



WELCOME HOME

MOVE-IN
GUIDE



828.251.6700



reslife@unca.edu



unca.edu/housing



unca_hrl

WELCOME

The beginning of the fall semester is just around the corner. This Move-In Guide includes important information and instructions to help you prepare to move into your residence hall at UNC Asheville in August. Our team has worked diligently to make your arrival on campus as comfortable, safe, and convenient as possible. We look forward to welcoming you as a member of the Bulldog community!



WHAT YOU'LL FIND IN THE MOVE-IN GUIDE

Preparing for Move-In

What's In Your Room	2
Approved & Prohibited Items.....	3
Labeling Your Items	4

Arriving on Campus

Driving & Parking Instructions.....	5
Checking-In	6

FAQs	7
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The Residence Life Team	8
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WHAT'S IN YOUR ROOM



1 Twin XL Mattress and Bedframe
One per resident

2 Desk and Chair
One per resident

3 Dresser
One or two per resident

4 Wardrobe/Closet
One per resident

5 MicroFridge®
One per room or Mills suite

6 Internet Connection
One ethernet port and
Wi-Fi available throughout

MORE DETAILED INFORMATION AND DIMENSIONS FOR EACH RESIDENCE HALL CAN BE FOUND ON OUR HOMEPAGE AT [UNCA.EDU/HOUSING](https://unca.edu/housing)



APPROVED + PROHIBITED ITEMS

All Residence Halls

- Slow cooker/crock pot (auto shut-off feature)
- Blenders
- Single use coffee maker
- Refrigerator (limited to 220 watts and 10 cubic ft.)
- Hair dryer
- Electric razor
- Television
- Keurig
- LED light strips
- Microwave (limited to 600 watts)

For kitchens in the Woods and the Village

- Air fryers
- Cooking Knives
- Toasters
- Toaster ovens
- Waffle irons
- Rice cookers
- Slow cookers/crock pots
- Panini presses
- Tea/hot water kettles
- Blenders

Unapproved/Prohibited Items

- Toasters or toaster ovens
- Open-coil burner or hot plate
- Deep fat fryer or any appliance capable of heating grease/oil to a burning point
- Cats, dogs, or other non-fish pets not approved by OA
- 3D printers/laminators
- Electric skillet or wok
- Electric griddle or grill
- Candles
- Any kind of propane or other fuel
- Personal air conditioners
- Aquariums over 10 gallons
- Halogen bulbs/lights
- Recording devices (i.e. Ring cameras)

LABELING YOUR BELONGINGS

To ensure your items reach your room, please label all boxes, bags, containers, and loose items with the following information:

- YOUR NAME
- RESIDENCE HALL
- ROOM NUMBER





ARRIVING ON CAMPUS

Here are Move-In dates, and times for incoming new students specific to your assigned residence hall:

Thursday, August 13

9 a.m.-12 p.m.

FOUNDERS HALL
GOVERNORS HALL
PONDER HALL
THE VILLAGE

Friday, August 14

9 a.m.-12 p.m.

MILLS HALL
SOUTH RIDGE
WEST RIDGE
THE WOODS

When you first arrive on campus, please follow signage and those giving directions to the unloading station for your residence hall. If you are not familiar with where your residence hall is located, please refer to the [University Map here](#).

You will receive specific driving directions and instructions for where to unload your items based on your assigned residence hall to your UNC Asheville email address in August.



