



ROSALIND FRANKLIN
UNIVERSITY
of MEDICINE AND SCIENCE

OFFICE OF STUDENT
HOUSING



Official Move-In Guide 2026-2027

Who We Are

Philosophy: The RFUMS experience is more than books, classrooms, and laboratories. It is an opportunity to become involved in the campus community, to meet new friends, to network with those who have similar aspirations, and to learn beyond the limits of what a classroom lecture can teach you.

The objective of the Office of Student Housing is to support students in their efforts at RFUMS. We understand that becoming a medical professional challenges an individual on many levels and we utilize that understanding to better meet the needs of our students. Likewise, in a community focused on learning, our students are able to put their best efforts forth toward their professional and personal development.

Mission: The mission of the Office of Student Housing is to provide facilities, programs, and services that support the mission of the University and the Division of Student Success and Wellness, encourage awareness of community rights and responsibilities, and prepare students for life beyond the RFUMS experience.

Statement of Inclusion: We are a responsive, respectful, and inclusive residential community. Our community reflects the nature of society today in that it is diverse in its makeup.

We seek to foster an engaging community where members are afforded the opportunity to share in intellectual exchange and broaden their personal development. Students will have the opportunity to learn about people different from themselves by living together and participating in a diverse line up of events and programs together. These experiences, coupled with their academic coursework, will successfully prepare students to provide healthcare to a diverse population.

Our Commitment: Student Housing is committed to:

- Fostering student awareness of rights and responsibilities as accountable members of the residential community
- Implementing policies and procedures that encourage residents to make responsible choices
- Recognizing and respecting individual rights and differences and the value of diversity in the residential community
- Empowering residents to shape their community
- Developing an investment in the retention and personal success of each residential student
- Providing a caring, responsive, and professional staff who supports the mission of the Office of Student Housing
- Forming active partnerships with members of the University community to promote student success

Additional Information

Remember that when you chose to live on campus at Rosalind Franklin University of Medicine & Science, you agreed to abide by all University policies. For additional information, don't hesitate to read through your Student Housing Contract Book, found on the Student Housing [webpage](#).

The Team

The **Community Manager** is a full time student who is trained to provide program planning, peer support, assist residents in adjusting to the community, and to help assure policies are observed. There is one Community Manager residing in each of the three on campus buildings. Talk to your Community Manager about activities you would like to see. Community Managers are also excellent resources, as they are familiar with what is available. Community Managers are available throughout the year to assist with academic, personal, roommate, and community living concerns.

The **Office Worker** position serves to support administrative tasks in the South Campus (Woodlands) Customer Service office. South Campus (Woodlands) office workers work with students who live in campus housing by providing basic housing information and apartment tours.

The **Campus Life Coordinator** assists other housing staff members with supporting students.

The Student Housing Staff is ready to help you in answering questions about your experience in Student Housing. Stop in, we're located in the Health Sciences Building, on the lower level.

Moving in

Below you will find general move-in instructions and information to help you during this process. We hope that you have a smooth transition, don't hesitate to contact Student Housing staff if you have any questions regarding living at Rosalind Franklin University of Medicine & Science.

Before Moving In:

1. Contact your future apartment mate to say hello (if applicable).
2. Make sure you have items to furnish your apartment. Remember, the apartment is unfurnished (except kitchen appliances). If you will be sharing the apartment with another student, this may be a good opportunity to touch base regarding what's already in the apartment and what furnishings you should bring.
3. Forward your mail to your new RFUMS apartment.
4. Read the Student Housing Move In Guide and [Contract Book](#) to familiarize yourself with policies and procedures regarding joining our community. Remember, when you signed the Contract, you agreed to adhere to the expectations regarding living in our community.
5. Directions:
 - a. For detailed directions to campus, you can visit the University [website](#).
 - b. (“U” & “T” denote the Student Housing buildings).

On Move In Day:

Follow the signs to the Morningstar Entrance at the Main RFUMS Campus

Move In Celebration

With RFUMS Student Housing, move in is more than picking up your key, it is a celebration of your arrival and a party to kick off your RFU experience! Move in celebration will feature games, prizes, raffles, refreshments, and opportunities to meet other new students. And of course, you will receive your apartment keys and a welcome packet.

- **May Move in Celebration: May 15th-17th from 9am – 1pm**
- **August Move in Celebration: July 31- August 2 from 9am – 1pm**

Alternative move in dates:

Students must make a request to move in outside of the scheduled move in celebration hours. Email student.housing@rosalindfranklin.edu to request an alternative move in date.

Apartment Key

Students in a two-bedroom apartment have a key that opens the front door of their apartment as well as their specific bedroom. If you experience any problems with your apartment key during move-in please contact Campus Safety at (847) 578-3288 or in person at the North Entrance of the Basic Sciences Building.


Access to Student Housing During Move In Days

If you're moving in on the weekend or after normal business hours, you may have a temporary access card that will allow you into Student Housing as you are getting settled. **However, it will be important to visit the Campus Safety Office to obtain your permanent ID card during the next business day.** Their office is located in the main building, lower level and is open from 10:00a.m.-12:00p.m. for ID pictures. Remember, you won't be able to access any Student Housing buildings without your ID. Once you have received your official picture ID you must return the temporary ID to the Office of Student Housing or you will be charged a \$10 replacement fee.

