

Fairmont State University

Residence Life Office

Moving Instructions

Moving into your residence hall room is hard work and following these instructions will help ease the process.

- Please take the time to pack your possessions in stable and secure boxes that you can comfortably carry.
- Label your boxes with your last name and room number for ease of identification in case you briefly separate from your box during the move in process.
- Seal all containers and boxes so your possessions won't accidentally spill during the move in process.
- Wrap fragile items in paper or bubble wrap to prevent damage on the trip.
- Plan on taking boxes home with you as storage space in your room is limited.
- Bring only those items that you won't be able to bring during other trips from home. You won't need winter clothes for a while, so you don't need to bring them in August.
- Contact your roommate and coordinate the items each of you will bring to avoid duplicating any items you plan to share. Avoid bringing large items or additional furniture until you are sure there is space.
- Wear comfortable shoes and clothing as it is often very hot in August.

Your Home Away From Home

Our staff is pleased to have the opportunity to assist you in your transition to life in a residence hall community. We make every attempt to maintain residence halls that are as comfortable and safe as possible and your assistance is needed to achieve this goal. The list below includes some important information.

Electrical Equipment and Appliances - Electrical equipment and appliances can pose serious hazards and problems in residence halls. If students are not cautious, outlets in individual rooms and overall electrical capacity can easily be overloaded, potentially leading to serious electrical fire. You may also be interested in conserving energy and using energy efficient appliances-visit the [Energy Star](#) web site to learn more. Keep in mind the following:

1. All electrical items should be Underwriters' Laboratory-approved and in good operating condition.
2. In rooms and suites you should limit the use of personal appliances to a radio, stereo, electric razor, small portable television, personal computer, clock, portable hair dryer, VCR or DVD player. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).
 - Popcorn poppers, coffee makers, and blenders are the only food appliances allowed in residence halls, and may only be used in the kitchen area of each hall. If you have any questions, please consult the Student Handbook or call our office at 304-367-4216.
3. Irons and clothes steamers should be used only in laundry rooms or apartments.
4. Dimmer switches, multiple outlet plugs, and similar devices are prohibited.
5. Electric blankets, space heaters, and sun or heat lamps are prohibited.
6. The use of any electrical amplification of any musical instrument is prohibited in all campus housing.

7. The use of drums is prohibited in all residence halls and buildings.
8. Extension cords and plug adapters are prohibited in residence hall rooms and apartments. Only surge protectors that meet all criteria listed below are allowed:
- Equipped with a surge suppressor
 - UL-approved
 - Grounded, three-prong plug
 - Cords must be 12- or 14-gauge wire (typically indicated on cord; lower gauge number means thicker wire) Please refer to www.universityelectronics.com for suggested cord options and to purchase items prior to arrival, these items can also be purchased at Walmart or similar stores
 - Plugging a power strip of any type into another one ("Piggy-backing") is not allowed

9. Residence hall rooms are not meant to be used as kitchens. The equipment and appliances used to prepare food are extreme fire safety hazards because of the heat they generate and because they are frequently abused. The following electrical appliances are prohibited in all residence hall rooms:

hot plates	broilers	heating coils	microwave ovens
gas grills	griddles	toasters	large refrigerators
extension cords	electric fry grills	hot pots	toaster ovens
water coolers	George Foreman grills		

If a student wishes to bring a kitchen appliance that is not specifically listed above, it must be Underwriters' Laboratory-approved and cannot draw more than 20 amps of electricity. Please contact the Office of Residence Life for approval. The possession and/or use of personal grills are prohibited in all residence halls. Permanent grills are available outside buildings for resident use.

NEW THIS YEAR! We have partnered with a company so that students can rent a Microfridge®. This allows students to have a microwave and a refrigerator in their room. Units must be rented from www.myfridgerental.com. Please see the insert in your housing assignment packet for more information.

Computer Access – Ethernet and wireless internet are available in all residence hall rooms. If you have a wireless card or Ethernet card for your personal computer, you will be able to connect your computer directly to the campus computer network and the Internet. More information on connecting your computer to the campus network will be available when you arrive in August. There are also computer labs available for student use throughout the campus.

Furnishings - All rooms come furnished with a bed, mattress, dresser, desk, desk chair, and closet for each roommate. Students in temporary assignments will be provided with furniture similar to that provided in the residence hall rooms.

Kitchen Facilities - Each residence hall contains at least one small kitchen with a refrigerator, stove, microwave oven, and sink. Pence Hall has a kitchenette for Resident's use. For safety reasons, all cooking in residence halls must be restricted to the kitchens-these are the only areas where blenders, popcorn poppers, and coffeemakers may be used. Residents are responsible for cleaning sinks, stoves, refrigerators, and other appliances.