CHECKING IN

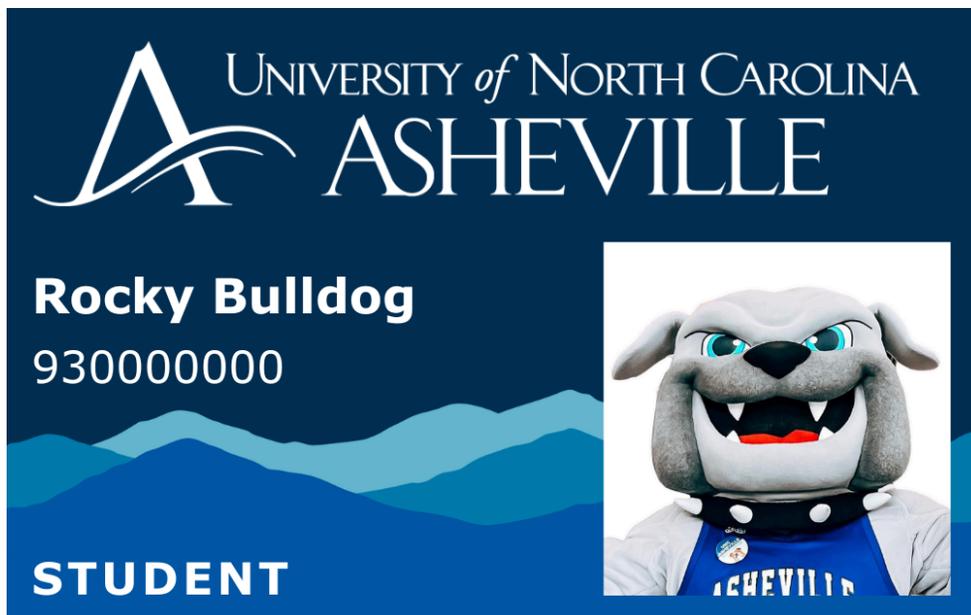
Checking In with Your RockyCard Student ID

Once you arrive in the unloading area, faculty and staff will greet you with additional instructions. All belongings will be moved to staging pallets while you (the student) check-in either outside of or in the lobby of your residence hall.

If you have uploaded your RockyCard photo, we will have your ID printed for you to pick up at Check-In.

If you have not uploaded a photo for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made.

Please review the instructions for [uploading your RockyCard photo here](#). Contact the RockyCard Office with any questions at rockycard@unca.edu or 828-251-6767.



FAQs

How do I pick a meal plan?

All residential students are required to have a meal plan. You will be automatically enrolled in the Unlimited Plan with \$50 Bulldog Bucks. You may choose to make changes to your meal plan by logging into the RockyCard portal at rockycard.unca.edu. You will have until the 3rd day of classes to make changes. You will receive additional instructions on how to make changes to your meal plan in early August. **Keep an eye on your UNCA email account throughout the summer!**

Do I get a campus mailbox?

Campus mailbox numbers and keys will be distributed during the check-in process at your residence hall on Move-In Day.

Where can I do my laundry?

Laundry facilities are located in your residence hall. All laundry is **FREE** for resident use.

Who do I contact to get help with raising or lowering my bed?

We will have staff available to assist with arranging furniture, raising and lowering beds, and installing bed rails. Once you arrive at your room, if you need assistance please email resmaint@unca.edu and our team will respond quickly. **Please do not request assistance before you arrive at your room.**

Does housekeeping clean my room?

Your room and bathroom will be clean when you arrive. Trash receptacles are conveniently located near the outside of the residence hall.

Residents are responsible for the cleanliness of their rooms, bathrooms, common spaces (living rooms), disposing of trash and keeping all public areas in clean condition.

THE RESIDENCE LIFE TEAM

The Residence Life team can't wait to welcome you to the Bulldog community! Our professional live-in staff of **Area Directors** and **Graduate Community Directors** will be in the residence halls when you arrive on Move-In Day ready to answer any questions you may have. Our team of **Resident Assistants (RAs)** will also be there to greet you during Move-In and will assist with anything you need from getting your room key to connecting your computer to the internet. Your RA will continue to be a resource for you throughout the school year and can help with your transition to UNC Asheville's campus and college life.

SEE OUR [ABOUT PAGE](#) FOR STAFF CONTACT INFO



Director for Residence Life

Full-time, professional staff member who manages residential areas. They are the primary administrator for day-to-day community operations.

