Welcome to Middle Earth!

The Middle Earth staff would like to welcome you to your home for the next 9 months! We have a wealth of resources to help you make a smooth transition to college life and many staff members who are available to answer your questions. This guide will help you prepare for move-in weekend and for an exciting year. We look forward to seeing you soon!

Move-In weekend is September 21-23. Your check-in day and time are in your Room Assignment Email.

How Do I Check In?

Your assigned check-in day and time are specified in your Room Assignment Email. It’s important that you arrive during your assigned time window to avoid long lines and wait times. The check-in area is located in front of the Arkenstone Resource Center. See the map on page 3 for check-in, parking, and unloading areas.

Be sure to bring your picture ID, as it will be required to obtain your room key, to eat in dining commons, and to borrow a cart to move your belongings. Make sure your ID photo is not defaced in any way, as it will not be considered a valid ID. If you have not yet acquired your ID, get it at UCI Bookstore, open Sat, 11 a.m. – 5 p.m. and Mon – Fri, 8 a.m. – 5 p.m.

We request that parents and other family members wait outside of the check-in station in order to minimize congestion, and we recommend that you pick up your keys before unloading your vehicle.

The check-in process involves:

- Provide a picture ID.
- Completing your emergency and confidential contact information.
- Check in at the Move-In Check-In station.
- Signing out your room and hall keys.
- Receiving your Room Condition Report and instructions for its completion.
- Pick up your Middle Earth T-shirt!

What if I can’t move in during my assigned time?

If your assigned move-in time conflicts with personal commitments (observance of a religious holiday, significant travel distance, etc.), please contact the Middle Earth Housing Office at (949) 824-5976 before September 20th to make other arrangements.

After-hours check-ins will take place in the Gandalf’s Courtyard September 21 – 23, 4 p.m. – 10 p.m., or after September 23rd, 8 a.m. – 8 p.m. in the Middle Earth Housing Office. Please note that resources and staffing will be limited outside of move in times listed in the assignments email. Thank you for your patience.
Driving & Parking

To help alleviate traffic, please unload your car in the designated zone by hall location. (Refer to the map.) After unloading, move your car to the Anteater Parking Structure levels 3-7. Parking is free during move-in weekend.

Parking permits will be required starting Mon, September 24, 2018. Residents may purchase residential parking permits from the Parking & Transportation Office between 7:30 a.m. and 4:00 p.m. Mon-Fri or online at parking.uci.edu/permits. Visitors can purchase a guest permit at any parking kiosk.

Southbound on I-405 (toward San Diego)
• Exit right onto Culver Dr.
• Right onto Campus Dr.
• Left onto East Peltason Dr.
• Continue with directions below

Northbound on I-405 (toward Long Beach)
• Exit left onto Culver Dr.
• Right onto Campus Dr.
• Left onto East Peltason Dr.
• Continue with directions below

Directions Continued
• Right, after Pereira Dr., onto Middle Earth Service Road
• Unload on Middle Earth Service Road, then move your car to the upper level of the Anteater Parking Structure:
  • Right onto Pereira Dr.
  • Right onto East Peltason Dr.
  • Right at Anteater Dr. into the Anteater Parking Structure
Living in Middle Earth

Moving Carts
Carts will be available near the check-in location. We only have a limited number of carts, so we suggest that you bring a cart or dolly with you in order to make your move as quick and easy as possible.

Where Do I Eat?
Middle Earth has one dining facility: Pippin Commons. Meal plans begin with brunch (11 a.m. to 3 p.m.) and dinner (5 p.m. to 8 p.m.) on move-in day. You will be issued a meal coupon that will entitle you and three of your family members to enjoy brunch in Pippin Commons on the day you move in. There is a $12 fee for all other guests ($8 for children under 12) for move-in weekend only. Cash or credit card accepted. Dinner is for residents only. Your Student ID also serves as your meal card.

