



Welcome to Thurgood Marshall College

UC San Diego

The Thurgood Marshall College Residential Life team would like to officially **welcome YOU** to the Thurgood Marshall Residence Halls and Apartment community for the 2016-2017 academic year. Congrats, you are almost here! Join our **Facebook group**, "[UC San Diego Marshall College Residents 2016-2017](#)," to stay up to date on events and updates in your new community.

This move in/welcome guide provides you with SO much critical information. Read it, follow the links and you may even want to print it out to have it handy during your final weeks of preparation for your arrival at UC San Diego!

STEP 1: VIEW YOUR Room Assignment

GREAT NEWS! Your UC San Diego room assignment will be available for you to view online, Thursday AUGUST 4, 2016

- Click on your [MyRoomAssignment](#) website.
- Click on the **Login** button. You will be able to login with your PID/PAC or Username/Password. Once logged in, you can view your **Fall 2016 Room Assignment and assigned specific move-in time. Move-in time assignments will in 30 min increments be between the hours of 9:00 am and 4:00 pm.**
- Once logged in you'll find your **individual room assignment**, names of roommate(s) and/or suitemates, assigned move-in time and Qwick-pass.
- **Your assigned check-in time is very important.** You will need to arrive to check-in and being moving in during that time period. **If for some reason your assigned check-in time will not work for you and your family, you will have a few options to change it through your room assignment portal.** However, **all Freshmen MUST move in on Wed, Sept 14, 2016** so that you can attend your **Orientation** on Thursday and Friday.

STEP 2: PREP for your Move-In & Orientation!

On September 14th 850 Freshmen residents will move in to your new Marshall neighborhood! Expect long lines and congested traffic, and use these tips we've compiled for you to help enjoy the ride that is Move-in day. Plan ahead for a smooth transition into your new home!

1. [Visit our Move-In website](#) for all the information you will need to know about your move in day--what to bring, maps, directions and more! **Read through each section carefully with your family!**
2. **Join the Facebook Group for YOUR Marshall Neighborhood:** [UC San Diego Marshall College Residents 2016-2017](#)

3. Visit our [Pinterest](#) for ideas on what to bring/buy once you get here.

Important bits to know right now:

- You **MUST have your Qwik-Pass** printed **or** on your mobile device in order to check-in at your specified time!
- **If you are under 18 years of age** when you move in please make sure you print out the “Under 18 Form” from [MyRoomAssignment](#) page and have your parent/guardian sign it. You **MUST** bring this signed form with you during your assigned move in date and time. **Without this form and your Qwik-Pass you will not be eligible to check in.**
- **PLEASE arrive ONLY on your scheduled move-in time and date.** We've done our best to spread out everyone's move-in time, but it's up to you to help keep a steady pace.
 - a. Here are general [directions](#) on how to get to our Thurgood Marshall Residential community. **More detailed information and maps specific to your check-in process will be emailed to you in the upcoming weeks.** Check in procedures and maps will also soon be available on our website and [Facebook](#) group.
- **Bring only one vehicle.** There will be extremely limited parking at move-in and **you will only be allowed 1 unloading space for 20 minutes time max.** Bring the basics and you can always buy other things you need once you are in the area. Try to keep your stuff in bags or other easily mobile objects.
- **Bring a collapsible dolly;** it will expedite the unloading process and we do not have moving equipment, so try to get your hands on one to bring with you!
- **Move your belongings out of your car** and move your car as quickly as possible. Unloading spaces will be VERY limited.
- **Parking: be prepared to purchase a day permit** if you plan to keep your car on campus after unloading it. You can purchase a daily permit in the Pangea Parking structure.
- **Most importantly, be patient!** 850 freshman will be moving in on one day! 😊 You will experience lines and traffic so plan accordingly to spend a good part of your day with the moving in process. Enjoy the ride into your new life at UC San Diego!!

Important Phone Numbers & Links

Marshall Residential Life:	(858) 534-4340 tmcreslife@ucsd.edu
RA on duty:	(858) 945-7154
UCSD police:	(858) 534- HELP (4357)
Maintenance:	(858) 534-2600 available 24/7
Academic Advising:	(858) 534-4110