Area Directors (ADs)

Full-time, live-in professional staff members who supervise RAs and GCDs and coordinate community building events and activities.

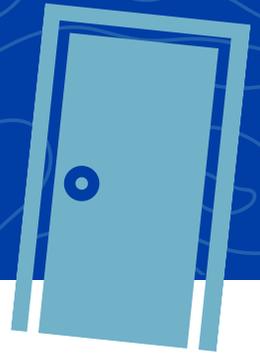
Graduate Community Directors (GCDs)

Live-in, graduate students who provide academic and personal support and supervise RAs.

Resident Assistants (RAs)

Resident Assistants are fellow students who live in the residence halls and work for the Housing and Residence Life team to build community and serve as peer leaders. RAs facilitate community involvement and assist in the management of student concerns.

LOCK OUT PROCEDURE



If you have locked yourself out of your room and need assistance getting back in...

During normal business hours of M-F, 8 am- 5 pm:

**GO TO THE
FRONT DESK**

Obtain a loaner key to unlock your door. You must return the loaner key as soon as you have retrieved your original key.

After normal business hours:

**CONTACT
THE RA
ON CALL**

They will let you into your room.

LOCK OUT CHARGES

The first lock out is free of charge. Each subsequent lock out will increase by \$5. For example, lock out #2 is \$5. Lock out #3 is \$10,

Failure to return t

LOST KEY PROCESS



1

SUBMIT THE LOST KEY FORM

in the forms and agreements section of the Housing portal.

2

During normal business hours of M-F, 8 am- 5 pm:

GO TO THE FRONT DESK

The Housing Office is located in Governors Hall. A Front Desk Assistant will issue you a loaner key until the lock has been changed.

After normal business hours:

CONTACT THE RA ON CALL

They will issue you a loaner key.

3

WAIT FOR A LOCK CHANGE

In most cases, lock changes are done within 24 hours during normal business hours

A lost key will generate a lock change request to our maintenance team. Roommates and Suitemates will be notified that a lock change is occurring.

The cost of a lock change is \$75 and is charged to the student who has lost their room key. If a loaner key is also lost, an additional \$25 is charged to the student.



ARRIVING TO CAMPUS

MOVE IN DATE: Thursday, August 13 from 9:00 AM to 12:00 PM

Arriving on Campus:

When you first arrive on campus please follow signage and those giving directions to the unloading station for Governors Hall and The Village, located on University Heights. You can either take Campus Dr. or W.T. Weaver Blvd. to get to University Hts. Once on University Hts., the unloading station for Governors Hall and The Village will be adjacent to Governors Hall. If you are using GPS, you can enter **2100 University Heights** and it will get you very close to the unloading area.

If you are not familiar with where your residence hall is located or where the roads mentioned above are located, please refer to the [University Map here](#).

Please place the last page of this guide on the dashboard of your vehicle to ensure proper directions to unloading and parking.

Checking-In with Your RockyCard Student ID

Once you arrive in the unloading area on University Heights, faculty and staff will greet you with additional instructions. All belongings will be moved to staging pallets while you (the student) check in outside of Governors Hall. If you have uploaded your RockyCard Photo, we will have your ID printed for you to pick up at Check-In.

If you do not upload a picture for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made. Please review the instructions for [uploading your RockyCard photo here](#).

Unloading & Parking Your Vehicle

While you check in outside of Governors Hall, someone should stay with your vehicle at all times. Once the vehicle is unloaded, it should be moved to the designated parking lot.

The Move-In Team will then assist with loading and carrying all items to the student room. This process usually only takes a matter of minutes.

Please limit to one vehicle in the unloading zone; as only one vehicle will be unloaded by the Move-In Team to ensure all students and families can move into the residence halls in a reasonable amount of time.

Parking Your Vehicle

If the vehicle is a family member's then it will be moved to P25 or P26.

If the vehicle is a student vehicle and will remain on campus after move in, then it will be moved to P29, P31, or P32.

