

NORTH CENTRAL COLLEGE

HOUSING ASSIGNMENT PACKET

INTERNATIONAL STUDENTS



INCLUDED IN THIS PACKET

- Welcome Letter
- Packing Suggestions
- Meal Plan Information
- 2017-2018 Residence Hall Calendar
- 2017 Fall Events Calendar
- Instructions on how to E-Sign your Room and Board Agreement
- 2017-2018 Room and Board Agreement
- Housing and Roommate Assignment (separate sheet)

Office of Residence Life

30 N. Brainard Street
Naperville, IL 60540
630-637-5858
<https://www.northcentralcollege.edu/housing-dining/live-here>



WELCOME TO ON-CAMPUS LIVING AT NORTH CENTRAL COLLEGE

Welcome Home! We are very excited that you have decided to join the Cardinal family and to live on campus at North Central College. Living in the residence halls will, without a doubt, enhance your college experience. You will make life-long friends, enjoy opportunities to learn outside of the classroom, and gain the life skills and responsibility needed to eventually live on your own.

As has been true in recent years, we expect that our first-year residence halls will be nearly 100% full. With over 1,400 residential students living on campus, this fall will definitely be an exciting time at North Central College.

Included in this packet is your room and roommate assignment. We have also tried to answer many of the questions that you might have about preparing to move to campus. If you require assistance as you get ready for move-in, please do not hesitate to let us know. Our Residence Life staff looks forward to aiding you with your transition to campus life! The Office of Residence Life can be reached at 630-637-5858 or reslife@noctrl.edu.

Arrival day for international students will be Thursday, August 31st between 8:00 a.m. and 6:00 p.m. Orientation for international students will begin Friday, September 1st beginning at 9:00 a.m. at Abe House. Students will receive the full orientation schedule upon arrival.

CONTACTING YOUR ASSIGNED ROOMMATE

In this packet, you will find your room assignment. If you have been assigned a roommate or roommates, we recommend that you reach out to them. Their contact information is included on your assignment sheet. You may wish to talk with your roommate(s) about what items you each plan to bring, as your residence hall room will seem much more spacious and comfortable without two microwaves, two mini-fridges, and two television sets!

MORE INFORMATION ABOUT YOUR ROOM

If you would like to know more information about the room and building that you are assigned to live in next year, please feel free to go to our website (<http://northcentralcollege.edu/student-life/live-here>). This site will give you information about each residence hall, as well as the square footage of a typical room.

LINEN PACKET ON ARRIVAL

International students will have the opportunity to buy linens from the Office of International Programs at check-in. The packet will cost approximately \$25 and include: 1 set of extra-long twin sheets, a pillow, a pillow case, a towel and a wash cloth. There will also be a trip to Target (a local department store) during Welcome Week to purchase many of the items – like an alarm clock, waste paper basket, blanket, extra towel, etc. – that are not easy to pack.

YOUR SAFETY AND RESPONSIBILITY

As a student at North Central College, it is important that you are aware of your rights and responsibilities. These are outlined in the Statement of Student Conduct and disciplinary procedures are available in the Student Handbook on the College website at northcentralcollege.edu/handbook.

SPECIAL NOTE REGARDING YOUR INSURANCE...

North Central College is not responsible for damage, loss or theft of personal belongings. We encourage you to check your family's homeowner's insurance policy to see if your belongings will be covered while you are in the residence halls. In the event that you are not covered, you may consider purchasing a renter's insurance policy.

EATING ON CAMPUS

As a resident student you will automatically be assigned the 130-meal plan*. Each term you will have the option of changing your meal plan to best suit your eating needs. Meal plans can only be altered at the check-in desk at Kaufman Dining Hall during the first week of each term. All meal plans cost the same amount, but vary in terms of where you plan to eat most of your meals.

