

# PACA & TUBMAN HOUSE FALL 2018 MOVE-IN

## WELCOME!

We're glad you've chosen to live in Paca House / Tubman House at Towson University! This choice is an important decision that will shape your college experience, education, and future. You'll meet new people, encounter new ideas, new ways of thinking, and have many opportunities to learn and expand your horizons. You're joining a community of students who enjoy living near the academic, social, athletic, and cultural events that take place on campus every day. We encourage you to take advantage of all the benefits that come along with living on campus. We look forward to your arrival!

Capstone Management



## MOVE-IN

### NEW STUDENTS

Thursday, August 23rd  
(By Last Name)

A-F 8 AM to 10:30 AM

G-M 10:30 AM to 1:30 PM

N-Z 1:30 pm to 4:30 PM

### RETURNING STUDENTS

Saturday, August 25th or

Sunday, August 26th

9 AM to 5 PM

## IMPORTANT DATES!!!!

**Thanksgiving Break**-(Halls Close) Wednesday, November 21, 2018 @ 9:00am

**Thanksgiving Break**-(Halls Open) Sunday, November 25, 2018 @ Noon

**End of Year**-(Fall Semester Ends) Wednesday, December 19, 2018 @ 9:00am

### **Spring Move-in**

New Students-Saturday, January 26, 2019 9:00am to Noon

Returning Students-Saturday, January 26, 2019 from Noon to 5:00pm

Sunday, January 27, 2019 9:00am to 5:00pm

**Spring Break**-(Halls Close) Saturday, March 16, 2019 @ 9:00am

**Spring Break**-(Halls Open) Sunday, March 24, 2019 @ Noon

**End of Year**-(Halls close) Wednesday, May 22, 2019 @ 9:00am

## MANAGEMENT OFFICE

The Management Office for Paca & Tubman Houses is on the first floor of Paca House.

Monday through Friday  
9 AM to 5 PM

## CANCELLATIONS

If you do not intend on living in Paca House or Tubman House, you must submit your cancellation request to the Management Office immediately.

Cancellation requests are automatically approved if you withdraw from Towson University (documentation will be required). Cancellation fees will still apply.

If you are enrolled for Fall 2018 but would like to cancel your Housing License, you will be released ONLY if we can replace you and vacancies do not exist.

Cancellation fees will still apply.

## ONECARDS

You will need your OneCard when you move-in. When you arrive, verify your access permission by swiping your OneCard at any card reader.

If you do not get a GREEN light, stop by the Management Office to have your OneCard activated.

## Your New Mailing Address

### PACA HOUSE

Your Name  
TU Paca House 8 + Room #  
415 Towson Way  
Towson, Maryland 21252

### TUBMAN HOUSE

Your Name  
TU Tubman House 7 + Room #  
425 Towson Way  
Towson, Maryland 21252

## BE INFORMED

As a member of Towson University's on-campus community, you have agreed to adhere to the rules and regulations published in your Housing License, the Undergraduate Catalog and online at

<http://www.towson.edu/studentaffairs/policies/>

It is important that you read and become familiar with all university policies related to housing in these publications.



## PACA & TUBMAN HOUSES

## LAUNDRY INFORMATION

Laundry Rooms are located in each building. The washer and dryer each cost \$1.25 per load.

Laundry machines can be activated with your OneCard and are also coin operated. To add value to your OneCard, visit the OneCard website at:

<https://get.cbord.com/towsonuniversity/full/prelogin.php>

## RENTAL PAYMENTS

Because you've already paid a \$325 Reservation Fee, the balance of your Fall Semester rent (\$3,895) is due on or before August 23rd.

### \* A BILL WILL NOT BE SENT \*

Payments can be mailed or delivered to the Management Office. Please make checks payable to Capstone Management.

Mailing address:  
Capstone Management  
415 Towson Way  
Towson, MD 21252

We also accept VISA or M/C payment (with a 2.5% fee), or a bank draft online at [www.pacatubman.com](http://www.pacatubman.com) in August.

## FINANCIAL AID INFORMATION

Students utilizing financial aid must submit a Financial Aid Agreement prior to move-in. The form is available on our website. Please note that you must remit a payment to us. The University will not remit any funds to us on your behalf. Please visit our website for information on how to complete the Financial Aid Agreement.

