings needed to start school. Don't worry if you have forgotten something, there are many stores (COSTCO, Target, Ross, Raley's, Safeway) close by to purchase something you might have forgotten. Please try to be earth friendly when possible.

Items Not Allowed

On the other hand, we rarely get the question, "What should I not bring to the Residential Community?" We have generated a list of items not to bring (pdf). Items you definitely do not want to bring are tazers and stun guns which are not allowed on campus at all. Being in possession of these items would jeopardize our residents' safety as well as hinder the University’s ability to maintain an environment conducive to living-learning. The majority of the items found on this list are pulled from our 2017-2018 Regulations (pdf). Policy violations or possessing items on the list, will result in disciplinary action. There may be other items not included on this list that are not acceptable for the Residential Community: therefore, we encourage you to thoroughly review the regulations so you understand what is acceptable and expected. Also, please refer to our Weapons FAQ webpage so you understand what is considered a weapon on campus.

WHEN YOU ARRIVE

Parking

A parking map will be sent home prior to Move-In Weekend. The map will include where the unloading zones will be around the community. Please make sure you review the map so you know where you can park and how close it is to your building. We suggest bringing dollies or carts so you can quickly unpack your belongings and move your car. Directional signs will be placed around campus, but it will be advantageous to look at the map prior to help your move-in go smoother. Please follow all posted time zones, disabled parking spaces, and directions from parking staff. It is suggested to consolidate the number of cars your group is bringing to campus to avoid traffic congestion.

Room Access When You Move In

First time freshmen (FTF) and transfers will be mailed home a temporary card key around August 10. This card key allows new students to go directly to their room without having to visit an office first. However, current students will need to get their Seawolf Card encoded in order to access their apartment. The card key will give you access to your exterior suite or apartment door and your interior bedroom door. Accessing the exterior door requires swiping your card and using a pin code. Interior doors require just a swipe. If issued a temporary card, you will need to get your Seawolf Card activated for door access by Thursday, August 24.
The following services are available from 9 am until 4 pm on both Saturday and Sunday and during regular business hours during the week. You are strongly encouraged to “take care of these items” as soon as you can over the weekend to avoid longer lines during the week.

- **ID Cards, Payments, Financial Aid Information:** To make payments, or discuss financial aid, please visit Seawolf Service Center located on the first floor of Salazar Hall.

- **Parking Permits:** Parking permits will be available online at SSU Online Services. Starting August 1, you will be able to purchase your Housing permit. If you don’t receive it before you come, print out the temporary permit sent to the SSU email and put it on the dashboard when the student arrives on campus.

- **Pre-Ordered Textbooks:** If you pre-ordered your textbooks, you can pick them up at the Bookstore.

- **SSU Bookstore:** Open during the weekend for school supplies, textbooks, clothing, and other items. Located on the 2nd floor of the Student Center.

- **Computer Assistance:** Visit the IT Help Desk located in Schulz 1000. They will be open from 11 am to 5 pm both Saturday and Sunday.

- **Culinary Services:** University Culinary Services will be open in the Student Center to answer any questions about meal plans, dietary restrictions, and other venue related questions.

- **Maintenance Request:** Students can submit maintenance requests/work orders online 24/7. More information will be provided when you move in regarding maintenance issues.

- **Food and Beverages:** Food and beverages are available throughout the weekend at various locations around campus. A complimentary BBQ for ONLY residents on a meal plan and their families will be provided on August 19 from 4 pm until 6 pm. Food lines will be between the Recreation Center and Student Center and seating will be at the lawn by Person Theater and Student Center. You must be an incoming student on the required meal plan in order to participate in this event.

- **Parent Receptions:** The Office of Residential Life will sponsor two receptions for parents Saturday and Sunday at 1:30 pm in the Cooperage both days.