MEAL PLAN OPTIONS

Student meal plan options are as follows:

- All Meal Plan: 190 Kaufman meals per term, \$101 Bonus Bucks for the term
- 130 Meal Plan: 130 Kaufman meals per term, \$148 Bonus Bucks for the term
- 70 Meal Plan: 70 Kaufman meals per term, \$235 Bonus Bucks for the term

WHAT ARE “MEALS?”

Meals, also called swipes, can be used at Kaufman Dining Hall. Your meals are added to your student ID at the beginning of each term. Throughout the term, when you use a meal, it is subtracted from your meal plan. Kaufman Dining Hall is the College’s all-you-can-eat facility. Meals can also be used at the Cage, Au Bon Pain, and Freshens, the College’s grab-and-go dining options, which has an array of choices to satisfy anyone's cravings!

Use swipes to pay at the Cage 6 days a week:

Cage Hours of Operation:

Monday-Thursday: 7:30 a.m. - 12:00 a.m.

Friday: 7:30 a.m. - 9:00 p.m.

Saturday: 4:00 p.m. - 12:00 a.m.

Cage Meal Swipe Hours:

Monday-Thursday: 7:30 a.m. - 9:00 p.m.

Friday: ALL DAY

Saturday: 4:00 p.m. – 9:00 p.m.

HOW DO BONUS BUCKS WORK?

Bonus Bucks are part of the North Central College meal plan and work like a pre-paid credit card. When you purchase food or drink using your Bonus Bucks, the register will deduct the amount from the balance on your card. Bonus Bucks roll over from term to term; however, they do not roll over from one academic year to the next. Bonus Bucks can be used at the Cage, Au Bon Pain, Freshens, and the Rolland Center Boiler House Café to pay for food. Each of these venues accepts cash, as well.

WHAT ARE FLEX DOLLARS?

Flex Dollars also act like a pre-paid credit card; however, Flex Dollars are not a part of the North Central College meal plan. Flex Dollars can be used to purchase a wide variety of items including food, books, North Central apparel, school supplies, and items from some vending machines located on campus. You can add Flex dollars for your spending needs by going to the Business Office (on the third floor of Old Main) and purchasing them in increments of \$25.00 (cash or check) or by going to www.managemyid.com (credit or debit). Students who do not have meal plans can add Flex dollars in the same manner. Flex Dollars roll over from one academic year to the next.

DINING HALL SERVICES AND POLICIES

If you are ill or otherwise unable to make it to the dining hall for meals, you are encouraged to use the sack lunch or sick tray services available through Kaufman Dining Hall. These can be arranged through the director of dining services, and can be made available for pick up. Aside from these services, due to governmental regulations, the removal of food, beverages, glassware, utensils, or china is not permitted without the explicit permission of the director of Dining Services.

**Meal plans are required for all North Central resident students.*

2017-2018 HOUSING CALENDAR

Below are listed important dates regarding your on-campus housing. There are several times during the year when our **residence halls close**. Please take special note of **closing dates and times**, as students are **required to leave** the residence halls during these periods.

Premier Scholars Program	August 23 rd – September 5 th , 2017
Cardinal Camps	August 31 st – September 4 th , 2017
New Student Move-In Day	September 6 th , 2017 from 8:00 a.m. - 12:00 p.m.
Welcome Week Orientation	September 6 th – 10 th , 2017
Fall Term Classes Begin	September 11 th , 2017
Thanksgiving Break <i>Residence halls close at 5:00 p.m. on November 22nd</i>	November 22 nd – 26 th , 2017
Students may return to halls for December Term	November 26 th , 2017
December Term Classes and Activities Begin	November 27 th , 2017
December Term Classes End & Holiday Break Begins <i>Residence halls close at 5:00 p.m.</i>	December 15 th , 2017
Halls Re-Open for Winter Term <i>Residence halls open at 12:00 p.m.</i>	January 1 st , 2018
Spring Break Begins <i>Residence halls close at 5:00 p.m.</i>	March 14 th , 2018
Halls Re-Open for Spring Term <i>Residence halls open at 12:00 p.m.</i>	March 25 th , 2018
End of the year move-out for non-graduates	June 6 th , 2018 at 5:00 p.m.
End of the year move-out for graduates	June 9 th , 2018 at 5:00 p.m.
Summer Term Housing Begins*	June 11 th , 2018

**Summer Housing is offered each summer for a separate fee.*

2017 FALL EVENTS CALENDAR

North Central College is full of opportunities to get involved. Here's a quick sampling of activities and events already scheduled for the Fall Term!