There are shuttles available that will take you back to the central shuttle location at Highsmith Student Union.

Completing Move-In

We will have staff available to assist with arranging furniture, raising/lowering beds, installing bed rails, etc. Once you arrive at your room, if you need assistance you will email resmaint@unca.edu and our teams will respond quickly. Please do not request assistance before you arrive at your room as we will not be able to process specific requests until you are on campus. Please do not try to raise or lower your bed on your own. Submit a request by emailing resmaint@unca.edu with your building and room number when you arrive to your room.

ARRIVING TO CAMPUS

MOVE IN DATE: Thursday, August 13 from 9:00 AM to 12:00 PM

Arriving on Campus:

When you first arrive on campus please follow signage and those giving directions to the unloading station for Ponder Hall , located on Field Drive. You will take Campus Dr. to get to Field Dr. Once on Field Dr., the unloading station for Ponder Hall is on the top level of the parking deck labeled P4. If you are using GPS, you can enter **300 Field Drive** and it will get you very close to the unloading area.

If you are not familiar with where your residence hall is located or where the roads mentioned above are located, please refer to the [University Map here](#).

Please place the last page of this guide on the dashboard of your vehicle to ensure proper directions to unloading and parking.

Checking-In with Your RockyCard Student ID

Once you arrive in the unloading area on the parking deck, faculty and staff will greet you with additional instructions. All belongings will be moved to staging pallets while you (the student) check in inside of Ponder Hall. If you have uploaded your RockyCard Photo, we will have your ID printed for you to pick up at Check-In.

If you do not upload a picture for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made. Please review the instructions for [uploading your RockyCard photo here](#).

Unloading & Parking Your Vehicle

While you check in inside of Ponder Hall, someone should stay with your vehicle at all times. Once the vehicle is unloaded, it should be moved to the designated parking lot.

The Move-In Team will then assist with loading and carrying all items to the student room. This process usually only takes a matter of minutes.

Please limit to one vehicle in the unloading zone; as only one vehicle will be unloaded by the Move-In Team to ensure all students and families can move into the residence halls in a reasonable amount of time.

Parking Your Vehicle

If the vehicle is a family member's then it will be moved to P11.

If the vehicle is a student vehicle and will remain on campus after move in, then it will be moved to P29, P31, or P32.

There are shuttles available that will take you back to the central shuttle location at Highsmith Student Union.

Completing Move-In

We will have staff available to assist with arranging furniture, raising/lowering beds, installing bed rails, etc. Once you arrive at your room, if you need assistance you will email resmaint@unca.edu and our teams will respond quickly. Please do not request assistance before you arrive at your room as we will not be able to process specific requests until you are on campus. Please do not try to raise or lower your bed on your own. Submit a request by emailing resmaint@unca.edu with your building and room number when you arrive to your room.

ARRIVING TO CAMPUS

MOVE IN DATE: Friday, August 14 from 9:00 AM to 12:00 PM

Arriving on Campus:

When you first arrive on campus please follow signage and those giving directions to the unloading station for South and West Ridge Hall, located on Field Dr. You will take Campus Dr. to get to Field Dr. Once on Field Dr., the unloading station for South and West Ridge Hall is on the bottom level of the parking deck labeled P4. If you are using GPS, you can enter **300 Field Drive** and it will get you very close to the unloading area.

If you are not familiar with where your residence hall is located or where the roads mentioned above are located, please refer to the [University Map here](#).

Please place the last page of this guide on the dashboard of your vehicle to ensure proper directions to unloading and parking.

Checking-In with Your RockyCard Student ID

Once you arrive in the unloading area under the parking deck, faculty and staff will greet you with additional instructions. All belongings will be moved to staging pallets while you (the student) check in the The Ridges courtyard. If you have uploaded your RockyCard Photo, we will have your ID printed for you to pick up at Check-In.

If you do not upload a picture for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made. Please review the instructions for [uploading your RockyCard photo here](#).