If you experience any problems with your ID please contact Security at (847) 578-3288 or in person at the North Entrance of the Basic Sciences Building.

Check In Form –online [here](#)

Please go through your apartment and indicate any areas that need to be addressed (i.e. cracks on the walls, ceilings, etc.) or items that you want to note. Please remember that we will refer to this form upon your move out. It is your responsibility to complete this online form. Please follow the Work Order instructions on page 23 of this guide to submit a work order for any apartment issues that need to be addressed.

 ROSALIND FRANKLIN UNIVERSITY OF MEDICINE AND SCIENCE

Student Housing Check-in/out Form

1 Check-in/out Form 2 Electricity Acknowledgement & Set Up Form

Name: * Apt: * If applicable indicate if it is apt 'A' or 'B'
First:

Last:

Email Address:

Please indicate if you are Checking in or Check out *

Please complete the fields below:

Entry Way

	Excellent	Good	Fair	Poor
Entrance Door	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Closet Doors	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Closet	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments:

Maximum of 50 words. Currently Used: 0 words.

Using the Carts/Dolly

There are a very limited number of carts/dollies available during move in and are given out on a first-come, first serve basis. If you have access to moving equipment to make your transition smoother, we encourage you to bring your own items. The carts/dollies float between the three North On Campus buildings and won't always be available when you need them the most. Carts are also available at the South Campus (Woodlands) apartments during the scheduled move-in celebration.

Understanding Your North On Campus Assignment

While assignment information is useful for future residents, please remember that contracts for Student Housing at Rosalind Franklin University are not for specific spaces within the apartment buildings. *Student Housing reserves the right to re-assign and make administrative moves when deemed necessary.*

Assignment Information:

1 bedroom apartment

- The first number of your apartment assignment indicates which building you will be residing in and the second number indicates the floor of your apartment

For example, if your apartment # is 3514:

You will reside in Building 301 and live on the 5th floor in apartment 3514

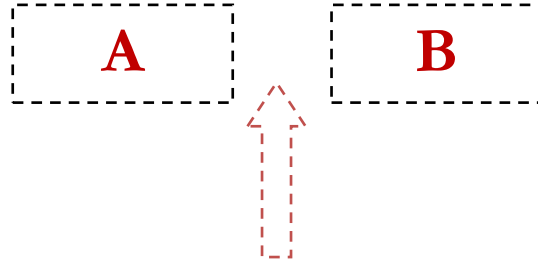
2 bedroom apartment

- The first number of your apartment assignment indicates which building you will be residing in, the second number indicates the floor of your apartment, and A or B denotes which bedroom you will reside in

For example, if your apartment # is 2511B:

You will reside in Building 201 and live on the 5th floor, in the B apartment of 2511

- For students moving into 2-Bedroom apartments, the “**A**” bedroom is located on the **left**-hand side as you enter the apartment. The “**B**” bedroom is located on the **right**-hand side as you enter the apartment. Switching bedrooms is not permitted without the written permission of the Student Housing Office.



Apartment Door
(As you enter & face the living room window)

Understanding Your South Campus (Woodlands) Assignment

While assignment information is useful for future residents, please remember that contracts for Student Housing at Rosalind Franklin University are not for specific spaces within the apartment buildings. *Student Housing reserves the right to re-assign and make administrative moves when deemed necessary.*

Assignment Information:

1 bedroom apartment

- The first number of your apartment assignment indicates which building you will be residing in and the second number indicates the floor of your apartment

**For example, if your apartment # is 4-312:
You will reside in Building 3504 and live on the 3rd floor in apartment 312**

2 bedroom apartment

- The first number of your apartment assignment indicates which building you will be residing in, the second number indicates the floor of your apartment, and A or B denotes which bedroom you will reside in

**For example, if your apartment # is 6-205:
You will reside in Building 3506 and live on the 2nd floor in apartment 205**

- For students moving into 2-Bedroom apartments, the "A" and "B" bedroom bedrooms are labeled with an "A" or "B" above the bedroom door. Switching bedrooms is not permitted without the written permission of the Student Housing Office.

Apartment mate Agreement & Talking Points

The Apartment mate Agreement is presented as a tool to begin a productive discussion and to reach an agreement regarding some important points. Please take some time to discuss whatever items you deem appropriate. Be open and honest about your needs and wants, you want to make sure you're creating the best living environment possible. But remember, it's not all about you-compromise is also important. Be specific when talking about the items.