- **Building Meetings:** CSAs will be hosting building meetings for residents on Saturday around 7 pm and throughout the day on Sunday to go over critical information. Meet your CSA and find out the location of the meeting.
Residential Card Kiosk (Self-Service Encoding Machine)

Sonoma State University offers 24/7 self-service card access. The Residential Card Kiosk issues a temporary card for when you are locked out. Three Residential Card Kiosk machines are conveniently located throughout the Residential Community: (1) Zinfandel Lobby by Residential Life; (2) Cellars (Sauvignon Village); and (3) Beaujolais Meeting Room, east wall facing swimming pool. You will need to enter your SSU username and password in order to use the kiosk and get a temp card.

Locked Out During Move In Weekend

If you are locked out during Move-In Weekend, you can find your Community Service Advisor (CSA) to let you back into your room. Beginning Sunday at 7 pm and throughout the school year, you can visit one of the three Residential Card Kiosks 24/7 to receive a temporary card. You can also visit Housing Services, 3rd floor of the Student Center, during regular business hours (8 am to 5 pm).

Locks

It is your responsibility to keep your unit secure at all times. If any of the windows, bedroom or entry doors cannot be locked, please submit an online work order as soon as possible so that the lock can be repaired.

Mailing Address & Mail/Package Pick-Up

Each resident is assigned an on campus mailing address which is marked as 1701 E. Cotati Ave #XXXX, Rohnert Park, CA 94928. Mail, such as, letters, bills, cards, and magazines will be delivered to the Zinfandel Service Desk. You will not be notified when these items are received; however, you can check frequently at the desk by presenting your Seawolf ID Card. Packages (larger items) are checked-in daily by staff and residents are notified once the package is available for pick-up. You will need to present your Seawolf ID Card to Zinfandel Service Desk to receive your package. The Zinfandel Service Desk hours will be 7 days a week 10 am to 11 pm and with adjusted hours during the holidays.

Meal Plans

For residents on a meal plan, your Seawolf Card also functions as your meal access card and will track your Dining Dollar and/or Wolfbucks usage. Once you get your card, the meal plan function is activated and should be ready for use. If you don’t have your Seawolf Card, you can obtain your card at Seawolf Service Center in Salazar and at that time the card will be activated with your meal plan. Transfers and current SSU students who want to purchase a meal plan can do so online starting August 1. If necessary, they will take your picture for your card and activate your card for meals or cash at the same time.

Room Condition Forms

You will receive an email before you move in with a link to an online Room Condition form. Before you begin unpacking belongings, complete the online Room Condition form. The importance of this form is to list any “pre-occupancy” damage or items in poor condition so that you are not charged for these items when your occupancy ends. Double check that the furniture listed on the Furniture Inventory is in your suite or apartment. Take the time to complete the form to avoid being charged at the end of your occupancy.
Computers
In order to keep SSU a safe computing environment, students are required to have antivirus software on their personal computer when connecting to our network. While the specific choice of software is ultimately up to the student, a sample list of free and paid antivirus options is available on IT’s website. It is highly recommended that you remove any existing antivirus software on your computer before installing new antivirus software.

Many of the options provide support for Mac OS X in addition to Windows. Go to http://www.sonoma.edu/it/students/reshalls.html to view a list. Contact the IT Help Desk for questions or assistance with malware protection.

During move-in if you have trouble connecting your computer to our network or you have a virus, you can contact IT by calling (707) 664-HELP or visit them in Schulz 1000.

Printers
A direct connection from your printer to your device will be required. SSU is unable to support wireless printers. The University will not be able to support the older devices that require an Ethernet connection. Please visit http://www.sonoma.edu/it/wifi/ for more information about SSU’s wireless network.

Cable TV Connection for Traditional Sets
To connect your television to Comcast Expanded Basic Service, which is provided with your contract, insert and tighten your coaxial cable into the round coaxial jack. You may need to program your television to the Cable setting under the menu program on your TV. If you receive some stations, then the problem is your TV is not programmed to Cable. If you are just receiving snow, then it is related to the connection and you will need to place a work order with Facilities online. We are unable to provide premium channels or other services due to cabling infrastructure; but, they are available through Xfinity On Campus.

