To make your transition to on-campus housing as smooth and as fun as possible, we've gathered some key information to help you get ready for Move-In. Additional information will be sent to you via email. If you have any questions, please feel free to reach out.
### DATES & DEADLINES

<table>
<thead>
<tr>
<th>Step</th>
<th>Dates</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **1** | August 1 | **Apply Online**  
The first step in securing your housing is to complete the housing application on our website. At the end of the application, a $150 Security Deposit is required. This deposit does not secure your spot – only a signed lease agreement confirms your housing. |
| **2** | August 15-17 | **Rental Prepayment**  
In order to receive your lease agreement, you must pay the Rental Prepayment or be approved for the Housing Deferment. Once your lease agreement has been signed, your housing is secured. |
| **3** | August 2-12 | **E-Sign Your Lease**  
Lease agreements are sent electronically to you and your guarantor. You must sign the lease sent to you, and your guarantor must sign the lease sent to them. Once we receive both signatures, your housing is confirmed. A link to roommate matching through RoomSync is sent once your lease is signed. |
| **4** | August 15-17 | **Complete Check-In Forms**  
Please complete all necessary move-in forms. Completing the paperwork in advance will assist in a smooth and speedy check-in process. Anyone who has not completed their paperwork will be required to complete it at move-in. |

**MOVE-IN!!!**
BEFORE YOU ARRIVE

COMPLETE UC EXPRESS

Speed up your Move-In Day check-in process by completing your Move-In Paperwork TODAY! Take the time to complete your paperwork today and significantly decrease the amount of time you spend waiting at move-in. Complete your Move-In Paperwork by visiting https://bit.ly/2VgUJe7.

GET YOUR PVAMU PARKING PASS

Each resident that chooses to bring a vehicle their first semester is required to get a PVAMU Resident Parking Permit. Registering your vehicle is easy at www.pvamu.edu/parking/permits. Once you have completed the online registration process and your vehicle is registered, stop by the Parking Management Office located at Harrington Science Room 117 Monday through Friday, 8am – 5pm to pick up your permit.

CHANGE YOUR ADDRESS

Your new mailing address is:

PVAMU – Student Name (First, Ml, Last) (Bldg # – Room#)
P.O. Box 519 - 700 University Dr.
Prairie View, Texas 77446-0519

UNIVERSITY COLLEGE IS UNABLE TO RECEIVE MAIL FOR STUDENTS.

To obtain a private mailing address, please visit the Prairie View Post Office.

MAKE YOUR PAYMENTS

Residents must pay both the July and August installments prior to moving in; unless approved for the Housing Deferment. We encourage all residents to pay their installments by phone before move-in day to limit interaction and assist with social distancing at move-in. Residents will not receive keys to their unit until after both the July and August installments are paid.
**WHATS IN YOUR ROOM!**

<table>
<thead>
<tr>
<th>FURNITURE &amp; APPLIANCES INCLUDED</th>
<th>UTILITIES INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ REGULAR TWIN SIZE BED</td>
<td>✓ WiFi</td>
</tr>
<tr>
<td>✓ DRESSER</td>
<td>✓ WATER</td>
</tr>
<tr>
<td>✓ DESK &amp; CHAIR</td>
<td>✓ TRASH</td>
</tr>
<tr>
<td>✓ MICROWAVE</td>
<td>✓ ELECTRICITY</td>
</tr>
<tr>
<td>✓ MINI-FRIDGE</td>
<td></td>
</tr>
<tr>
<td>• Furniture in the unit cannot be removed</td>
<td></td>
</tr>
</tbody>
</table>

---

**WALLS & CEILING**

Adhesive hooks are suggested to hang items on walls - finishing nails are also allowed. You will be responsible for any damage or repairs needed. We ask that you do not mount your TV on the wall.

---

**SECURITY**

Residential Halls are locked 24/7, but don't forget to lock your door whenever you leave your room. Security is also onsite from 10PM-6AM daily.

---

**RENTERS' INSURANCE**

Residents are encouraged to secure renters' insurance for personal property. University College is not responsible for damage or loss of personal property. You can obtain such insurance at a minimal cost annually. As a resident of an American Campus Community, you are already pre-approved with GradGuard. Visit GradGuard.com/acc to learn more about renters insurance and how it can protect you this year.
### Bedroom
- Twin sheets
- Twin quilt/duvet
- Pillows
- Throws
- Mattress pad
- Pillow topper
- Bed risers
- Alarm clock
- Area rug
- Bulletin board
- Wall prints
- Poster frames
- Wall decals
- Picture frames
- Floor lamp
- Window panels
- Curtain rod
- Printer & ink
- Calendar
- Notebook & paper
- Pencils & pens
- Scissors
- Stapler
- Tape
- Binder clips
- Paper clips
- Thumb tacks