Unloading & Parking Your Vehicle

While you check in The Ridges courtyard, someone should stay with your vehicle at all times. Once the vehicle is unloaded, it should be moved to the designated parking lot.

The Move-In Team will then assist with loading and carrying all items to the student room. This process usually only takes a matter of minutes.

Please limit to one vehicle in the unloading zone; as only one vehicle will be unloaded by the Move-In Team to ensure all students and families can move into the residence halls in a reasonable amount of time.

Parking Your Vehicle

If the vehicle is a family member's then it will be moved to P11.

If the vehicle is a student vehicle and will remain on campus after move in, then it will be moved to P29, P31, or P32.

There are shuttles available that will take you back to the central shuttle location at Highsmith Student Union.

Completing Move-In

We will have staff available to assist with arranging furniture, raising/lowering beds, installing bed rails, etc. Once you arrive at your room, if you need assistance you will email resmaint@unca.edu and our teams will respond quickly. Please do not request assistance before you arrive at your room as we will not be able to process specific requests until you are on campus. Please do not try to raise or lower your bed on your own. Submit a request by emailing resmaint@unca.edu with your building and room number when you arrive to your room.

ARRIVING TO CAMPUS

MOVE IN DATE: Friday, August 14 from 9:00 AM to 12:00 PM

Arriving on Campus:

When you first arrive on campus please follow signage and those giving directions to the unloading station for Mills Hall, located on University Heights. You can either take Campus Dr. or W.T. Weaver Blvd. to get to University Hts. Once on University Hts., the unloading station for Mills Hall will be adjacent to the stairwell leading to Mills Hall. If you are using GPS, you can enter **2225 University Heights** and it will get you very close to the unloading area.

If you are not familiar with where your residence hall is located or where the roads mentioned above are located, please refer to the [University Map here](#).

Please place the last page of this guide on the dashboard of your vehicle to ensure proper directions to unloading and parking.

Checking-In with Your RockyCard Student ID

Once you arrive in the unloading area on University Heights, faculty and staff will greet you with additional instructions. All belongings will be moved to staging pallets while you (the student) check in inside of Mills Hall. If you have uploaded your RockyCard Photo, we will have your ID printed for you to pick up at Check-In.

If you do not upload a picture for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made. Please review the instructions for [uploading your RockyCard photo here](#).

Unloading & Parking Your Vehicle

While you check in inside of Mills Hall, someone should stay with your vehicle at all times. Once the vehicle is unloaded, it should be moved to the designated parking lot.

The Move-In Team will then assist with loading and carrying all items to the student room. This process usually only takes a matter of minutes.

Please limit to one vehicle in the unloading zone; as only one vehicle will be unloaded by the Move-In Team to ensure all students and families can move into the residence halls in a reasonable amount of time.

Parking Your Vehicle

If the vehicle is a family member's then it will be moved to P25 or P26.

If the vehicle is a student vehicle and will remain on campus after move in, then it will be moved to P29, P31, or P32.

There are shuttles available that will take you back to the central shuttle location at Highsmith Student Union.

Completing Move-In

We will have staff available to assist with arranging furniture, raising/lowering beds, installing bed rails, etc. Once you arrive at your room, if you need assistance you will email resmaint@unca.edu and our teams will respond quickly. Please do not request assistance before you arrive at your room as we will not be able to process specific requests until you are on campus. Please do not try to raise or lower your bed on your own. Submit a request by emailing resmaint@unca.edu with your building and room number when you arrive to your room.

ARRIVING TO CAMPUS

MOVE IN DATE: Thursday, August 13 from 9:00 AM to 12:00 PM

Arriving on Campus:

When you first arrive on campus please follow signage and those giving directions to the unloading station for Founders Hall, located on Founders Dr. You will take W.T. Weaver Blvd. to get to Founders Dr. Once on Founders Dr., the unloading station for Founders Hall will be in front of Founders Hall. If you are using GPS, you can enter **900 Founders Drive** and it will get you very close to the unloading area.

