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 20-22. 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. UCI Student ID is preferred, however other valid photo IDs can be used for check-in. 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 Student 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. Unloading on Brandywine Service Road, Middle Earth Service Road, and 1st Floor of the Anteater Parking Structure is limited to 30 minutes. Longer term parking is available in the Anteater Parking Structure on floors 3-7.

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

If your assigned move-in time conflicts with personal commitments, please contact the Middle Earth Housing Office at (949) 824-5976 before September 19 to request an alternate move-in window.

International SPOP check-in will take place in the Gandalf’s Courtyard on September 17.

Move-in Weekend check-in (September 20-22) will also take place in the Gandalf’s Courtyard. Beginning on September 23, check in through the Middle Earth Housing Office.

General staffing will be provided from 9 a.m. - 5 p.m. on September 20-21 and from 9 a.m. - 3 p.m. on September 22. Staffing will be limited outside of those move in times.
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, September 20-22.

If you were planning to bring a car to campus this fall, please learn more about new parking regulations and complete your residential parking permit application here. To learn more about getting around without a car on campus, check out the Surviving UCI Without a Car guide!

Southbound on CA-73 (toward San Diego)
• Exit Left onto Bison Ave.
• Right onto East Peltason Dr.
• Continue with directions below

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
• Left onto Pereira Dr.
• Left (at T-intersection) onto Brandywine Service Rd.
• Follow the road as it curves to the right and uphill; go up the hill to turn around and park.
• Unload on Brandywine Service Road, and 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

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• 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

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• Continue with directions below

Middle Earth Service Road
Crickhollow, Evenstar, Oakenshield, and Valimar

Anteater Parking Structure
Aldor, Calminton, Gondolin, Grey Havens, Elrond, Quenya, Rohan, Shadowfax, Isengard, Rivendell and Snowbourn

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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.

Living in Middle Earth

Where Do I Eat?

Middle Earth has one dining facility: Brandywine 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 Brandywine 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.

**Brandywine 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.
- **Late Night (Mon-Thur):** 8 p.m. – 12 a.m.

**Saturday, Sunday & University Holidays:**
- **Continental Breakfast:** 9 a.m. – 11 a.m.
- **Brunch:** 11 a.m. – 3 p.m.
- **Dinner:** 3 p.m. – 5 p.m.

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

Your Name
E. Peltason Dr,
Irvine, CA 92617
Your Bldg #
Your Room #

Laundry

Each hall has washers and dryers that operate using a credit or debit card.

Mail & Packages

All mail and packages for residents will be distributed through the Housing Office once the mail is processed. For packages you will receive an email notification once it is processed. Notification for other mail will be sent weekly when the university is open (holidays excepted). 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.

Winter Break

Although the residence halls do close for winter break, for 2019-20, residents will have the opportunity to remain in their community during the winter break. There will be no additional cost for students who choose to stay during the winter break, but there will be a mandatory registration process. Service levels will be modified, but Housing staff will be present to ensure safety/security and manage building maintenance needs. More information will be shared (via email and on the Student Housing website) during fall quarter, and the registration window will open in November.
Middle Earth Events

Welcome Week

Welcome Week is Monday, September 23 – Sunday, September 29. 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 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!
Community Facilities

Middle Earth Expansion
As Middle Earth opens new towers (Laurelin and Telperion) in fall 2019, the redevelopment of Pippin Recreation Center begins as well. For more information, please look out for the weekly Middle Earth emails which will have important updates. For any concerns, please contact the Middle Earth Housing Office.

Study Lounges: Arkenstone Resource Center, Bucklebury Library, Wellinghall Study Lounge
24 Hours

In addition to the study areas in each hall, there are three 24-hour study lounges in the community that are open only to residents: Arkenstone, Bucklebury, and Wellinghall Study Pavilion. Located near the Housing Office, Arkenstone and Bucklebury offer comfortable and quiet group and private study spaces. Wellinghall is located on the 2nd floor of the Middle Earth Tower and has a variety of seating arrangements. Bucklebury doubles as a library and student-faculty interaction space.

Group Study Spaces
Cram, Nienna, Celebrant

In addition to the study lounges, smaller group study spaces are available on the 2nd floor of the Middle Earth Tower. Keys can be checked out at the Middle Earth Housing Office.