DATE: _____ **APT:** _____

Roommate 1

Roommate 2

NAMES:

OUR SCHEDULES:

I prefer to go to bed @: _____

I usually awake @: _____

I prefer to study (am/pm): _____

I prefer to study where?: _____

I prefer to socialize/relax when: _____

Issues about our schedules are (low, med, high) priority & we've also agreed to following items: _____

CLEANLINESS:

How neat/clean are you used to keeping your space?: _____

How will we divide cleaning duties (vacuuming, kitchen/dishes, trash, living area, etc)?: _____

How much noise is appropriate when sleeping or studying? Do you sleep w/the TV/Radio on? _____

What temperature do you prefer the apt to be? _____

How should we decorate the apt?: _____

Issues about cleanliness are (low, med, high) priority _____

MAIL/MSSGs:

Where do you want your mail and/or messages left?: _____

What should we do with shared junk mail? _____

How late is too late to receive phonecalls? _____

Mail/phone messages are (low, med, high) priority.

We've also discussed the following items: _____

COMMUNITY vs. INDIVIDUAL:

Are you comfortable sharing? If so, what is ok to borrow/use?:

Clothes **Food** **Books** **CDs/DVDs** **Electronic Equip** **Computer**

Other: _____

Do you want to be asked before borrowing?: _____

Do you mind if guests use items in our apt?: _____

Should we grocery shop as individuals or together? _____

If anything is damaged, how should we resolve it?: _____

Ownership issues are (low, med, high) priority & we've also agreed to the following items: _____

GUESTS:

When is it appropriate for guests to visit?: _____

Are there times when you're uncomfortable having significant others over? _____

If you have guests over & I need some privacy, how would you like for me to let you know? _____

What about advance notice when we'll have guests over? _____

Guest issues are (low, med, high) priority. We've also discussed the following items: _____

OTHER POSSIBLE ITEMS TO DISCUSS:

Locking the apartment and/or your bedroom _____

Alcohol consumption _____

Other _____

Other _____

ROOMMATE #1 SIGNATURE: _____

ROOMMATE #2 SIGNATURE: _____

Community Manager SIGNATURE (if asked to mediate): _____

What You Should Bring

SUGGESTED ITEMS THAT THE STUDENT SHOULD SUPPLY:

Living/Dining Room Furnishings

Sofa and/or Chairs
Occasional Tables
Dining Table/Chairs
Lamps

Bathroom

Towels/Linens
Shower Curtain
Plunger

Miscellaneous

All personal items
Paper products
Garbage containers

Bedroom Furnishings

Bed
Dresser
Nightstand(s)
Desk
Lamps
Linen

Kitchen

Dishes
Utensils & pots/pans
Garbage containers

ITEMS PROVIDED BY THE UNIVERSITY:

Kitchen

Dishwasher
Oven/Range
Microwave Oven
Refrigerator/Freezer

Window Treatments

Vertical blinds on all windows

Utilities

Gas, Electric, Water, Sewer, Trash, and WiFi are included at both sites.

Miscellaneous

Washer and Dryer machines are included in all North On Campus apartments and within the Sycamore style apartments at South Campus (Woodlands). All other apartments at South Campus (Woodlands) use a pay per load laundry room located in each building.

Apartment Care

We do understand that this is your home away from home, but there's also an acceptable level of normal wear and tear.

- Refrain from creating multiple nail holes; as this creates a situation for extensive patching and painting
- Pay attention to the marks you're leaving on the walls; a few scuffs here and there are okay, but don't go nuts.

For additional information about maintaining your apartment while you're living in Student Housing please refer to your [Contract Book](#).

University ID and Vehicle Registration

Please plan to visit the Office of Campus Safety to register your vehicle and to take your photo for your ID picture (Basic Sciences Building) between 10:00a.m.-12:00p.m. on your day of move in. Please note that everyone is required to register their vehicle and to obtain and wear their University ID card.

North On Campus Internet Connection

We offer internet connection, including WiFi. Internet ports are active upon move in, you can simply plug in via the **blue jack** in your bedroom. If you need additional help with virus scanning, have general questions regarding technology, please visit the Information Technology Helpdesk in the lower level of the Basic Sciences Building. They are located down the corridor from the Gross Anatomy Lab and will be able to assist you. You can also give the Helpdesk a call by dialing 847-578-8800 (or extension 8800 from any campus phone).

Each student-housing apartment will have one university owned wireless access point installed in the living room. The installation is made in the living room to provide appropriate coverage to the entire apartment. The access point will be utilizing the existing data jack from the living room.

Students will have access to individual data jacks in each bedroom. This data jack can be used to connect personal devices via Ethernet cable/mini-switch.

The following devices cannot be connected to eduroam wireless, as they do not support the 802.1x authentication method used by "eduroam" wireless network.

However, we do have a hidden streaming network “sth” that will support Internet Connection for following devices:

Microsoft Xbox/360/Kinect/One, PlayStation 2/3/4/5, Nintendo Wii, Smart TV, Apple TV, Google TV, Roku, Chromecast, Amazon Fire Stick, Nintendo 3ds, wireless printers, etc.

Students could connect some of these devices using an Ethernet cable to the blue data jack available in the bedroom, if the device has an Ethernet port on the device.

“eduroam” uses 802.1x authentication. This protects our network by requiring users of our network to have RFUMS account credentials.

Note: Not all devices support 802.1x authentication. Known exceptions are game consoles, network printers, and TVs.