Welcome Week Activities! <i>Casino Night, Boat Dance, Torch Night</i>	September 6 th – 10 th , 2017
Classes Begin	September 11 th , 2017
Football vs. Illinois Wesleyan University	September 16 th , 2017 @ 6:00 p.m.
Jim Wand, Hypnotist	September 15 th , 2017 @ 8:00 p.m.
Student Activities Fair	September 19 th , 2017
Intersection – Day of Service	October 7 th , 2017
Homecoming Parade, Game, and Dance	October 20 th – 22 nd , 2017
Fall Musical*	November 9 th – 12 th , 2017
Late Night Pancake Breakfast	November 19 th , 2017
Fall Term Final Exams	November 20 th – 22 nd , 2017

**For ticket information regarding these events please contact the box office at 630-637-SHOW (7469)*

INSTRUCTIONS TO E-SIGN YOUR ROOM AND BOARD AGREEMENT

During your Summer Orientation program you will be introduced to Merlin, the College's web tool for all your student needs. In your Orientation materials, you will be provided a login and password. Using your Merlin login and password, we ask that you e-sign your Room and Board Agreement as soon as possible. We have included this step-by-step guide to help you electronically sign the Room and Board Agreement and update your emergency contact information. You will find a hard copy of the Room and Board Agreement on the next 3 pages of this packet for your review.

If under the age of 18, you and a legal parent/guardian must read, sign, and submit a hard copy of the room and board agreement to the Office of Residence Life. Please contact the Office of Residence Life if you are under the age of 18.

ELECTRONICALLY SIGNING YOUR ROOM AND BOARD AGREEMENT & UPDATING YOUR EMERGENCY CONTACT INFORMATION

1. Visit the North Central CardinalNet website (northcentralcollege.edu/pride) and click on the "Merlin" link/logo at the top right-hand corner of the page.
2. Click on "Log In" at the top right of the page.
3. Enter your user name and password for your Merlin account. Click Submit.
 - A. Do not know your username or password? Simply click on "Reset Password" in the lower right hand corner and follow the prompts.
 - B. If you experience problems, visit the Information Technology Services website at www.its.noctrl.edu or call 630-637-5440.
4. Under the NCC Custom Menu, click on "ResHall Room and Board Agreement."
5. Review and read attached contract or click on the blue link to electronically view and read the residence hall Room and Board agreement thoroughly.
6. Under Inquiry only Information ensure that your North Central ID #, Name, Home Address, and Home Phone # are accurate.
 - A. If your North Central ID #, Name, Home Address, or Home Phone # need to be updated, please contact the Registrar Office at 630-637-5252.
7. Under Personal Information enter/edit your:
 - A. Cell phone number
8. Under Emergency Contact Information enter/edit:
 - A. Emergency Contact Name(Required) ***If under 18 years of age, you must check the box certifying that you are listing your parent or legal guardian as your emergency contact.***
 - B. Relationship (Required)
 - C. Day time Phone (Required), Evening Phone, Other Phone
 - D. Insurance Company (Required)
 - E. Group #
 - F. Policy #
9. Under "Select One" check the circle for the 2017-2018 room and board agreement.

Note: September 2017 begins the 2017-2018 academic year.
10. Under **Accept? Housing Agreement** check the circle that indicates that you agree to the terms and conditions of the residence hall room and board agreement.
11. Accept statement of responsibility to College policies.
12. Click Submit.

Congratulations!