Gandalf’s Classroom & Athela’s Classroom
Gandalf’s (located across from Pippin Recreation Center) and Athela’s Classroom (located on the 1st floor inside Welling Hall Study Pavilion) are SMART classrooms and home to many of Middle Earth’s programs, as well as quarterly classes hosted for Middle Earth residents.

Housing Office
Mon–Fri: 8 a.m. - 10 p.m. | Sat-Sun: 12 p.m. - 10 p.m.
• Replacement Keys and Lockouts
• 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

Dome of Stars Multipurpose Room
Dome of Stars Multipurpose Room is home to programs and events hosted by the Middle Earth Community Staff. Additional evening study spaces will be hosted by the ACE Programmers in this space.

Sunlands Poster Room
The Sunlands Poster Room on the 2nd floor of the Middle Earth Towers is accessible through the Housing Office to make posters and other crafts for the Middle Earth Community.

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

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.

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. Office Leads and Attendants, who run the ME facilities; and Community Council, which plans programs and serves as a liaison to Student Housing. Management Team Assistants and Residence Life Assistants provide support for professional staff in the community. Below are some opportunities for leadership and employment in Middle Earth.

Middle Earth Attendant

Middle Earth Attendants work at our recreation spaces 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.

Job applications will be available during Fall quarter.

Let your 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 RA how to become a Hall Delegate.
Middle Earth’s professional staff team is dedicated to serving you. We 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

**Residence Life Staff**
- Yoo Mi Choi  
  Associate Director, Residence Life  
  (949) 824-5978  
yoomi.choi@uci.edu
- Vivian Luu  
  First Year Initiatives Coordinator  
  (949) 824-5976  
luuvp@uci.edu
- Roger Becker  
  Residence Life Coordinator  
  (949) 824-5976  
beckerr@uci.edu
- Yukio Nishida  
  Residence Life Coordinator  
  (949) 824-5976  
ynishida@uci.edu
- Mariana Ortega  
  Residence Life Coordinator  
  (949) 824-5976  
ortegam1@uci.edu
- Amaris Tang  
  Residence Life Coordinator  
  (949) 824-5976  
amarist@uci.edu

**Administrative Staff**
- Tentative  
  Office Manager  
  (949) 824-8532
- Alla Maximov  
  Business Manager  
  (949) 824-8068  
maximova@uci.edu
- Tentative  
  Administrative Analyst

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

**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.

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

**Helpful Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</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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<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>
</tr>
<tr>
<td>Housing Administrative Services</td>
<td>(949) 824-6811</td>
<td>Mon-Fri: 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>UCI Bookstore</td>
<td>(949) 824-4455</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>
</tr>
<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>
</tr>
<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>
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<tr>
<td>Parking and Transportation</td>
<td>(949) 824-7275</td>
<td>Mon-Fri: 7:30 a.m. – 4 p.m.</td>
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<tr>
<td>Police Department</td>
<td>(949) 824-5223</td>
<td>24 hours/day</td>
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<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>
</tr>
</tbody>
</table>
Move-In checklist
Suggestions for What to Bring

Living and Sleeping

- Sheets (XL Twin - 80” long and 38” wide)
- Pillow(s)
- Pillowcase(s)
- Blanket
- Bedspread/Comforter
- Clothes
- Alarm Clock
- Posters
- Pictures/Frames
- Television w/Coaxial Cable
- Fan
- Umbrella
- Disaster Prep Kit

Studying

- Surge Protector
- Printer/Ink/Paper
- Study/Desk Lamp
- Pens/Pencils
- Scissors
- Stapler/Staples

Organizing

- Hangers
- File Folders
- Desk Organizer
- Bookends
- Pantry/Food Storage Bin

Eating

- Plate/Bowl
- Cup/Mug
- Set of Utensils
- Pots/Pans
- Electrical Appliances

Showering

- Shower Caddy
- Soap/Shampoo
- Towels/Wash Cloths
- Hair Dryer
- Toiletries

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 (i.e. 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

- Electric Vehicles (skateboards, scooters, hoverboards etc.)
- Weapons of Any Kind
- Drugs/Drug Paraphernalia/non-prescription drugs
- Alcohol (Students Under 21 Years of Age)
- Open heating elements or flames
- Vaping Materials
- Tobacco Products
- Air Conditioners/Heaters/Sun Lamps
- Pets (except fish)
- Drones
- Personal Routers
- Dry Erase/Cork Boards (not allowed on int/ext doors)
- Nails (puncturing walls/furniture prohibited)
- Microwaves

6. Wireless internet service available
7. 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.