- The following devices are known to support 802.1x authentication on “eduroam” wireless.
- Laptops: Windows 11, Windows 10, MAC-OSX, Chrome book
- Tablets: Apple-iPad, Asus Transformers, Samsung, Amazon
- Mobile Devices: Apple-iPhone/iPod, Android

Note: Students can use personal printers with a USB Cable.

“guest” wireless network:

- Guest wireless network is available for visitors.

Prohibited Devices: Any type of router, wireless router, wireless access point, proxy server, DSL modem, or hardware firewall (software firewalls are allowed).

Guidelines for Connecting Multiple Network devices to Wired/Ethernet Network in Bedrooms

1. In order to connect multiple network devices to the student housing wired network, you will need to purchase a mini-switch (do not purchase a router or wireless device) and Ethernet cables.

Recommended Switch: NETGEAR ProSAFE GS205 5-Port Gigabit Switch (GS205) - on amazon see link below.

<http://www.amazon.com/NETGEAR-ProSAFE-GS205-5-PortGigabit/dp/B00KFD0SMC>

2. When the light on the connected uplink port starts to flash, you are ready to connect multiple PC's onto RFUMS wired network.

South Campus (Woodlands) Internet Connection

Move IN instructions:

- 1) To create an account, please download the **white Xfinity App**
 - 2) enter your phone number (mobile)
 - 3) enter the code you received from Comcast on the app
 - 4) look for your apartment (sometimes you probably have to enter a letter behind the # i.e. 3504- 108B)
 - 5) your credentials first, and last name and create a password
 - 6) your done
- on your phone Play Store (Android) or (Apple) app store.

After creating an account, please download the Purple Xfinity App

To start the activation process. Once you log in with your account username and password, you can click on the **activate link** to start the activation process (select/start the **gateway** tab).

Again, to start the activation process.

- 1) login with your account credentials
- 2) look for the **activated modem**(purple link)
- 3) make sure to (select/start the **gateway** tab)
- 4) click next until you get to name the network name (make sure the **advance security** is selected as well)
- 5) The industry standard setup for you should be as follows.

Wifi Name -**Your Bldg#APT#**

Password-**(R) or rosalind!**

Mailing & Shipping Information for North On Campus

Your **mailing address and shipping address** should be given in the following format:

<u>Example:</u>	<u>TWO BEDROOM</u>	<u>ONE BEDROOM</u>
Name	First Last	First Last
Apartment #	3111 University Circle	3105 University Circle
A/B (if needed)	Apartment A	North Chicago, IL
North Chicago, IL	North Chicago, IL	60064
60064	60064	

Mailing & Shipping Information for South Campus (Woodlands)

Your **mailing address and shipping address** should be given in the following format:

<u>Example:</u>	<u>TWO BEDROOM</u>	<u>ONE BEDROOM</u>
Street Address	First Last	First Last
Apartment #	3507 Greenbay Road	3507 Greenbay Road
North Chicago, IL	APT 312	APT 312
60064	North Chicago, IL	North Chicago, IL
	60064	60064

Do not use the University's address when shipping or mailing items; they will be refused and returned to sender. You need to use your "University Circle" address to receive packages.

Mail Center Information

Distribution Services

3333 Green Bay Road, room L.341, North Chicago, IL 60064

(847) 578-3258 ph., (847) 775-6585 fax, mailcenter@rosalindfranklin.edu

Hours: Mon – Fri 8:00 a.m. to 4:00 p.m. & Saturday 10 a.m. – 4 p.m.

Cash Register Services 8:00 a.m. to 4:00 p.m.

University Student Housing Facility deliveries:

Students living on Campus must use their apartment address only, **do not use the University name or address.**

The United States Post Office (USPS) is the only carrier which has been granted authorization to enter a Student Housing Facility. **The USPS has requested that students empty their mailbox each day.**

FedEx, UPS, DHL and all other carriers are not authorized to enter a Student Housing Facility, therefore deliveries from these carriers must be delivered to the University Shipping & Receiving department (Dock 2) located at the south end of the Basic Science building.

Students will be notified via email upon delivery of their package or express letter for pickup at the Mail Center Service Counter (L.341). Monday – Friday 8:00a.m.–4:30p.m.

Note: Packages and express letters must be *picked up within Mail Center business hours. (No exceptions)*

Shipping

Whether your shipment is small or large, we ask that you take advantage of Distribution Services and ask for our assistance.

We have available package scales, carrier packaging, bubble wrap, paper wrap, shrink wrap, strapping, packing tape, bill of lading, shipping labels and access to University FedEx and USPS account meters and printers. In addition, we offer free of charge, recycled boxes located outside the Mail Center L.341.

Note: All shipments must be ready for pickup by 2:00p.m. Mon – Fri (FedEx Express, DHL, and UPS require a two hour minimum notice prior to pick up).

FedEx drop box

There is one FedEx" Express" drop box located near the Morning Star entrance outside the Health Science Building. The drop box is for University use only, RFUMS/RFUHS Faculty, Staff and Students. Do not place packages on, or near the FedEx "Express" drop box.