You have agreed to the room and board agreement and updated your emergency contact information!

RESIDENCE HALL ROOM & BOARD AGREEMENT

2017-2018 ACADEMIC YEAR



RESIDENCE HALL ROOM AND BOARD AGREEMENT 2017-2018 ACADEMIC YEAR

THIS IS THE RESIDENCE HALL ROOM AND BOARD AGREEMENT BETWEEN NORTH CENTRAL COLLEGE, A NOT FOR PROFIT CORPORATION, NAPERVILLE, ILLINOIS (HEREINAFTER CALLED COLLEGE), AND THE ELECTRONICALLY SIGNING STUDENT, (HEREINAFTER CALLED STUDENT), WHEREIN IT IS MUTUALLY AGREED AS FOLLOWS:

1.0 Room

- 1.1 The College will provide room accommodations to the full time enrolled Student for living purposes only and reserve the right to assignment, reassignment and consolidation, at the sole discretion of the College. The agreement is for one academic year, including December Term. It does not include housing for "vacation periods" defined as Thanksgiving Break, Winter Break, Spring Break or Summer Term.
- 1.2 Students who drop below full time status (8 credit hours for an undergraduate student, 6 credit hours for a graduate student) will not be permitted to remain in the residence halls unless approved by the Office of Residence Life. Such approvals should be sought from Residence Life after the Student meets with an academic advisor regarding the decision to drop below full time status. Requests to fall below full times status will be reviewed on a case-by-case basis.
- 1.3 The room shall be available each term to the Student one day prior to the beginning of classes until the last final exam of the term, except that all residence halls will be closed to students during vacations, including from the end of December Term class until one day before Winter term, the four day Thanksgiving break, Spring Break, and any other stated vacation period of the College.
- 1.4 The room shall be available to new students during the Fall Orientation period. The College reserves the right to perform maintenance in designated buildings during December Term. The College will appropriately notify students when such a decision is made. Rooms shall be available to all that are involved in commencement through 5:00 p.m. on that date.
- 1.5 All first-year, sophomore, and junior students are required to live in on-campus housing or at the residence of their legal guardian. The College will assign campus housing to any first-year, sophomore, or junior student not living at the residence of their legal guardian. All charges and fees associated with on-campus living will be processed accordingly.

2.0 Board (Meal) Plan

- 2.1 The College will provide board to the Student for the current academic year or the uncompleted portion thereof. All resident students are required to be on a College board (meal) plan.
- 2.2 The Academic Calendar will determine the number of days that the board (meal) plan is active. The Fall term will begin with breakfast on September 1st and conclude with dinner service on the Wednesday before the Thanksgiving day holiday. D-Term service will begin at breakfast on Monday following the Thanksgiving Day weekend and conclude with dinner service on the last day of D-Term. Winter term will begin with dinner the day before classes begin based on the College calendar and will conclude with the Wednesday dinner before the first full day of Spring Break. Spring term will begin with Sunday dinner the day before classes begin based on the College calendar and will conclude with Wednesday dinner the last day of finals.

3.0 Housing Deposit

- 3.1 New resident students shall make a \$100.00 housing deposit with the Office of Admission. This deposit should be submitted after notification of acceptance for admission. Any unused portion of the deposit will be credited within 14 days to the Student's account at the time of withdrawal, graduation, or contract cancellation assuming it has not been used to pay damages.

4.0 Room and Board Charges

- 4.1 Room and board charges are as set forth below for the academic year. One-third of that amount is due and payable on the due date identified for each term.
- 4.2 Room and board charges are for the academic year (see section 1.2). If any Student intends to withdraw from housing for any reason, including withdrawal from the College, the Student must petition for release, in writing, with the Office of Residence Life. In the event of graduation after the Fall or Winter term, the Student must notify the Office of Residence Life in writing by Monday of the 8th week of the respective term, and the contract will be terminated at the end of that term. The Residence Hall Room and Board Agreement is a binding contract, which may not be disregarded by the Student without written consent of the Director of Residence Life. Failure to occupy an assigned space or changing from full-time to part-time status does not negate the contractual agreement. If a Student is released from their contract, the housing deposit will be applied against the Student's account and the Student will be assessed a liquidation charge of \$500.00. In addition, students are responsible for all room and board charges while assigned to a room until the room check-out process is officially completed. If the Student cancels at any time, the College may hold the Student accountable for the entire room and board charge within the given term.