Laundry/Vending - There are coin operated washers and dryers located in each residence hall for student use. Coin operated soda and snack vending machines are located in each hall.

Linens – In all Halls, mattresses measure 36" x 80" ("extra long" twin). You will need to bring your own pillows, mattress pad (required), sheets, and blankets.

Lofts - Because of health and safety considerations, lofts other than those installed by the college **are prohibited**. Residents may raise beds by laying one standard concrete block under each bed post. Students assume all risk involved with elevating the bed.

Mail Service - Once you receive your room assignment, you can give your address to family and friends. Address information for each hall is listed in this packet. Mail is delivered directly to each residence hall from the United States Postal Service. When you check into your hall, you and your roommate(s) will receive your mailbox assignment and keys. Remember to ALWAYS lock your mailbox.

Noise - Each residence hall is encouraged to discuss quiet hours at the beginning of the year to make studying easier. Although quiet hours begin in the evening, students need to be considerate of fellow residents at all times, especially when using stereos, radios, and televisions. Noise levels should be kept low, particularly during the early-morning and late-night hours. Mandatory quiet hours in the residence halls are:

- 8:00 pm Sunday – 4 pm Friday
- Courtesy hours are 4 pm Friday – 8:00 pm Sunday
- The entire week of final exams each semester observes SILENT hours

Residents are required to comply with their neighbors' requests to cease bothersome noise.

Pets - Out of consideration for other residents, animals other than fish and guiding eye dogs are not permitted in the residence halls. Please note that fish tanks must be unplugged during break periods.

Property Insurance –Fairmont State assumes no responsibility for loss of or damage to personal property and has no insurance coverage protecting students' property. Students should check their parents' home-owners insurance or contact an insurance agent for possible protection against such losses.

Storage Space - There is no storage space in residence halls for property not owned by Fairmont State. Bed frames, desks, chairs, dressers, closets, mattresses, and other items that belong in your room, apartment, or suite are your responsibility and must remain there. They may not be placed in storage during the academic year or during the summer months. Fairmont State accepts no responsibility for property left by students who vacate their residence hall rooms for any reason. Since storage space is not available to students in the residence halls or apartments, students should plan to have boxes, luggage, and trunks return home on arrival day. Personal items such as furniture (as described above - both personal and college-owned), sports equipment, plastic containers, etc. must be stored in student rooms.

Telephone and Cable - Telephone and cable television hook-up is available in each room. On-campus and local phone service is provided by Fairmont State. 911 Service connects with the local Fairmont emergency center with immediate notification to campus Public Safety personnel.

Roommates - After you receive information regarding the name(s) and phone number(s) of your roommate(s) from the Office of Residence Life, contact them prior to your arrival at Fairmont State in August. This will help you coordinate what items each of you will bring for making your room a comfortable place to live.

Things to Bring - The following are just some of the items we suggest you bring to campus with you:

- ❖ Linens & bedding
 - Sheets & pillow cases
 - **All** halls: XL Twin
 - Pillows
 - Mattress cover (**required**)
 - Blankets
 - Towels
- ❖ Shower shoes & accessories
- ❖ Refrigerator (2 cubic feet only)
- ❖ Laundry detergent & basket/hamper
- ❖ Iron & ironing board
- ❖ Flashlight with batteries
- ❖ First Aid Kit
- ❖ Alarm Clock
- ❖ Computer (Computers are also available on campus)
- ❖ Radio
- ❖ Television & cable wire
- ❖ Telephone (Personal long distance service is required)
- ❖ FSU student ID (if you have already received yours at early orientation-**required**)
- ❖ Power strip with surge protector & circuit breaker (reduces risk of fire & protects your electronics in the event of power loss, we recommend Fire Shield or First Alert brand products)
- ❖ Small waste basket (3-5 gallon) & recycling bin
- ❖ School supplies
- ❖ Lock for closet
- ❖ Hangers
- ❖ Desk lamp
- ❖ Umbrella
- ❖ Cleaning supplies (Broom, mop, bucket, cleaners, etc.)
- ❖ Toiletries
- ❖ *Bryant Place Suites Only:*
 - *Bath mat*
 - *Bathroom cleaning supplies*
 - *Toilet Paper*

Mailing Addresses

MORROW HALL Student's Name
Morrow Hall Room #
100 Falcon Crest Lane
Fairmont, WV 26554-2486

PRICHARD HALL Student's Name
Prichard Hall Room #
300 Falcon Crest Lane
Fairmont, WV 26554-2487

PENCE HALL Student's Name
Pence Hall Room #
700 Falcon Crest Lane
Fairmont, WV 26554-2488

BRYANT PLACE Student's Name
Bryant Place Mailbox #
1120 Bryant Street
Fairmont, WV 26554-1521