The FedEx "Express" drop box is serviced Monday – Fri at 6:00p.m.

Receive a 50% discount on Fed Ex ground shipping at the Mail Center!

FedEx Ground packages must be shipped through the Mail Center Service Counter. FedEx ground service packages will be picked up by our regularly scheduled FedEx Ground service the following business morning.

For Pre-arranged, Scheduled Deliveries (i.e. furniture, food, water) the carrier must call the number provided by the resident. All visitors must be escorted by the resident.

Packages

For those students living in either the North On-Campus Housing or the South Woodlands Housing, the following is the process for retrieving packages sent to the University.

SMALL to MEDIUM PACKAGES

We are pleased to announce the installation of a new student parcel locker system. The system is located on the lower level of the Basic Sciences Building in the large hallway between the Information Technology Services department and the Gross Anatomy Lab. There are two "banks" of lockers - A and B - consisting of 156 various-sized lockers. The system is designed to accept small to medium-sized packages only.

Students will receive an email from the Mail Center notifying them there is a package ready for pick up at the locker system. The SUBJECT will be: Your Package is Ready for Collection at Bank A or B. On days when a student receives multiple packages, he/she will receive multiple, unique notifications.

Retrieving your package is "easy as 1,2,3."

1. Touch the screen on the kiosk at the specified "bank" (A or B) to begin the retrieval process.
2. Enter your 6-digit PIN noted in your email notification.
3. Retrieve your package(s) from the locker specified (please properly close the locker door after retrieving your package).

When a student receives multiple packages on the same day, they will receive an individual email notification for each packages. When possible, the multiple packages will grouped into one locker. Meaning, the recipient will receive one (1) PIN for the grouping and will have to follow Steps 1-3 only once. If the Mail Center is unable to group multiple packages into one locker, the recipient will receive a different PIN for each package/locker location.

Packages distributed via the locker system will be available 24/7; however, they must be picked up within three (3) days of the initial email notification. Packages not retrieved in the time allotted will be transferred to the Mail Center (room L.340) for distribution from that location. A secondary email notification from the Mail Center/QTrak will be sent with the SUBJECT: Your Package is Ready for Pick Up at the Mail Center.

LARGE to EXTRA LARGE & SPECIAL PACKAGES

Packages which are too large for the locker system or those requiring special storage (e.g., furniture, beds, tires, flowers and packages requiring refrigeration) will NOT be distributed via the new locker system. Rather, such packages will continue to be distributed via the Mail Center, which is located in room L.340 on the lower level of the Basic Sciences Building down the hall from Campus Safety. Students will receive an email directly from the Mail Center/QTrak with the SUBJECT: Your Package is Ready for Pick Up at the Mail Center. **The Mail Center is open 8:00am to 4:00pm, Monday through Friday, and from 10:00am to 4:00pm on Saturdays (excluding holidays observed by the University). During the week of August 4th through the 8th, the Mail Center will be open until 5:30pm.**

If you receive an email notification from the carrier (e.g., UPS, FedEx, USPS, Ebay, etc.) informing you that your package has been delivered, this does not mean it is available for pick up at that time. Packages will not be available for pick up, no matter the pick up location (locker system or the Mail Center) until they have been received and processed by the Mail Center. We will do our best to have your package(s) available for pick up as quickly as possible, and appreciate your patience and understanding during high peak seasons, such as move in weeks.

The University Mail Center and Shipping and Receiving department are not responsible for the receipt and distribution of personal mail and package

Recycling & Trash at North On Campus

In Your Apartment:

A residential-type recycling system was put into place within Student Housing to promote further waste to landfill diversion. Each of the 180 apartments located within the three buildings (101, 201, and 301) was assigned a blue 7-gallon recycling container as part of the University's single-stream recycling process; meaning different material types can be placed in the same recycling bin. The bins remain the property of the University and will be considered a part of the apartment's inventory. Lost or damaged bins will be replaced at the student's expense.

These bins are used for collecting traditional recycling materials only, specifically:

- **CLEAN Paper Products that have never touched food:** Cardboard, office paper, printer waste, magazines, newspaper.
- **CLEAN washed and dried Glass:** Glass bottles-clear, brown, and green.
- **CLEAN washed and dried Plastic:** Beverage containers, off spec plastic products, PVC tubing, plastic coated metal parts.
- **CLEAN washed and dried Metals:** All common metals, including steel, stainless steel, copper, brass, aluminum, and other specialty metals.

Bottles and jars should be thoroughly rinsed before being placed in a recycling bin. Most food containers, such as pizza boxes, are not recyclable and should not be placed into a recycling bin because they are considered to be "contaminated" and are not accepted at the local recycling facilities. Please contact the Facilities Management department if you require additional information regarding what can or cannot be recycled. When in doubt, throw it out.