### Style
- Laptop/computer
- Lap desk
- Phone charger
- Headphones
- TV
- Apple TV/Fire TV
- Speaker or iHome
- Power strip
- Cord wraps
- Shoe organizer
- Underbed storage
- Stackable drawers
- Closet organizer
- Hanging rack
- Hangers
- Jewelry box
- Lock box/safe
- Combination lock
- Shower caddy
- Towel hook/rack
- Towels
- Washcloths
- Towel wrap
- Shampoo
- Conditioner
- Soap/bodywash
- Toiletries

### General
- Minimum emergency kit
- Safety pins
- 1M command hooks
- 1M velcro stripes
- Ear plugs
- Weekend bag
- Umbrella
- Flashlight
- Classes/cups
- Plates
- Bowls
- Eating utensils
- Can opener
- Water bottles
- Water filter
- Dish soap
- Drying rack
- Ironing board
- Iron or steamer
- Laundry bag
- Laundry detergent
- Dryer sheets
- Lint roller
- Vacuum
- Cleaning supplies

### COVID-19 Supplies
- Mask
- Face covering
- Face shield
- Gloves
- Reusable gloves
- Anti-bacterial soap
- Disinfectant spray
- Disinfectant wipes
- Hand sanitizer

**Recommended brands**
- Lysol
- Clorox
- Microban
- Purell

**Products that include**
- Alcohol
- Hydrogen Peroxide
- Bleach

*A list of Novel Coronavirus (COVID-19) fighting products is available here: www.tinyurl.com/covidproducts*
We recommend completing all paperwork and payments online prior to arriving for move-in. This will ensure a smooth and speedy process. **Each resident will be allowed to bring 2 guest during move-in.**

Be sure to wait in your vehicle until your move in time has arrived. Please park at the non-gated lot closet to your building for easier moving. Guests will be asked to leave at the conclusion of the move-in window. **All guests must wait in their vehicle until you have picked up your keys.**

**Keys will only be issued to the Resident.** Please be sure to have your Student ID or a photo ID ready. Once you pick up your keys, you may begin unloading your vehicle and moving in. **We recommend bringing your own dollies/carts as these resources will be limited during move-in.**

**Masks are strongly recommended for all residents and guests.** While masks are not required, they are recommended while you are checking in, in amenities, in the office, and in common areas around the property.
You will be assigned a specific move-in date and time range when you receive your Move-In Registration packet via email. Resident move-in will be staggered and will take place over 3 Days. This is to ensure physical distancing and reduced congestion.

### MOVE-IN SCHEDULE

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>Move-In Day 1</th>
<th>8AM - 11AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Move-In Day 1</td>
<td>1PM - 4PM</td>
</tr>
<tr>
<td>15</td>
<td>Buildings: 37, 40, 43, &amp; 46</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>Move-In Day 2</td>
<td>8AM - 11AM</td>
</tr>
<tr>
<td>16</td>
<td>Buildings: 36, 39, 42, 45, &amp; 48</td>
<td>1PM - 4PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Move-In Day 3</td>
<td>8AM - 11AM</td>
</tr>
<tr>
<td>17</td>
<td>Buildings: 35, 38, 41, 44, &amp; 47</td>
<td>1PM - 4PM</td>
</tr>
<tr>
<td>Monday</td>
<td>First Day of Class</td>
<td>Good Luck!</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the Move-In Registration Letter for your specific check-in date and time. If you have any questions, please contact the University College Business Office at 936.261.5990 or email us at UniversityCollegePV@AmericanCampus.com
**MOVE IN VOLUNTEERS**

In order to provide a socially-distanced and efficient Move-In experience, please know assistance from Move-In Volunteers will be limited in quantity and to Monday & Tuesday only. As a reminder, residents will be **limited to 2 guests** at Move-In. If possible, please consider reducing the amount of personal belongings you bring with you to campus. Doing so will help ensure you have a quick and easy unloading process.

---

**Welcome Week**

**August 30 - September 3**

Our resident events will look a little different this year but we are working hard and planning even more awesome events (PLUS some giveaways too!). Our goal is to keep our residents and staff engaged and socially distanced all in one. Be sure to follow us on our social media and check out our Move-In Newsletter to find out more about what we have in store for you this year!
You can help make Move-In a great first experience by reviewing the information we send you and checking to ensure you have completed everything required prior to coming to campus. Remember to always check your email for any communication from us.

August in Prairie View is very hot and humid! We will do everything we can to ensure your move-in is quick and easy. When you move-in, wear cool and comfortable clothing and stay HYDRATED! Move-In is a busy time on campus so please be patient and enjoy the experience!

1. Read your Move-In registration email in its entirety.

2. Arrive to campus on your designated date & time. Park in the designated lot closest to your building. Your guest should remain in the car.

3. Head into your assigned building to check in & pick up your keys.
4. Open your Network setting on your device and scan for available Wi-Fi. Choose the network named "UCollege WiFi". Enter in the password ViewA&M1. Be sure to remember the Network so your device automatically connects.