- **Marshall Move In info & FAQs:** <http://marshall.ucsd.edu/res-life/move-in/index.html>
- **Facebook Group for your Marshall Neighborhood:** [UC San Diego Marshall College Residents 2016-2017](#)
- **Marshall Residential Life:** <http://marshall.ucsd.edu/res-life/index.html>
- **Housing and Residential Life Policies:** [Rights and Responsibilities page](#)
 - o This references the Residential Policies and Procedures that govern our housing facilities. It is critical to familiarize yourself with the rules & regulations that you will be responsible for, **BEFORE** you arrive as you will be held responsible for them.
- **Housing Calendar:** <http://hdh.ucsd.edu/housing/docs/HousingCalendar.pdf>
- **Dining Plan:** <http://hdh.ucsd.edu/diningservices/>
- **Emergencies:** Register for campus alerts. You and your family members will find this as a useful tool to receive notifications about any emergencies on campus. <https://ondemand.mir3.com/ucsd/login/>

Your Room Assignment

Use the guide below to learn about your exact placement. Room numbers are marked on each doorframe for all rooms.

Triples

- Bed space "a" = bottom bunk
- Bed space "b" = top bunk
- Bed space "c" = loft

Apartments theme names

A: Activism

B: Bravery

C/D: Collective Dialogue

E: Empower

F: Freedom

G: Grassroots

H: Human Rights

J: Justice

K: Knowledge

L: Liberation

M: Movement

Residence Hall theme names

N: your Narrative

O: Opportunities

P: Peace

Q: Quest for:

R: Revolutionary

S: Solidarity

T/U: Truth/ Unity

V: Voices

As an incoming student, you were assigned to live in one of the following houses. Keep in mind that Residence Halls **close during Winter & Spring breaks** (pay close attention to the calendar [here](#) and don't forget to make alternative arrangements!) The apartments will be accessible through the term of the contract including breaks.

Know Yourself, Check Yourself, Be Yourself

This is the Marshall Residential Life philosophy. As you begin your transition into college life, you will begin to **know yourself, check yourself, and be yourself** on a variety of different levels. For more information, attend your **mandatory** community house meeting and read the details [here!](#)

Shared Responsibility for Common Areas

When you signed your housing contract and subsequently turn in your inventory form, you have agreed to maintain your suite, lounge, and hallway areas (in the residence halls), or the shared space in your apartment. "Maintain" means that you accept shared responsibility for the cleanliness and security of the area, and you agree to report any maintenance problems to hdhfixit.ucsd.edu (for emergencies **call Customer Service Center @ (858) 534-2600**).

Policies and UCSD Student Conduct Code:

You are personally responsible for ensuring you are aware of and follow the university code of conduct, housing and residential life policies, rules and regulations, federal, state and/or local laws. Please refer to the [Right's and Responsibilities page](#) on our website for specific details.

Guests & Visitors

Guests are limited to three (3) nights; you must obtain the consent of all apartment mates. You will be held responsible for the behavior of your guest(s). The university reserves the right to ask guest(s) to leave if they are in violation of any university rules or regulations, federal, state, and/or local laws. This policy is designated for visitors, not long-term guests. You will be held personally responsible for any damage caused by your guest(s) and you are also personally responsible for ensuring that your guest(s) are aware of and follow all university rules and regulations, federal, state and/or local laws. Please refer to the [Right's and Responsibilities page](#) on our website for specific details.

Services & Information

Keys and Lockouts:

You will be issued a key and an E-Lock code (which will be programmed onto your Student ID) to your residence. You must carry your key and student ID in order to gain access to your building and your room. The key opens only your individual room; the E-Lock code and your ID card will open only your apartment front door or suite and breezeway doors.

Lockouts are a hassle for everyone! **You are expected to carry your keys and ID card with you at all times to avoid the hassle of being locked out!** If you are locked out of your room during our business hours, you may check out a courtesy key from Marshall Residential Life. If you are

locked out and the office is closed, you may call the **RA on duty at (858) 945-7154** who can check out to you a courtesy set of keys. Your first 3 lockouts are free, and anything after that will be billed \$10 per lock out to your student account. Keys must be returned within 15 minutes of check-out. All lockout **keys not returned to the Residential Life Office within 24 hours will be automatically charged for the appropriate key replacement fee**, so please be sure to return courtesy key promptly!

In the event that you lose your keys, you would be billed the following:

Lost Residential Hall Room Key	\$10
Lost Apartment Room Key	\$10

Please remember that you should never give your E-lock key code and ID to anyone for obvious safety reasons. University keys may never be duplicated as this is a violation of the Student Code of Conduct and violators will be subject to disciplinary action.

Custodial Services:

You are expected to clean your own room and space. There are regular cleaning services for the bathroom areas in both the residence halls and apartments, except on weekends and holidays. YOU are responsible for emptying all trash from your room/suite/apt. Trash pick-up from balconies and patios by custodial staff, and any excessive trash in the common areas will result in at least a **\$40.00 fine**. Vacuum cleaners are available for your use.