Every Tuesday, Student Housing residents can place their recycling bin in the hallway just outside of their apartment entrance doorway. The Facilities Management department will empty the recycling bins into large roll-off containers and bring them to a designated area on the roadway. The roll-off containers will then be emptied by the University's contracted waste removal service. **Residents will then be required to place their recycling bin(s) back into the confines of their apartment by Tuesday evening.**

Please make sure your bin is placed outside of your apartment door by 10am on Tuesday

In the Dumpsters-in the rear of your building:

Bulky items should be taken outside to the dumpsters provided by Facilities Management. You will notice two dumpsters: One for trash and one for recyclables-they are clearly marked. Remember what's recyclable by referring to the list above.

You should also pay special attention to what's been disposed of in the dumpsters. If trash is thrown in the dumpster labeled for recyclables, the load becomes contaminated and nothing can be recycled. Items should not be left in your apartment, the hallway, or in the trash chute room (even if temporary).

In the Lobbies & Trash Chute Areas:

In each of the lobbies and in the closeted trash areas (outside of the elevators), you can dispose of trash and recyclables. You will notice dedicated bins for each category, so please pay special attention to which container you're utilizing (see the list of acceptable recyclables above).

Bottles and jars should be thoroughly rinsed before being placed in a recycling bin. Most food containers, such as pizza boxes, are not recyclable and should not be placed into a recycling bin because they are considered to be "contaminated" and are not accepted at the local recycling facilities. Please contact the Facilities Management department if you require additional information regarding what can or cannot be recycled.

When you have bulky items that can't fit down the trash chute or into the recycle container in the trash chute closet, you are required to take them outside to your dedicated dumpster (behind your building). Don't throw your trash over the gate to the trash cans, simply unlatch the gate and walk into the trash area to dispose of your items properly.

Students should contact their Community Manager regarding any trash overflow. The Community Manager can contact the Building Engineer for assistance. If items are not properly disposed of, students will be charged to remove items.

Special Processes (During Move In or Move Out):

As you're moving in or moving out of Student Housing, please dispose of all trash and recyclables properly. There will be large green dumpsters **located behind Buildings 101 and 201-in the driveway area**, especially for your use.

Please place all boxes and other bulky materials in this particular dumpster-do not place these items in the hallway, trash chute closets, etc. Please do your part in maintaining the Student Housing areas during this busy time. We also want to make sure we're controlling for any potential health/safety.

Recycling & Trash at South Campus (Woodlands)

A recycle bin has been provided for you in your apartment. Recyclables should not be put in plastic bags.

Large boxes and cartons should be crushed flat before being deposited in the containers.

The recycling dumpster has a yellow lid and is located in the parking lot near building 3507. You can recycle glass, paper, cardboard and no plastic.

Renters' Insurance

As a reminder, per the Student Housing Contract Book, Resident personal property is **not** covered under University Insurance provisions. Residents are required to purchase Renters Insurance to insure personal belongings against loss. In addition, residents are liable for events which occur as a result of their occupancy. Student Housing is not responsible for personal property which may be lost, stolen, or damaged, including items damaged due to interruption of services (e.g. heat, electricity).

Safety & Security

It's important that no matter where you live-suburbs, city, or rural communities-your personal safety is important and we all must take steps to ensure we are safe. We would like to highlight some tips:

- Always lock your car doors and remove valuables from sight.
- Always have your keys in your hand when leaving or arriving.
- Always lock your apartment door, even if you're going for a quick errand on campus.
- Be aware of your surroundings at all times.
- If there is any suspicious activity happening around you, please don't hesitate to contact the Office of Campus Safety or the North Chicago Police Department.
- Don't walk alone, especially at night. Walk in areas that are well lit or you can contact the Office of Campus Safety for an escort.
- **Never prop open a door. You are jeopardizing the safety of others.**
- Do not keep large amounts of cash with you.

- Carry your ID with you at all times.
- Don't allow others to "tailgate" when you enter an entrance. You can politely ask them if they have their ID....it's okay.

For additional information (safety tips, procedures/policies, services, etc), you can visit the [website](#) of the Office of Campus Safety.

Heating and Cooling for North On Campus

Using Your Thermostat-Heating:

- For heat, push the right switch to the left (Heat).
- Then push the temperature arrow up (Warmer) or down (Cooler) to the desired temperature.

The system will maintain the temperature you have set on the thermostat unit. You may not hear the fan working at all times however the heating system may still be operating.

Using Your Thermostat-Cooling:

- For cooling, push the right hand switch to the right (Cool).
- Then push the temperature arrow up (warmer) or down (cooler) to the desired temperature.

The air conditioning system blows cool air into the apartment until the air temperature meets the desired temperature set on the thermostat.

Using Your Thermostat-Fan:

- The air handler fan can circulate air throughout the apartment continuously if desired. To do this, Push the left hand switch on the thermostat (Fan) to the left (On) and the fan will run continuously.
- If you want the fan to run only when the heating or cooling system requires it, then push the Fan switch to the right (Auto).

Heating and Cooling for South Campus (Woodlands)

Apartment Thermostat Guide – Honeywell RTH2300

Welcome to your new apartment! Here's a quick guide to help you efficiently use your thermostat for heating and cooling.

Basic Controls

- **Set Button:** Adjusts the time, day, and program schedule.
- **Hold Button:** Maintains a set temperature indefinitely, overriding the schedule.
- **Run Button:** Resumes the programmed schedule.
- **Temperature Adjustment:** Use the up/down arrows to set your desired temperature.