5. Call 1-844-347-4668 and speak to a Hotwire representative if you are having connectivity issues. Make sure to tell them you are a resident at University College in Prairie View!

6. Use your Electronic Key to unlock your front door.
   - Touch the key fob to the black reader at the front door of your building. It should light up green.
   - Using the same fob at your unit, insert the fob into the lock. Again, a green light should appear.
   - Once you see the green light, turn the lock to the open position.
   - Your door should unlock and you should turn the door handle to access your unit.

7. Inspect your unit and complete your unit condition form within 24 hours.
   - It is important to note that your Unit Condition Form does not replace a service request/work order.
   - For immediate maintenance assistance, please follow the directions on the table tent on the microwave.
   - For low priority work order, submit a service request through the Connect.StudentHousing.com website.

8. Connect to your wireless internet.
   - Open your Network setting on your device and scan for available Wi-Fi.
   - Choose the network named "UCollege WiFi".
   - Enter in the password ViewA&M1.
   - Be sure to remember the Network so your device automatically connects.

   Call 1-844-347-4668 and speak to a Hotwire representative if you are having connectivity issues. Make sure to tell them you are a resident at University College in Prairie View!

9. Unpack, decorate, and relax!
RENT INSTALLMENTS
Installments are due on the 1st of every month from July until April. Payments can be made in person, by mail, or online through PantherTracks. Acceptable forms of payment are: check, money order, and credit/debit card.

MEAL PLANS & DINING
Meal Plans activate on Monday, August 16th. University College residents are required to purchase a meal plan. To purchase your meal plan, please visit www.pvamu.edu/mealplan. They have resources to assist you with picking the right meal plan for you!

CABLE & INTERNET
Cable and Internet services are provided by Hotwire Communications. Call 1-844-347-4668 and speak to a Hotwire representative if you are having connectivity issues. Make sure to tell them you are a resident at University College at Prairie View!
Network: UCollege WiFi
Password: ViewA&M1

LAUNDRY
Laundry is included in university fees and is available in the building behind the UC Courtyard. To submit a work order for any laundry equipment, download the CSC Service Works app. Instructions located in the laundry room.

BIKE STORAGE
Bikes must be stored outside in appropriate bicycle racks. Any bicycle that is not attached to an appropriate rack is subject to removal. Bikes must not be stored indoors as it can potentially obstruct the entrance/exit to a unit or building.

GUESTS
Guests must be escorted at all times and must not be left alone inside any units or in the community. You are responsible for the behavior of your guests. Overnight guests are not permitted. Guest restrictions may be implemented due to COVID-19.

QUIET & COURTESY HOURS
Quiet hours are observed and enforced from 11 PM through 8 AM, to ensure that all residents have the ability to sleep and study. Courtesy hours are observed at ALL times to show respect for everyone living within the community.
HOW TO SET YOUR THERMOSTAT?

- Adjust your thermostat between 70 and 78 degrees, according to you and your roommates’ preference.

- Your FAN setting should always be on “Auto.”

- Set your SYSTEM to “Cool” during warmer months and “Heat” during cold months.

- When the battery icon appears, place a work order through Connect or call our office in order to replace the batteries before they go out.
SAFETY

University College takes many precautions to foster a safe living environment. As a member of our community, you will also play an important role in maintaining the safety of our community!

- You need to keep building doors shut at all times. Use your key fob to enter your specific building and do not let others follow you inside.

- Keep your room doors locked at all times and do not give your key to anyone else.

- Save the University Police Department’s number in your phone in case of emergencies: 936-261-1375.

SERVICE REQUESTS

You can submit any work orders or maintenance requests using our resident housing portal at connect.studenthousing.com.

- In the center of the page, Type in your First Name, Last Name and email address as is appears on your lease.

- Click on “Work Order” tab, select “My Jobs,” and hit the “Submit Work Order” button.

- Click on your Room Number, select the Category & Item and type up the description and possible cause of the issue.

- Enter any other comments on the page and click "Save Work Order."
MAPPING OUT YOUR NEW HOME

RESOURCES

Panther Card Office
pvamu.edu/auxiliarservices/panther-card

Counseling Services
pvamu.edu/healthservices/student-counseling-services/

Disability Services
pvamu.edu/disabilityservices

Financial Aid
pvamu.edu/faid

Health Services
pvamu.edu/healthservices

University Police & Parking Services
pvamu.edu/upd
SEE YOU SOON!

SERVICE REQUEST PORTAL
Go to www.connect.studenthousing.com

GET CONNECTED
@ThePVUC
@ThePVUC
/ThePVUC

VISIT US
Monday - Friday 8 AM to 5 PM
Saturday CLOSED
Sunday CLOSED

CONTACT US
936.261.5990
UniversityCollegePV@AmericanCampus.com
PO BOX 4449 | Prairie View, TX 77446
UniversityCollege-PV.com