Dining Hours
Move-In Weekend:
Continental Breakfast: 9 a.m. – 11 a.m
Brunch: 11 a.m. – 3 p.m.
Lite Lunch: 3 p.m. - 5 p.m.
Dinner: 5 p.m. – 8 p.m.

Pippin Commons Hours:
Breakfast (Mon-Fri): 7:15 a.m. – 10 a.m.
Continental Breakfast (Mon-Fri): 10 a.m. – 11 a.m.
Lunch (Mon-Fri): 11 a.m. – 2 p.m.
Lite Lunch (Mon-Fri): 2 p.m. – 4:30 p.m
Dinner (Mon-Fri): 4:30 p.m. – 8 p.m.

Saturday, Sunday & University Holidays:
Continental Breakfast: 9 a.m. – 11 a.m.
Brunch: 11 a.m. – 2 p.m.
Light Brunch: 2 p.m. – 5 p.m.
Dinner: 5 p.m. – 8 p.m.

To ensure proper mail delivery, use the following address format:

Your Name
E. Peltason Dr., Irvine, CA 92617

Mail & Packages
All mail and packages for residents will be distributed through the Housing Office once the mail is processed. For packages you will received an email notification once it is processed. Notification for other mail will be intermittent. Please bring your student ID for mail and package pick up during normal office hours: Mon-Fri, 8 a.m. - 10 p.m. and Sat-Sun, noon – 10 p.m.

Laundry
Each hall has washers and dryers that operate using a credit or debit card.
Middle Earth Events

Welcome Week

Welcome Week is Monday, September 24th – Sunday, September 30th. During this week, several events will take place in Middle Earth and on campus: Look out for events such as Screen on the Green movie night, Late Night @ The ARC, Aldrich Park After Dark concert, and many more! Ask your CA or RA or watch for signs around the community for details. For information about campus events, go to www.welcomeweek.uci.edu.

Annual Events

Throughout the year our student and professional staff works hard to create fun and educational events for your hall, Fellowship, or the whole Middle Earth community: programs like Casino Night, The PAIR Talent Show, Semi-Formal, and Spring Fling. Participating in programs and classes offered in the community is a great way to meet new people and to enrich your college experience. We look forward to seeing you there!

Like us on facebook for up-to-date information on ME deadlines and events:
facebook.com/UCIMiddleEarth
Community Facilities

Tolkien Game Room
Mon–Thurs: 12 p.m. – 12 a.m. | Fri–Sun: 12 p.m. – 9 p.m.
- Pool Tables
- Ping Pong
- Foosball
- Air Hockey
- Games/Sports Equip
- Free textbook rentals

Housing Office
Mon–Fri: 8 a.m. - 10 p.m. | Sat-Sun: 12 p.m. - 10 p.m.
- Replacement Keys
- Mail and package distribution
- Room changes and contract cancellations
- Work order forms (housing.uci.edu/services/Work_Order.html)
- Lost and Found
- Appointments with Housing Staff
- Additional information regarding events and resources in Middle Earth and on campus

Middle Earth Expansion
The Middle Earth community has begun construction on new residential facilities adjacent to Ring Road. Construction will be occurring Mon - Fri starting 8 a.m. and on Saturdays starting 9 a.m. For more information, please visit housing.uci.edu/communitylife/me-expansion to find out more information about the construction and please look out for the weekly Middle Earth emails which will have important updates. For any concerns, please contact the Middle Earth Housing Office.

Gandalf’s Classroom
Located across from Pippin dining commons, below Gondolin hall, this SMART classroom is home to many of Middle Earth’s programs, as well as quarterly classes hosted for ME residents.

Quiet Hours
Weeknights: Sun 10 p.m. to Mon 8 a.m., Mon 10 p.m. to Tues 8 a.m., Tues 10 p.m. to Wed 8 a.m., Wed 10 p.m. to Thurs 8 a.m., Thurs 10 p.m. to Fri 8 a.m.
Weekends: Fri 11:59 p.m. to Sat 10 a.m., Sat 11:59 p.m. to Sun 10 a.m., 24 hours beginning at 5:00 p.m. on Friday of the 10th week of classes continuing through the end of finals.
University holidays follow weekend policy. Each community Housing Office may adjust quiet hours based on community needs.