If you are not familiar with where your residence hall is located or where the roads mentioned above are located, please refer to the [University Map here](#).

Please place the last page of this guide on the dashboard of your vehicle to ensure proper directions to unloading and parking.

Checking-In with Your RockyCard Student ID

Once you arrive in the unloading area on Founders Drive, faculty and staff will greet you with additional instructions. All belongings will be moved to staging pallets while you (the student) check in inside of Founders Hall. If you have uploaded your RockyCard Photo, we will have your ID printed for you to pick up at Check-In.

If you do not upload a picture for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made. Please review the instructions for [uploading your RockyCard photo here](#).

Unloading & Parking Your Vehicle

While you check in inside of Founders Hall, someone should stay with your vehicle at all times. Once the vehicle is unloaded, it should be moved to the designated parking lot.

The Move-In Team will then assist with loading and carrying all items to the student room. This process usually only takes a matter of minutes.

Please limit to one vehicle in the unloading zone; as only one vehicle will be unloaded by the Move-In Team to ensure all students and families can move into the residence halls in a reasonable amount of time.

Parking Your Vehicle

If the vehicle is a family member's then it will be moved to P28.

If the vehicle is a student vehicle and will remain on campus after move in, then it will be moved to P29, P31, or P32.

There are shuttles available that will take you back to the central shuttle location at Highsmith Student Union.

Completing Move-In

We will have staff available to assist with arranging furniture, raising/lowering beds, installing bed rails, etc. Once you arrive at your room, if you need assistance you will email resmaint@unca.edu and our teams will respond quickly. Please do not request assistance before you arrive at your room as we will not be able to process specific requests until you are on campus. Please do not try to raise or lower your bed on your own. Submit a request by emailing resmaint@unca.edu with your building and room number when you arrive to your room.

ARRIVING TO CAMPUS

MOVE IN DATE: Friday, August 14 from 9:00 AM to 12:00 PM

Arriving on Campus:

When you first arrive on campus please follow signage and those giving directions to the unloading station for The Woods, located on Founders Dr. You will take W.T. Weaver Blvd. to get to Founders Dr. Once on Founders Dr., you will be directed to park and unload in P22. If you are using GPS, you can enter 300 Founders Drive and it will get you very close to the check in tent.

If you are not familiar with where your residence hall is located or where the roads mentioned above are located, please refer to the [University Map here](#).

Please place the last page of this guide on the dashboard of your vehicle to ensure proper directions to unloading and parking.

Checking-In with Your RockyCard Student ID

Once you arrive to P22 please head the courtyard between Willow Hall and Beech Hall for check in. If you have uploaded your RockyCard Photo, we will have your ID printed for you to pick up at Check-In.

If you do not upload a picture for your RockyCard prior to arriving on campus, you will not be able to move in or get your room key until you go to the RockyCard Office (located in Governors Hall) to have your RockyCard made. Please review the instructions for [uploading your RockyCard photo here](#).

Unloading & Parking Your Vehicle

While you check in outside of Willow Hall, you may leave your vehicle in the parking spot while unloading. Once the vehicle is unloaded, it should be moved to the designated parking lot.

Parking Your Vehicle

If the vehicle is a family member's then it will be moved to P28.

If the vehicle is a student vehicle and will remain on campus after move in, then it can remain in P22.

There are shuttles available that will take you back to the residence hall.