Phone Service
Residents are responsible for providing their own phone service for local and long distance calls in the Residential Community. Most residents bring cell phones. Another option if you don’t have a cell phone is to use a service like Skype.

Wireless
Living on campus allows you to connect directly to the campus network and Internet from your bedroom with wireless. Wireless networking is available in all buildings of the Residential Community. When you arrive to campus your computer and gaming consoles will need to be wireless. Information about connecting your gaming console is available at http://www.sonoma.edu/it/wifi/ under the SSU-Blue section.

Comcast Xfinity On Campus
In addition to regular cable television through a traditional television set, residents will receive XFINITY On Campus which allows residents to stream live TV and XFINITY On Demand wirelessly through laptops, tablets, and smartphones while on campus. Residents will sign in using their SSU username and password to gain access to their favorite programming and thousands of On Demand shows and movies. Service also includes the ability to record and store shows and movies through their cloud DVR and the use of Roku. Xfinity on Campus provides options that the traditional cable is unable to offer.
Residential Life Staff
As you are moving your personal belongings into your room, take a moment to introduce yourself to your Community Service Advisor - the student leader of your building - and other members of the Residential Life Staff. Residential Life staff will assist in creating community through activities and events, address conduct, policy enforcement, and leadership opportunities for the Residential Community.

Residential Student Association
The Residential Student Association is a student organization comprised of residents who have taken on a leadership role in the community. RSA’s mission is to help your student get the most out of their on-campus college experience by providing educational workshops, outdoor activities, movie nights, and other types of programs and trips. RSA also addresses concerns or needs of the residents by taking issues brought to us to the administrators on campus to create a better living environment for the students.

Laundry
There are laundry rooms throughout the various Villages for residents. Laundry is an amenity included in your contract rate and will not require the use of Wolfbucks or coins. Residents must use their Seawolf ID card to access the laundry rooms. Once you are in the laundry, you will just load your clothes, put the detergent in the machine, and press Start. These machines are High Efficiency and require HE detergent. Please avoid using the pods since they do not disintegrate completely and then cause the machines to not work properly.

Recreation Center
All participants must fill out a waiver before using the Rec Center. Any participant under the age of 18 MUST have a parent or guardian electronically sign on their behalf before using the facility. The 2017-2018 Academic Year form is available online.

Recreational Vehicles
We strongly discourage the use of motor homes or trailers that do not fit in standard parking spaces for transporting belongings. These types of vehicles are not allowed on campus for overnight stay. Additionally, there is no designated parking for these vehicles and they will not be permitted in the residence hall parking lots. If you have further questions regarding parking, please call Parking Services at (707) 664-4321.

Health and Accident Insurance
During the period covered by the License Agreement, students are encouraged to obtain health and accident insurance. Many students are covered under their family health insurance policy. However, if you need health insurance please visit the Student Health Center webpage for more information.

Renters Insurance
It is highly recommended that you have renter’s insurance for your personal property. The University has no insurance to cover damage or loss of your personal belongings. Sometimes this will be covered under a parent’s homeowner policy, but you will want to check with your insurance agent about the details. GradGuard specializes in providing renter insurance policies at lower rates for Sonoma State residents.
Contact Numbers

Housing Services (707) 664-2541 or dial 711 for relay service
Admissions (707) 664-2778
Seawolf Services (707) 664-2308
Culinary Services (707) 664-2993
Financial Aid (707) 664-2389
Health Center (707) 664-2921
Information Technology (707) 664-HELP
Maintenance Work Orders (707) 664-2317
Residential Life (707) 664-4033
SSU Bookstore (707) 664-2329
Student Affairs (707) 664-2838
University Police (707) 664-4444
Emergency Hotline 1 (888) 533-5388
Main Campus Website www.sonoma.edu
Housing Website www.sonoma.edu/housing
Residential Life Website www.sonoma.edu/reslife
University Address 1801 East Cotati Avenue, Rohnert Park, CA 94928

RESIDENTIAL LIFE
building community, creating a home