Please read the enclosed information completely and carefully. Check-in information is provided below. Additional information regarding the dates and times for housing check-in, room decorating guidelines and cleaning supplies, receiving mail and packages, and what you should and should not bring to on-campus housing is available online at nicholls.edu/housing

• **When may I check in?**
  Residents may begin checking in on Saturday, August 15th.
  Students will be emailed a specific arrival timeslot the last week of July to their Nicholls email account.

• **What are the check-in time/hours?**
  Students will be emailed a specific arrival timeslot during the last week of July for Move-In day on Saturday, August 15th.

• **Where do I check in?**
  On Aug. 15, all residents will check in at the Rolling Out Our RED Carpet Move-In Day Fair, in the Student Union Cotillion ballroom. Residents should arrive at the Ballroom for the pre-assigned timeslot that will be emailed to their Nicholls email the last week of July.

  On Aug. 16, residents may check in between 10 a.m. and 4 p.m. Students living in residence halls may check in at the lobby of their assigned hall. Brady residents may check in at the Brady clubhouse.

  Beginning Aug. 17, all residents will check in at the Housing & Residence Life Office in the Brady clubhouse.

• **What if I arrive after 4 p.m.?**
  If you will not arrive before 4 p.m. on any of the designated check-in dates, please register for a late arrival on the home page of your housing portal.

• **Do I need to bring anything with me to check in?**
  Please bring your Colonel Card (I.D.) or another valid form of photo identification as well as your $10 programming fee (cash or check).
MOVE-IN DAY 2015
Rolling Out Our Red Carpet

Saturday | 8.15.15
Time To Be Assigned
Student Union | Cotillion Ballroom

Please join us for the Housing & Residence Life Move-In Day Fair. All residents arriving on Saturday, Aug. 15 will check in at the Student Union Cotillion Ballroom BEFORE moving into their assigned housing facility.

This event will allow you to check into your campus room, as well as:
- Meet representatives from student organizations
- Meet with financial aid & scholarship staff
- Apply for your parking decal
- Rent your campus Post Office Box (if applicable)
- Meet with University College Advising Staff
- Pay university fees
- Obtain your Colonel Card if you have not already done so
- Apply for student employment
  (and off-campus jobs as well)
- Get information about intramural sports
- Add Colonel Ca$h to your card if applicable
- And much, much more!

For more information and for an updated list of participating departments, organizations and businesses visit nicholls.edu/housing

Individuals needing accommodations (ADA) can contact 985.448.4733 or visit nicholls.edu/ada
Your Decor
We want you to make your room your own, but there are some things you need to know before you start to decorate your space. Please view our restricted items where several items used to typically decorate are listed.

Restricted Items:
Items that are not approved for use in Nicholls State University Student Housing are as follows;

- Abrasive cleaners (such as bleach)
- Adhesive foam
- Alcohol
- Candles of any kind
- Cinder blocks/bricks
- Drugs & drug paraphernalia
- Dartboards
- Firearms
- Halogen lamps
- Hot plates
- Incense
- Multi-plugs*
- Nails, any kind of tape, tacks, staples in the wall, grommets, sticky tack (see red box below)
- Paint or decorative borders
- Pets**
- Space heaters
- Stick on, “Glow in the Dark” stars
- Waterbeds
- Weapons

If you have a question about an item you would like to bring, please call the Housing Office at (985) 448-4479.

Nicholls is a Tobacco Free Campus. Smoking, including E-cigarettes, Vaporizers and other electronic devices as well as chewing tabacco are prohibited in ALL buildings including student rooms, common areas such as hallways, stairwells, lobby areas, kitchens, lobby restrooms and elevators.

* Other than approved extension cords. In order to be approved, cords must be UL approved, 3-wire grounded plug type and have adequate electrical capacity for the items that will be plugged into it.

** Pets are limited to fish ONLY in aquariums not to exceed 10 gallons.
In order to assist residents, the Office of Housing and Residence Life has compiled a list of some items that you may want to bring with you for your residence hall room.