Completing Move-In

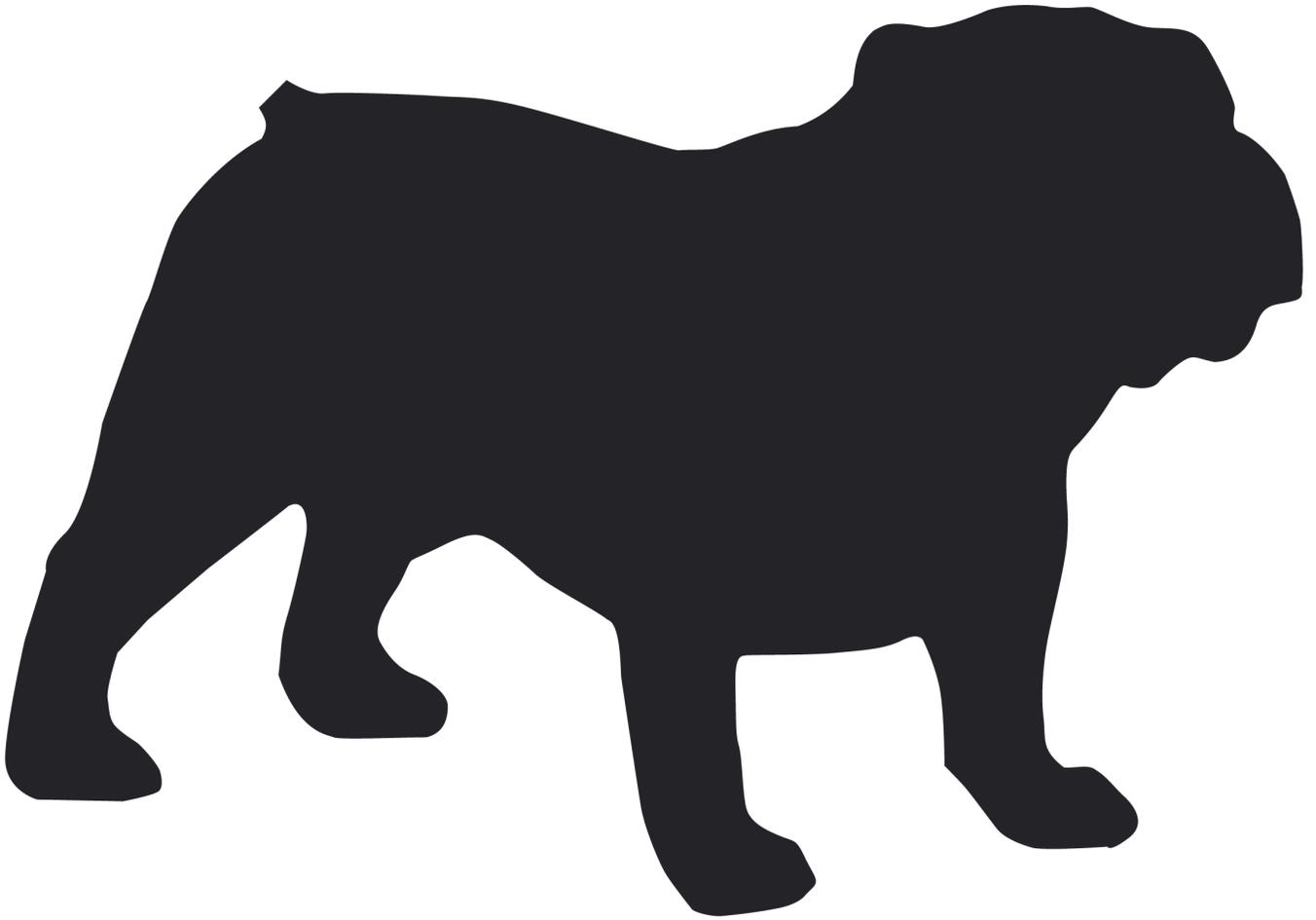
We will have staff available to assist with arranging furniture, raising/lowering beds, installing bed rails, etc. Once you arrive at your room, if you need assistance you will email resmaint@unca.edu and our teams will respond quickly. Please do not request assistance before you arrive at your room as we will not be able to process specific requests until you are on campus. Please do not try to raise or lower your bed on your own. Submit a request by emailing resmaint@unca.edu with your building and room number when you arrive to your room.



Print this page and place it on your dashboard or have it ready to show to traffic coordinators. This will allow traffic coordinators to provide you with directions to the drop-off zone and your respective parking lot.



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