Study Lounges
24 Hours
In addition to the study areas in each hall, there are two 24-hour study lounges in the community that are open only to residents: Arkenstone and Bucklebury, located near the Housing Office, offer comfortable and quiet group and private study spaces. Arkenstone provides academic resources, such as academic advising and peer tutoring, while Bucklebury doubles as a library and student-faculty interaction space.

Hydration Stations
There are hydration stations (filtered water dispensers) located in each hall and across from Bucklebury Study Lounge.

Residence Halls have wireless internet
Information at www.oit.uci.edu/resnet
Leadership & Employment

Each hall has a Resident Advisor (RA), who is available to address the needs and concerns of the residents and to support them in their personal growth – helping residents to develop skills in such areas as problem-solving, interpersonal communication, and conflict resolution. Middle Earth also has Academic and Community Excellence Programmers, who create programs focusing on academics; Community Assistants (CA) who foster community in Crickhollow, Evenstar, and Valimar; Managers and Attendants, who run the ME facilities; and Community Council, which plans programs and serves as a liaison to Student Housing. Below are some opportunities for leadership and employment in Middle Earth.

Middle Earth Attendant

Middle Earth Attendants work at Tolkien Game Room and the Housing Office. Attendants provide customer service to residents and guests, reserve rooms, check out keys and equipment, distribute mail, attend monthly meetings, and assist with programs and events. The application will be available during Fall quarter.

Let your CA or RA know, or contact the Housing Office if you are interested.

MECC Hall Delegate

Middle Earth Community Council (MECC) is a representative government for the ME community made up of elected Delegates from each hall. This resident forum plans events and influences the quality of programs, services, and facilities in Middle Earth.

Your hall needs you!
Ask your CA or RA how to become a Hall Delegate.
Middle Earth's professional staff team is dedicated to serving you. We all work together to create a positive and rich experience for all residents. If you have general questions about ME, please feel free to call (949) 824-5976, and the front desk will be happy to answer your questions or direct your call.

**Director**
Sharon Stead, Ph.D.  Director, Middle Earth Housing  (949) 824-7582  steads@uci.edu

**Residential Life Staff**
Yoo Mi Choi  Associate Director, Residence Life  (949) 824-5978  yoomi.choi@uci.edu
Vivian Luu  First Year Initiatives Coordinator  (949) 824-5512  luuvp@uci.edu
Roger Becker  Residence Life Coordinator  (949) 824-8969  beckerr@uci.edu
Yukio Nishida  Residence Life Coordinator  (949) 824-7583  ynishida@uci.edu
Amaris Tang  Residence Life Coordinator  (949) 824-5977  amarist@uci.edu

**Business Staff**
Jennifer Maitland  Office Manager  (949) 824-8532  jmaitlan@uci.edu
Alla Maximov  Business Manager  (949) 824-8068  maximova@uci.edu

**Operations Staff**
Suzanne Crane  Associate Director, Operations  (949) 824-3775  cranes1@uci.edu
Salomon Mojica  Asst. Custodial Supervisor  (949) 824-8258  smojicaa@uci.edu
Patrick Porter  Sr Building Maintenance Supervisor  (949) 824-8000  porterp@uci.edu
Josefina Vera  Asst. Custodial Supervisor  (949) 824-8787  jdvera@uci.edu
Jill Yang  Administration Assistant  (949) 824-2958  jill.y@uci.edu

**Maintenance or Custodial Issue?**
Submit a work order online at housing.uci.edu or visit the Middle Earth Housing Office.

**Important Housing Contract Information**
Withdrawing from UCI or moving out of your room does not automatically cancel your housing contract. The contract that you signed is a legally binding document. Call the ME Housing Office at (949) 824-5976 or Housing Admin Services at (949) 824-6811 for further clarification.