<http://pacatubman.com/wp-content/uploads/sites/5/2014/08/HowToCompleteFAA-1.pdf>

## PACKING FOR COLLEGE

### NECESSITIES

- Bedding / Pillow
- Wall-Safe Hooks and/or Tape
- TU OneCard for Check-In
  - Coat Hangers
  - Alarm Clock
- Power Strip (UL approved)
  - Laundry Supplies
- Personal Toiletries / Medications
  - Cleaning Supplies
  - Desk Lamp
  - Coaxial Cable
  - Wastebasket

### WHAT SHOULD I LEAVE AT HOME

- Candles, Incense (or anything with an open flame)
- Any Electrical Cooking Appliance (Keurig's are allowed)
- Space Heaters (or anything with an open heating element)
  - Mini Refrigerators / Freezers
    - Microwaves
    - Air Conditioners
    - Cinder Blocks
- Pets (except fish—tanks cannot be larger than 10 gallons and may not have electrical equipment)
  - Extension Cords
- Halogen Lamps / Multi-Arm Lamps (with plastic shades)
  - Amplifiers, Drums, etc.
  - Weapons

## WHAT SIZE IS IT?

### MATTRESS

Extra Long Twin (36" x 80")

*To protect the mattress and avoid a possible \$185 replacement cost, a padded or quilted mattress cover is recommended.*

### DRESSER

30"W X 24"W X 30"H

### SHOWER

A 6' x 6' curtain fits nicely.  
Hooks for shower curtain

### BED HEIGHT

Beds are adjustable (up and down) to provide storage. The maximum height the bed can be raised to is 30 ".

### WINDOW

58" x 58"

*(blinds will be provided)*

### DESK

42"W X 24"D

30" H

## MOVE-IN SUGGESTIONS

### **To help your move-in go as smoothly as possible...**

Follow the move-in information you will receive in your Assignment Letter which will be emailed out on August 3rd by 5:00pm.

You will receive move-in instructions and a dashboard card in the mail around the beginning of August.

Pack light. You don't need to bring everything on your first trip to campus. Box as many items as possible. This will help you to maintain order and cut down on missing items.

You may want to bring a handcart if you have one.

Unload and move your car as quickly as possible to the designated lots. Spaces near the building are needed to move people in. If they're available, use the move-in crew. In certain areas that are prone to congestion, student staff members will assist you in moving in. Let them help you!

## SMOKE-FREE CAMPUS

Towson's smoke-free policy prohibits smoking in all buildings operated by Towson University, including the athletic precincts, Bill Bateman's Restaurant, parking garages and open spaces.

For further information please visit:

<https://www.towson.edu/studentlife/health/smokefree/>

## COMMUNITY CENTER

At the Community Center, residents may sign out vacuums, carts, games and/or obtain spare keys in the event of a lock out.

The Community Center provides students with on campus directory information, checks IDs and registers guests, aids in emergency maintenance situations, and provides reference materials on campus resources.

## URG / BUILDING COUNCIL

One way to get the most of your college experience is to get involved. University Residence Government (URG) is a great way to promote a positive living and learning environment, work cooperatively with others, and have fun.

All residents are automatically members of this organization. Building Councils form at the beginning of the fall semester and work throughout the year with URG. Ask any staff member for more information.

## DINING PLANS

Please note that a dining plan is not a requirement at Paca & Tubman Houses. If you wish to determine the best plan for you please visit the dining services site.

<https://www.towson.edu/studentlife/housing/dining.html>

## NO WIRES ON THE FLOOR

Wires may not be placed in an area where they can be stepped on. **Wires must never be taped to the floor/carpet.** This includes wires from power cords, speaker wires, cable TV coaxial, phone wires, etc.

If wires are in a foot traffic area, they must be in a cord cover that is Underwriters Laboratory (UL)-approved.

## RESIDENCE LIFE COORDINATORS

As building supervisors, the Residence Life Coordinators are a part of the professional staff members of the Department of Housing & Residence Life. They promote a residential living environment that fosters academics and personal growth in caring, diverse, safe, clean, and well-maintained communities.

B. Cheree Copeland- [bcopeland@towson.edu](mailto:bcopeland@towson.edu)  
Paca House Residence Life Coordinator

Ashley Dorsett- [adorsett@towson.edu](mailto:adorsett@towson.edu)  
Tubman House Residence Life Coordinator

## NO EXTENSION CORDS

Extension cords are prohibited for use in all University Housing for any purpose. All electrical appliances, must either be plugged directly into the wall outlet or plugged into an Underwriter Laboratory (UL) or Factory Mutual (FM) listed power strip that contains a circuit breaker or a replaceable fuse. For appliances with three-pronged plugs, the third grounding prong should never be removed and must be plugged in appropriately.