System Settings

- **Heat:** Turns on heating.
- **Cool:** Turns on air conditioning.
- **Off:** Turns off both heating and cooling.
- **Fan Modes:**
 - **Auto:** Runs the fan only when heating or cooling is active.
 - **On:** Runs the fan continuously.

Setting the Time & Day

1. Press **SET**, then use the arrows to adjust the time.
2. Press **SET** again, then use the arrows to select the day of the week.
3. Press **RUN** to save and exit.

Programming Your Thermostat

You can program four time periods each day:

- **Wake:** Morning temperature when you wake up.
- **Leave:** Lower energy setting while you're away.
- **Return:** Comfortable temperature for when you get back.
- **Sleep:** Lower energy setting for overnight.

Recommended Default Settings:

Time	Heat (°F)	Cool (°F)
6:00 AM	70	78
8:00 AM	62	85
6:00 PM	70	78
10:00 PM	62	82

Temporary Temperature Change

- Press the arrows to adjust the temperature temporarily.
- It will revert back to the programmed schedule at the next time period.

Permanent Temperature Change

- Press **HOLD** to maintain the set temperature indefinitely.

- Press **RUN** to return to the scheduled program.

Battery Replacement

- Replace the two AAA batteries when the "Lo Batt" warning appears.
- Set the system to **Off** before replacing batteries.

Troubleshooting Tips

- **Blank screen?** Check and replace batteries.
- **No heating or cooling?** Ensure the system is set to the correct mode (Heat or Cool).
- **Flashing "Cool On" or "Heat On"?** Wait 5 minutes for the system to restart safely.

For further details, refer to the thermostat manual or contact apartment management.

Utilities

North and South Campus: All utilities are included

Work Orders

If you are experiencing maintenance-related problems in your apartment you can submit a work order by accessing School Dude (the on-line work order system for the University). You can access the system by visiting the Insite page (University's intranet page) once you've received your University login information or directly [here](#).

For your reference, please refer to the instructions below. Don't worry, they're not as cumbersome as they seem. We promise! Remember that our organization # is [407228328](#).

DO NOT USE THE ON-LINE WORK ORDER SYSTEM FOR AN EMERGENCY. CALL THE OPERATIONS AND MAINTENANCE OFFICE BETWEEN 8:30A.M. AND 4:30P.M. AT (847) 578-3249, OR CALL CAMPUS SAFETY AFTER HOURS AT (847) 578-3288.

- Please note that you do not have to be present for items to be fixed in your apartment.*
- Facilities Management staff has controlled access to your apartment and will enter to address maintenance emergencies or work orders that have been submitted.*
- Facilities Management staff members have to check out a key, via our University key system, in order to gain access to your apartment.*
- They should always knock and announce themselves, before entering your apartment.*

Follow these steps to register on the site

Step 1:

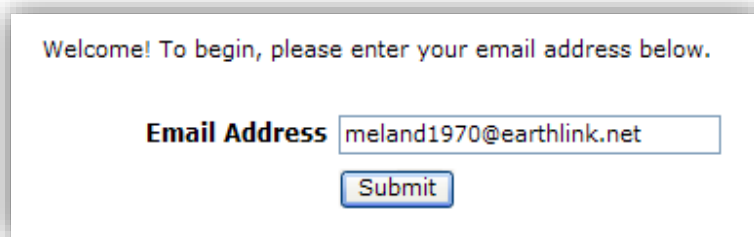
Open your Internet Browser (Internet Explorer, Firefox, etc) and Type the following into the web address bar: www.myschoolbuilding.com.

- Enter the account number **407228328** then click on **Submit Organization**.

Or you can use the following link to access the login page:

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=407228328>

HELPFUL INFORMATION If you have been to this website before and have entered a work order request into the system, you are already registered as a user. You just need to enter your email address at this time, then proceed to step # 4.



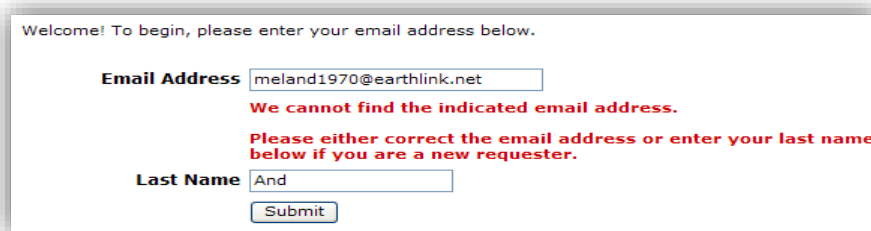
Welcome! To begin, please enter your email address below.

Email Address

Step 2:

On the next screen, you will be prompted to **enter your email address**

- **Click Submit, enter your last name then Click Submit again.**



Welcome! To begin, please enter your email address below.

Email Address

We cannot find the indicated email address.
Please either correct the email address or enter your last name below if you are a new requester.