- 4.3 In the event that the Student is academically dismissed at the end of a term, this contract will be canceled for the remainder of the academic year with no liquidation fee assessed.
- 4.4 If the Student fails to follow prescribed check-out procedures at the end of each term as outlined in the Student Handbook, the Student will be charged a \$50.00 improper check out fee and a lock re-core fee, if necessary. In addition, any cleaning or damages will be charged to the Student's account.
- 4.5 Students are not entitled to assign, sell, rent, or sublet residence hall rooms or beds, or to dispose of board contracts, this right being reserved exclusively by the College.

5.0 Damages

- 5.1 Students are held financially responsible for damage done within their rooms. All students are held financially responsible for damage in other areas of the residence hall (including fire damage) if caused by the Student. If there is more than one resident, the residents may be held jointly or severally liable for residence hall damage. The condition of the Student's room is verified on the Room Condition Report. Students will be given 72 hours from moving in to return the signed Room Condition Report to the Resident Assistant or Area Hall Director after proper inspection and verification of the condition of their residence hall room, if a student fails to return their Room Condition Report they may be held responsible for any damages observed within their rooms. Damage to public areas not assignable to specific individuals will be prorated and assessed to students residing on that floor or in that hall.
- 5.2 In the case that the Student's assigned room shall be rendered unusable by fire or other casualty, the College may, at its option, terminate this Agreement or reassign the Student to another room or residence hall.

6.0 Residence Hall Regulations

- 6.1 Failure on the part of the Student to comply with laws of the United States and the State of Illinois, all ordinances and regulations of the City of Naperville, as well as all North Central College policies, procedures, rules and regulations, including but not limited to those enumerated in the Student Handbook, shall constitute a breach of this contractual agreement and may result in a fine, disciplinary action, removal from the residence halls, expulsion from the College, and/or cancellation of this Agreement at the option of North Central College.
- 6.2 In the event the Student is dismissed from the College or the residence halls, room and board will be prorated through the official check out date, at which point the contract is terminated.
- 6.3 The construction of a loft in any room is prohibited. Only lofts rented through a vendor designated by the Office of Residence Life are permitted in Students' rooms. There will be a charge to the Student if the Student fails to remove the loft in accordance with his/her rental agreement, which may include removal and/or replacement fees for the item(s) needing to be returned.
- 6.4 Students may not modify rooms in any way which alters College property, changes the architecture of a room, impedes or damages fire protection devices, or blocks avenues of egress (exits).
- 6.5 Room keys are distributed to each Student at check-in and are to be returned when the Student checks-out of their room. Room keys and student identification cards are non-transferable. They should not be loaned to anyone. Use of residence hall keys and ID cards by any person other than the person to whom the key(s) and card have been issued is strictly prohibited.

7.0 Loss of Personal Effects

- 7.1 The Student is responsible and the College is not responsible for any theft or any loss of monies, valuables, or other personal effects of the Student. The Student hereby agrees to indemnify, save and hold harmless the College for any loss or damage of the Student, except as may be caused by the willful or negligent acts of the College's employees. Each Student should determine if the Student's personal property is covered by homeowner's policies, and should purchase whatever personal property insurance is desired.

8.0 Inspection of Rooms

- 8.1 The College reserves its right at any time and without prior notice to inspect any of the residence halls and any rooms. Inspection shall include, but not be limited to, examination to determine condition of the room, when reasonable belief that violation of law or College policy exists, or when the health and safety of Students may be in jeopardy and periodically to inspect rooms for cleanliness or damages. It is also agreed that Students will make their rooms available for maintenance and repairs.