**ITEMS TO PACK**

- Comforter/bedspread
- Pillows
- Bed linens (Brady Complex-Full, Babington & Ellender - Standard Twin, All others- Extended Twin)
- Clothes hangers
- 3M Command Strips for hanging things
- Drinking cups, dishes and silverware
- Can opener
- Broom, mop, toilet brush and cleaning supplies (no bleach or abrasive cleaners)
- Plastic containers with tight lids for storing snacks etc.
- Headphones/earbuds (so your music doesn't bother your roommate or neighbors)
- MP3 Player/iPod
- Cell phone, iPad, computer chargers
- Power strip approved by the housing office
- Desk lamp
- TV/DVD player (there's a common area TV if you don't bring one)
- Hair dryer
- Alarm clock
- Small refrigerator/microwave (Included in Brady Complex) 5-7 cubic feet

- Paper towels
- Sewing kit, scissors, safety pins
- Bathrobe
- Flip flops or shower shoes
- Towels, washcloths
- Shower curtain, liner, hooks
- Trash can & trash can liners
- Toilet plunger
- Soap, shampoo and other toiletries
- Mirror
- Bicycle
- Tissue & toilet paper
- Laundry basket/bag
- Laundry detergent
- Dryer sheets
- Band-Aids, Aspirin and other first-aid items
- School supplies
- Dictionary
- Backpack
- Calculator
- Day-planner
- Umbrella
- Flashlight
- Batteries
- Sports/recreation equipment
- Health insurance card
- Your Colonel Card (Student ID)
- Snacks for your room
- Bulletin board
- Surge protector (UL approved, 15 amp breaker, 3-wire grounded plug, 6 or fewer outlets, on/off switch)

Before purchasing cleaning supplies see page 6
### Amenities

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<thead>
<tr>
<th>Amentities</th>
<th>Calecas Hall</th>
<th>Ellender Hall</th>
<th>Brady Apartments</th>
<th>Millet Hall</th>
<th>Scholars Hall</th>
<th>Zeringue Hall</th>
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<tbody>
<tr>
<td>Twin Beds</td>
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<td>(Extra-Long Twin: 39”x80”)</td>
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<td>Full Beds</td>
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**Microwaves and mini refrigerators are not included in any buildings except the Brady Apartments.** Residents may purchase their own. Refrigerators may be 5-7 cubic feet in size. Any standard size microwave is acceptable. All buildings listed include mini blinds.

### Good Eats

The newly renovated cafeteria at Nicholls serves up deli items, pizzas, pastas, grilled foods, soups, salads, desserts and cooked-to-order meals.

Nicholls also hosts an array of retail locations, including The Original Burger Company, Wall of Greens, Subconnection, Big Bayou Pizza and Pasta, The Colonel's Retreat, Jazzman’s Cafe, Aspretto Cafe and the Smart Market. Whether you need a great cup of coffee and basket of beignets to start your morning, want to grab a quick sandwich to go or run out of toothpaste, our restaurants and convenience store have it all.

The Colonel Card is the official Nicholls State University identification card for students, faculty, staff and affiliates. It is also a meal card, a library card, an activities and events card, and a debit card. Once the card is issued, it remains active as long as a student is enrolled at Nicholls. Carry it with you at all times. It is also the way you enter your residence hall.

The two declining balance accounts associated with your Colonel Card are Colonel Ca$h and Munch Money. Munch Money is a declining balance account tied to your meal plan. Colonel Ca$h can be used for food services but can also be used at the bookstore, to do your laundry, at on campus vending machines, at off campus retail locations, to use university printers and make copies.

For more information on how you can add Colonel Ca$h to your card, visit nicholls.edu/colonelcard.
Residents in all Nicholls State University housing facilities are responsible for cleaning their rooms/apartments and maintaining a clean, healthy and uncluttered living environment. Residents are expected to thoroughly clean their living areas at least once a week and more often if needed. All residents assigned to a room or apartment are responsible for the cleaning of all common areas and/or shared internal and external areas.