Freshmen Class info

This year, Marshall College will be welcoming a VERY large class of new first-year students, and continuing students which means that on-campus housing is greatly impacted. Many rooms in the Marshall Residence Halls are "triple rooms" We are excited that this year there will also be a large group of freshmen living in spaces in our Marshall Apartment community. These placements were made according to a combination of the student's original housing application date (beginning in March 2016) and room type preference. We are quite confident that you will be able to have a rich, fully engaging residential experience in any and all of these settings and our Residential Life team is always available to support you in your transition!

Your online room assignment will give specific information on the type of room (single, double, or triple and Res Hall or Apartment) and housing location you were assigned.

Room/Apartment Changes:

If you would like a different room type (for example, you received a single but wanted a triple) you can fill out the [Marshall Room Change Interest form](#) online beginning August 5th, 2016. This is only an interest list and we will accommodate you if your requested space type becomes available. Someone from our office will contact you to confirm any changes. **After moving in, please note that there is a three-week freeze** on any actual room changes. October 7 will be the earliest anyone can switch rooms. Also, learn about "[Satisfaction First](#)" (new Freshmen only)- If, after you pick up your key and move into your housing space you

decide that living on campus is not for you, you have until 4pm on September 22, 2016 to terminate the housing contract. Students will receive a full refund of their Residential Housing payment, dining plan (based on what has been used) and any early move-in charges.

Frequently Asked Questions

Should I bring my car for the year? If so how much is a parking permit?

Freshmen living on campus are not eligible to purchase a parking permit. Many students find that they actually don't need their cars here on campus, especially because of the extremely limited availability and proximity of parking options on campus. There are plenty of alternative transportation options listed here: <http://transportation.ucsd.edu/alternatives/index.html>

If you are not a freshman and you find that you still prefer to bring your car, you must follow the university's process for obtaining a permit: <http://transportation.ucsd.edu/parking/permits/index.html#>

Do I need personal property insurance?

It is highly recommended that you obtain personal property insurance of your choice and for your own protection, as UCSD is **NOT** responsible for your personal property or the damaged caused to other's property. Please check your parents'/guardians' homeowners or renter's insurance for possible extended coverage.

Where do I go to mail a letter/package?

Standard sized letters with sufficient postage may be dropped off at any mailbox located on campus. Packages can be mailed out at the UCSD Postal Center located at Price Center. Stamps and mailing supplies are **not** available in our office but can be purchased at the Bookstore or Postal Center.

Where do I go to get MY mail and packages?

You received your mailbox number in your room assignment portal. **You will be sharing this mailbox with your suite mates or apartment mates.** Campus will begin receiving and delivering mail on Monday September 19, 2016. **Please do not send anything ahead of your arrival as it will be returned to sender.** You will be able to obtain the combination to your mailbox upon completion of your Room Inventory Form, **after you arrive.** Parcels should be picked up at the Marshall Parcel center between the hours of 9am to 4pm beginning on September 20, 2016.

All mail must be addressed in the following format:

**Full Formal Name
#3XXXX
9450 Gilman Drive
La Jolla, CA 92092**

Amazon Lockers:

Instead of delivering a package to your campus address, we highly recommend using the Marshall College Amazon Locker and pick up your package at a time that's convenient for you. Once your package is delivered to the Amazon Locker, you'll receive an e-mail notification with a unique pick-up code that includes the address and opening times for your selected Locker location. Before you can select Amazon Locker as an address you must set up the locker as a shipping address. Go to www.amazon.com/findalocker and search by locker name "Marshall." If you need help setting up the locker as a form of delivery, let us know! All other packages will be distributed at OceanView Lounge between 9am and 4pm, Monday through Friday.

Where do I go if I lost something near Marshall College?

You may check with the Marshall Residential Life Office's lost and found or you may call the general campus lost and found located at the UCSD Police Dept at **(858) 534-4361**.

I lost my keys. What should I do?

If you are unable to locate your keys within 3 business days, you will be held responsible for a replacement key charge. The charges will be billed to your student account. (See above key section for details on charges, location, and timing)

I lost my keys, but I share a room and don't want to pay for my lost keys. Could I just have my roommates leave the doors unlocked for me?

No. You would eventually have to pay for a lost key as all keys not returned during check out will result in an increased replacement key fee. Leaving doors unlocked puts you and your roommates (and your belongings) at a great risk as thefts/break-ins do happen on campus. Be smart, be safe!