9.0 Immunization

- 9.1 Illinois law requires all incoming students born on or after January 1, 1957, and enrolled in over 3 credit hours at any time during the academic year to have a documented, up-to-date immunization record. Beginning in Fall 2016, Illinois State Law mandates that all students entering a post-secondary institution who were born after 1956 shall provide proof of immunity to measles, mumps, rubella, and pertussis and meningitis. Non-compliance may result in cancellation of this contract.

10.0 Terms

- 10.1 This Agreement is for the academic year, not including vacation periods.

10.2 Room and board charges are as follows:

BOARD:	PER TERM \$1,111	ANNUAL \$3,333
ROOM:		
Seybert	\$2,315	\$6,945
Geiger, Rall, Seager, or Kimmel Triple	\$2,439	\$7,317
Kimmel Double or Quad	\$2,679	\$8,037
Patterson Double or Triple, Res/Rec Double	\$2,573	\$7,719
Ward Quad (2 bdrm, 4 person suite)	\$2,694	\$8,082
Res/Rec Single or Ward Single (5 bdrm, 5 person suite)	\$3,240	\$9,720
Ward Double (1 bdrm, 2 person suite)	\$2,747	\$8,241
Schneller Double (within suite)	\$2,747	\$8,241
Schneller Single (within suite)	\$3,416	\$10,248
New Hall Single Studio (1 bdrm, 1 person suite)	\$3,570	\$10,710
New Hall Double (2 bdrm, 4 person suite)	\$2,747	\$8,241
New Hall Single (2 bdrm, 2 person suite)	\$3,450	\$10,350
New Hall Single (4 bdrm, 4 person suite)	\$3,450	\$10,350

- 10.3 The College reserves the right to consolidate rooms. Students residing in a room not occupied to capacity may be required to consolidate or pay a room buy-out fee, at the College's discretion.
- 10.4 The College does not assign rooms or make changes to room assignments based on a student's race, creed, religion, sexual orientation, or national origin.
- 10.5 The Student guarantees that the Student will fully perform the above Agreement and all other agreements for College housing facilities, and hereby indemnifies and holds harmless the College against any loss arising out of the Student's failure to perform such agreements.
- 10.6 The College reserves the right, upon three weeks' notice prior to the beginning of any term, to terminate this agreement.
- 10.7 This agreement goes into effect on the date the Student electronically agrees to the terms and conditions via Merlin. If the Student is under age 18 at the time of electronic signing, then the Student and parent/guardian of the Student must sign and return a hard copy contract to the Office of Residence Life.
- 10.8 **THE STUDENT SHALL MAKE KNOWN TO THE COLLEGE ANY PAST ARRESTS, CRIMINAL ACTIVITIES, CRIMINAL HISTORY AND/OR PERIODS OF INCARCERATION, AT THE TIME OF SIGNING THIS AGREEMENT. THE STUDENT WILL ALSO NOTIFY THE COLLEGE IMMEDIATELY OF ANY ARRESTS, CRIMINAL ACTIVITIES OR PERIODS OF INCARCERATION THAT HAPPEN AFTER THE SIGNING OF THIS AGREEMENT BY THE STUDENT.**

ALL STUDENTS WILL E-SIGN THIS HOUSING CONTRACT VIA THEIR MERLIN ACCOUNT

IF A STUDENT IS UNDER THE AGE OF 18, A PARENT OR LEGAL GUARDIAN'S SIGNATURE IS REQUIRED. A PAPER COPY OF THIS FORM MUST THEN BE RETURNED TO THE OFFICE OF RESIDENCE LIFE AT 30 N. BRAINARD ST. #253, NAPERVILLE, IL 60540.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____ Date _____

Printed Student Name _____ Cell Phone Number (_____) _____ - _____

Student Signature _____ Date _____ Room Number _____