FLOORS
Carpet floors: Carpet should be vacuumed at least once a week. Vacuum cleaners may be checked out from the front desk of each residence hall. Spills should be cleaned immediately to avoid staining. Suggested products include Resolve Carpet Cleaner.

Tile and wood laminate floors: Brooms and dust pans are good choices for daily cleaning. A mop will be needed for spills and more thorough cleaning. A Swiffer mop is acceptable. An all-purpose cleaner may be used for mopping. Please follow the product’s recommended dilution of product to water. Suggested products include Lysol, Mr. Clean, Top Job and Swiffer mops/cleaning solutions. Please note Housing & Residence Life does NOT provide brooms, dust pans or mops for resident use.

BATH AREAS
Sinks, tubs, toilet: Sinks, tubs and toilets should be cleaned at least once a week. A general bathroom cleaner may be used to clean these surfaces. Toilet bowls should be cleaned with a toilet brush and a toilet bowl cleaner such as Lysol Toilet Bowl Cleaner, Sno Bowl, etc. Do not use any abrasive cleaners such as Comet, Ajax, stainless steel pads or scratch pads on these surfaces. Suggested products include Lysol, 409 and Tilex. Do not use ammonia products or chlorine bleach.

Mirrors and windows: A glass cleaning product should be used on mirrors and windows. Paper towels may be used for cleaning. Suggested products include Windex or Glass Works.

Towel, racks, faucets, toilet flusher: All metal surfaces should be cleaned with a glass cleaner such as Windex.

Countertops in the bath and kitchen areas may be cleaned with an all-purpose cleaner and disinfectant. Spills should be cleaned immediately to avoid staining. Suggested products include Lysol, Mr. Clean and 409. Do not use ammonia products or chlorine bleach.

KITCHEN AREAS
Refrigerators and microwaves: The inside of refrigerators and microwaves may be wiped down with warm soapy water, rinsed, and dried. Spills should be cleaned immediately to avoid staining. Abrasive cleaners such as Comet, Ajax, stainless steel pads or scratch pads should not be used. The glass plate in the microwave should be removed and thoroughly washed on a regular basis. If you use a disinfectant cleaner in wash water, please ensure you follow all instructions for use printed on the product’s label. Suggested products include Lysol, Mr. Clean and 409.

Oven: The hood of the oven should be cleaned regularly to avoid buildup of grease and dirt. The slatted vents in the hood should be cleaned thoroughly. The interior of the oven should be cleaned regularly. Do not use abrasive products or scrubbing pads on the interior or exterior of the oven. Suggested products include Easy Off Oven Cleaner (interior) and Lysol, Mr. Clean, and 409 (exterior).
You’re going to order your books online, but you’re not sure where to have them delivered.

Your mom said grandma’s going to send you a birthday card with money in it, but she doesn’t have the address.

It’s important that your mail and/or packages are addressed properly in order to ensure you receive them. Here are some guidelines you should follow to make sure these items are addressed and delivered to you!

**UNITED STATES POSTAL SERVICE**

**MAIL & PARCELS**

If you live in on-campus housing, your one and only option for receiving mail on campus is to get a Post Office Box. The Nicholls branch of the U.S. Post Office is located in the Student Union right next door to the Bookstore. Boxes are available for students, faculty, and staff to rent, and our branch offers many of the same services other post offices provide.

**NOTE:**
- Only mail, parcels and packages sent via USPS are delivered to this post office.
- The zip code for this post office is 70310, not 70301, which is the zip for most of Thibodaux.

**PACKAGES from UPS or FedEx**

The U.S. Post Office will not accept mail or packages sent through any carrier other than the United States Postal Service. Therefore, on-campus residents who are having packages, parcels or overnight letters delivered by another carrier should have them delivered to the Housing & Residence Life Office.

Packages will be logged and secured upon arrival, and residents will receive an email or written notice that they’ve received a package. Packages can be claimed during regular office hours (8 a.m. - 4:30 p.m., Monday-Friday).