Last Name

Step 3:

Enter your first name then **Click Submit** (phone number, pager, etc. are optional)

HELPFUL INFORMATION: To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Mel"/>	<input type="text" value="And"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="meland1970@earthlink.net"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	

Follow these steps to submit your work order

Step 1:

This will be filled in with your information from when you initially registered yourself.

Step 2:

Click on the drop down arrow and highlight a **Location** that you want the work to be done at. Follow the same steps for **Building** and **Area** (*if selections are available). Also be sure to **type** in your Area description and/or Room #.

Indicates required information.

Step 1 Please be yourself, click [here](#) if you are not Jill Briley

First Name	Last Name	Email
<input type="text" value="Jill"/>	<input type="text" value="Briley"/>	<input type="text" value="brileyj@laketravis.txed.net"/>
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone
<input type="text" value="533-6060"/>	<input type="text"/>	<input type="text"/>

Step 2 **Location**

-- Select Location --

Building

-- Select Building --

Area


Classroom

Area/Room Number







302

Step 3:

Select from the type of work needs to be completed. You will be able to select from a drop-down menu or click on the icon.

 **Maintenance Help Desk:**

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

 Alarm	 Appliance Repair	 Asphalt	 Athletic Fields
 Bleachers	 Boiler	 Burglar Alarm	 Carpentry

Step 4:

Type in your description of the problem

Step 5:

In the same field, type in the best time for a technician to come by **if available**. **Be sure to include your contact information so that Facilities can schedule the service. Also, please be sure to include PERMISSION TO ENTER in the description if you do not want to have to be present for the work to be completed.** Facilities will not be able to complete the work without a scheduled appointment OR permission to enter.

Step 6:

Click on the drop down arrow and select a purpose code **if available**

Step 7:

Type in a when you would like the work to be completed (Click on the calendar to choose a date or type in a date in this format **07/30/2026**) **if available**

Step 8: Type in the submittal password of **password**

Step 9: Click submit

After you click submit, the screen will refresh and go to the **My Request** Tab.

The screenshot shows a web application interface for 'My Work Requests'. At the top, there are navigation tabs: 'Work Request', 'Schedule Request', 'My Requests' (selected), 'My Settings', and 'Help'. Below the tabs, there are links for 'My Work Requests' and 'My Schedule Requests'. The main heading is 'My Work Requests' with a 'Request Totals' summary showing '14 Complete'. A note states: 'Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.' There is a search bar with the text 'Search for "' and a 'Search this results for:' field with a 'GO' button and a 'Show All' link. Below the search bar, it says '1 - 10 of total 71 listed' and has 'Previous 10' and 'Next 10' navigation options. A table displays the following data:

Status	Location	Action Taken	Complete Date
Complete	Maintenance Facility	No Action Note	11/19/2004
General Maintenance	3171 Please move box and roll of blueprints to war room. Get key from Frank or Jill. It may take 2 people to carry these.	11/18/2004	

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all requests marked with that status. You can also search for any work order request by typing in a key word in the **Search** box

and clicking GO. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

Click on the **Work Request** Tab to input a new request.

Area Resources

Groceries

Jewel Foods
890 N Western Avenue
Lake Forest, IL 60045

Lewis Produce Market
2727 Grand Avenue
Waukegan, IL 60085

Walmart Supercenter
3900 Fountain Square
Waukegan, IL 60085

Heinen's of Lake Bluff
201 S. Waukegan Road
Lake Bluff, IL 60044

Mariano's
6655 Grand Avenue
Gurnee, IL 60031

Aldi (food discount store)
1050 Waukegan Rd
Waukegan, IL 60085

Hospitals

Lake Forest Hospital
660 N. Westmoreland Rd.
Lake Forest, IL 60045

Condell Medical Ctr.
801 S. Milwaukee Avenue
Libertyville, IL 60048

Shopping

Hawthorne Center
(Westfield Shopping Mall)
122 Hawthorne Center
Vernon Hills, IL 60061

Gurnee Mills Outlet Mall
6170 Grand Avenue
Gurnee, IL 60031

Premium Outlets
11211 120th Avenue
Pleasant Prairie, WI
(Exit # 347 off Interstate 94)

Old Orchard Mall
(Westfield Shopping Mall)
4999 Old Orchard Center
Skokie, IL 60077

Walmart Supercenter
3900 Fountain Square Pl
Waukegan, IL 60085

Target
975 W Rockland Rd
Lake Bluff, IL 60044

Transportation Information

Pace Suburban Bus Service
847-836-7000
www.pacebus.com

Metra Commuter Trains
(312) 322-6777
www.metrarail.com

Storage Facility Information ---you will need to call to confirm monthly rates

Secure Storage
847-473-0010
350 Lakehurst Road
Waukegan IL 60085

CubeSmart
847-689-8005
3301 W Buckley Road
North Chicago, IL 60064

Important Information

Emergency 911

Campus Safety (847) 578-3288

RFUMS Health System:

Student Health (847) 473-4357

Student Counseling (847) 578-8723

[click here for additional information](#)

Student Housing (847) 578-8354

Mail Center (847) 578-3769

Facilities (847) 578-3249