Where can I get food using my Dining Dollars?

Great news! You may use your meal points to eat at **any Housing owned dining facility on campus**. This year, our dining commons at Marshall is undergoing a major renovation and will be state of the art when it re-opens in Fall of 2016. Otherwise, the closest location in Marshall College for dining at Marshall is **Goody's Place and Market** (a tasty build your own burrito joint.) Please visit the [HDH Dining site](#) for the full listing of locations and updated business hours.

Where do I go to do laundry?

Laundry facilities are located at the bottom of P, Q, & V in the Residence Halls. There are also laundry rooms located in our Apartment communities at Marshall at Fireside Lounge and in J (Justice) House. The Laundry Machines are NOT coin operated; however, you can pay conveniently with your Laundry account on your campus ID card.

The Laundry account is the prepaid spending account for all undergraduate residents; you add whatever amount you like through the [Online Card Office](#) and the balance is linked to your campus ID card.

Laundry machines use High Efficiency (HE) Detergent, which is available for purchase at most HDH Markets.

Wash is \$1.25 per wash. Dry is \$1.00 per dry. An extra 15 minutes of drying is \$0.25.

Where may I store my bike?

Residents may store bicycles only in the owner's bedroom with their roommates' approval or apartment upon approval of all roommates, or in designated bike rack areas. Bicycles must not be stored in stairwells, common areas such as suite living rooms or patios, and lounges. For pedestrian safety, Bicycles also may NOT be locked to handrails, trees, signposts, along the OceanView Bridges , or in any of Ocean View building walkways. All bikes that are stored improperly will be impounded by the university police department.

Communication Tips

Tips on Communication and Shared Living Spaces

The information you provide on the Personal History Form you filled out with your housing contract helped determine the roommates you received. Students were also able to request each other as roommates. While we do our best to accommodate these requests, they are not guaranteed, regardless of your college of Residence. The online assignment page should list your roommate(s) and suitemates in the Residence halls. With the inevitability of being placed in a triple room, we encourage you to make the effort to get in touch with your roommates. We are quite confident that you will be able to have a rich, fully engaging residential experience in any and all of these settings and our Residential Life team is always available to support you in your transition!

NOTE: While the convenience of online communities such as Facebook have made it easier to gather lots of information at the click of a button, we strongly encourage that you **also** take the time to actually speak with your roommate(s) on the phone or in person, if at all possible. **Making human connections is so important to begin building a positive relationship.**

TIP #1: OPEN AUTHENTIC COMMUNICATION - Your roommates will be listed on the on-line room assignment page, along with their contact information. We encourage you to contact them in the short time before you arrive, in order to get to know them better and discuss any specifics regarding what you each plan to bring during move-in. It is important that you not only reach out and establish an open communication style with your roommates, but that you all agree to maintain it throughout the school year.

TIP #2: DISCUSS LIVING SPECIFICS - We especially ask that you take the time before moving in to have a discussion about the particular aspect of the assigned bed placement, and discuss any physical needs for certain bed configurations, as opposed to simply making demands of what you want. Fully discuss with your roommates any desired changes to the assigned bed-spaces due to personal preferences/physical needs you have about bed type (loft or bunk, top or bottom bunk, etc.) before move-in.

TIP #3: PLAN TOGETHER – One of the keys to successful living in a triple room is managing the space wisely. While there is just enough room and resources for each person to have their own personal items such as clothing, books, and laptop computer, there is not enough room for three refrigerators, TVs, and coffeemakers etc.. Please discuss among each what items that can be shared by all the residents, and plan together which of you will volunteer to bring that for move-in. We even recommend that you consider waiting until you arrive to campus and look at the room, then go out as a group to purchase larger shared items such as refrigerator and microwave. The limitations of the triple room may also impact whether or not you choose to have only one of a particular item for all of you to share, not only to save space but to also decrease the energy load in the room. After you arrive, your Resident Assistant (RA) will help you facilitate an apartment or suite contract so you can be able to dialogue about how you will communicate and put it all in writing for reference as needed.

TIP #4: THINK POSITIVE, AND BE SOLUTION ORIENTED - Research shows that when we think about the positive aspects of our lives and situations, it actually allows our minds and bodies to feel more positive and in turn affects our actions and others with POSITIVE ENERGY! How about that?! If you are unhappy about anything regarding your room assignment, we encourage you to take a deep breath, take a step back, and remember that you are beginning a brand new VERY EXCITING journey in your life. Also, sometimes we think we aren't going to like something until we try it out. So, please start this experience with an open mind and positive spirit and see what happens next!