**Helpful Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Middle Earth Housing Office</td>
<td>(949) 824-5976</td>
<td>Mon-Fri: 8 a.m. – 10 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>Sat-Sun: Noon – 10 p.m.</td>
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<tr>
<td>Middle Earth Duty</td>
<td>(949) 824-4751</td>
<td>24 hours/day</td>
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<tr>
<td>Housing Admin Services</td>
<td>(949) 824-6811</td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
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<tr>
<td>Bookstore</td>
<td></td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
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<td></td>
<td></td>
<td>Sat: 11 a.m. – 5 p.m.</td>
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<tr>
<td>Financial Aid</td>
<td>(949) 824-8262</td>
<td>Mon-Fri: 10 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>(949) 824-6457</td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
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<tr>
<td>Student Life &amp; Leadership</td>
<td>(949) 824-5181</td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>(949) 824-5301</td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>(949) 824-7486</td>
<td>Mon-Fri: 7:30 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Police Department</td>
<td>(949) 824-5223</td>
<td>24 hours/day</td>
</tr>
<tr>
<td>Safety Escort Service</td>
<td>(949) 824-7233</td>
<td>24 hours/day</td>
</tr>
<tr>
<td>Admissions</td>
<td>(949) 824-6703</td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
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Living and Sleeping

- Sheets (XL Twin - 80” long)
- Pillow(s)
- Pillowcase(s)
- Blanket
- Bedspread/Comforter
- Clothes
- Alarm Clock
- Wastebasket
- Reading Lamp
- Posters
- Pictures/Frames
- Television w/Coaxial Cable
- Fan
- Umbrella
- Disaster Prep Kit

Suggestions for What to Bring

- Personal Computer or Laptop
- Ethernet Cable
- Surge Protector
- Printer/Ink/Paper
- Desk Lamp
- Personal Routers
- Dry Erase/Cork Boards (not allowed on int/ext doors)
- Candles/Incense
- Hangers
- File Folders
- Desk Organizer
- Bookends
- Pantry/Food Storage Bin
- Plate/Bowl
- Cup/Mug
- Set of Utensils
- Pots/Pans
- Electric Appliances
- Air Conditioners/Heaters/Sun Lamps
- Alcohol (Students Under 21 Years of Age)
- Pets
- Weapons of Any Kind
- Nails (puncturing walls/furniture prohibited)
- Drugs/Drug Paraphernalia
- Microwaves
- Drones
- Laundry Bag/Basket
- Detergent/Dryer Sheets
- Iron/Ironing Board
- Cleaners
- Vacuum/Duster/Broom
- Air Conditioners/Heaters/Sun Lamps
- Pets
- Weapons of Any Kind
- Nails (puncturing walls/furniture prohibited)
- Drugs/Drug Paraphernalia
- Microwaves
- Drones

1. Halogen lamps must be UL-approved and have a safety shield over the bulb
2. Automatic shut-off required on irons
3. Housing communities have vacuums available to check out. Housing custodial staff cleans kitchens, common rooms, and bathrooms, but not personal spaces such as bedrooms and Campus Village apartments.
4. Cooking supplies, food, and pantry storage bins are not as necessary for residents with meal plans (ie Mesa Court and Middle Earth); however, it’s still handy to bring a plate, bowl, mug, cup, and set of utensils for snacks, carry-out, and leftovers.
5. Toasters, coffee pots, rice cookers, etc. are only permitted in kitchen areas, not in student rooms.

What NOT to Bring

- Personal Routers
- Dry Erase/Cork Boards (not allowed on int/ext doors)
- Candles/Incense
- Wireless internet service now available
- Microwaves and refrigerators are available in the hall kitchens. Refrigerators in individual rooms are permitted if they are UL-approved and not larger than 4.3 cubic feet. Information regarding renting a “Micro-Fridge” (combination microwave, refrigerator and freezer) will be sent to residents by College Concepts Inc. in late August, or you can visit www.collegefridge.com for more information or to order a micro-fridge.

More on housing policies at housing.uci.edu/communitylife/Undergraduate_Policies.html