Welcome to Middle Earth

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September 25-29th, 2020
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!

1. COMPLETE ALL DOCUMENTS ONLINE PRIOR TO ARRIVAL

Complete all documents online prior to arrival: This includes your (1) emergency card, (2) confidential contact form, and (3) grade waiver. These forms will be emailed to you and need to be completed electronically prior to move-in. If you have any questions on how to complete the form, please contact middleearth@uci.edu.

2. STAY CLOSE TO HOME BEFORE YOU COME TO CAMPUS

For two weeks leading up to your move-in day, limit your in-person interactions to the people you live with, and complete the Daily Symptom Check as instructed in the app. During quarantine, leave your residence only to participate in essential activities (e.g., to purchase food, participate in low-risk outdoor recreational activities, or obtain healthcare services), and always wear a face covering and maintain at least 6 feet physical distancing. These measures are important to ensuring a smooth transition to living on campus.

3. ARRIVE DURING YOUR ASSIGNED CHECK-IN WINDOW

Move-in days and times have been assigned to ensure physical distancing and a healthy move-in process for all. We strongly encourage you to keep your assigned day and time if at all possible.

4. MOVE-IN HELPERS LIMITED TO TWO

Only two individuals will be allowed to enter the residence hall to assist new residents with moving in their belongings. Other family members may want to stay at home if possible, since they will not be allowed into the community.

5. GET ACQUAINTED IN YOUR ZOTPOD!

Students arriving on campus will be sequestered for 7 days. Sequestering means minimizing in-person interactions among students, faculty and staff, whether in the residence halls, dining facilities, classrooms, or other on- or off-campus locations where students congregate. Students should leave their on-campus residences only to participate in essential activities (e.g., to purchase food, participate in low-risk outdoor recreational activities, or obtain health care services), and always wear a face-covering and maintain at least 6 feet of physical distancing.

6. FOLLOW ALL GUIDELINES FOR COVID-PREVENTION

Residents will be expected to follow all Covid-prevention policies, including wearing of face-coverings, observing occupancy limits in common spaces, and a ‘no guests’ policy for residence halls and rooms. In-person social gatherings are prohibited. Violations of Housing guidelines will be managed as conduct infractions.
Move-In weekend is September 25-29. Your move-in day and time are in your assignment email.

How Do I Check In?

There will be a drive-through move-in process in parking lot 18R, next to the ground level of the Anteater Parking Structure. (location noted on map below). We ask that all residents and family members remain in your vehicle through the process. Our staff will meet you at your vehicle and will check you in and provide you with your key card and student ID.

Based on your hall assignment, our staff will direct you to the best location for parking. Please remember only two individuals will be able to enter the residence hall to assist residents with moving in their belongings.

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

All move-in times were intentionally assigned to support physical distancing and the health and wellness of residents and their family members. If you cannot make your assigned time, please contact the Middle Earth Housing Office (middleearth@uci.edu) by Friday, September 11th. Be sure to email from your UCI account and include your UCINet ID.

Please note: It will be very difficult to change your move-in day and time, so please make every attempt to adhere to the day and time you were assigned. We may not be able to accommodate all requests. Students who arrive to check-in at a time other than the one assigned may be required to wait.

Residents also have the option to move in after Tuesday, September 29th. You must email the Middle Earth Housing Office at middleearth@uci.edu to make arrangements for your late arrival.
Driving & Parking

Drive ahead to parking lot 18R, next to the ground level of the Anteater Parking Structure and follow ME Curbside Check-in signage. There will be staff available to assist with move-in.

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!

Anteater Parking Structure

<table>
<thead>
<tr>
<th>Southbound on CA-73 (toward San Diego)</th>
<th>Southbound on I-405 (toward San Diego)</th>
<th>Northbound on I-405 (toward Long Beach)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exit Left onto Bison Ave.</td>
<td>• Exit right onto Culver Dr.</td>
<td>• Exit left onto Culver Dr.</td>
</tr>
<tr>
<td>• Right onto East Peltason Dr.</td>
<td>• Right onto Campus Dr.</td>
<td>• Right onto Campus Dr.</td>
</tr>
<tr>
<td>• Left at Anteater Dr., into Anteater Parking Structure</td>
<td>• Left onto East Peltason Dr.</td>
<td>• Left onto East Peltason Dr.</td>
</tr>
<tr>
<td>• Unload on the first level, then park you car on the upper levels</td>
<td>• Right at Anteater Dr., into Anteater Parking Structure</td>
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</tr>
<tr>
<td></td>
<td>• Unload on the first level, then park you car on the upper levels</td>
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</tbody>
</table>

Moving Carts

Carts will be available at the bottom of APS (Anteater Parking Structure) 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?
Brandywine Commons is the dining facility located within Middle Earth. Your student I.D. will serve as your meal card for entry into the dining commons. Only students will be allowed access to the dining hall at this time. No guests will be allowed.

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.

**Saturday, Sunday & University Holidays:**
- **Continental Breakfast:** 9 a.m. – 11 a.m.
- **Brunch:** 11 a.m. – 3 p.m.
- **Dinner:** 3 p.m. – 8 p.m.

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 Buckleberry Mailroom 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, 10 a.m.- 8 p.m. and Sat-Sun, noon – 8 p.m.

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

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

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

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

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

Winter Break
While we hope that all students are able to enjoy winter break away from campus, resident will have access to their rooms over the break. There is no additional cost for remaining in housing during the break, but service levels will be modified. Housing staff will be present to ensure safety/security and manage building maintenance issues. More information will be provided in November, including instructions for notifying Housing if you intend to remain on-campus during any portion of the winter break.

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.

Housing Office
Mon–Fri: 8 a.m. - 11 p.m. | Sat-Sun: 10 a.m. - 11 p.m.
• Replacement Keys and Lockouts
• 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

Housing Live Stream
September 17th
5pm
CLICK HERE FOR MORE INFO
MIDDLE EARTH
PROFESSIONAL STAFF

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
Amy Willingham  Office Manager  (949) 824-8532  willinga@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
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  Administrative Assistant  (949) 824-2958  jill.y@uci.edu
Gabriel Plateros-Flores  Assistant Custodial Supervisor  (949) 824-9647  platerog@uci.edu
Luis Flores  Assistant Custodial Supervisor  (949) 824-9640  lfloresz@uci.edu

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>
</tr>
<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>
</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>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>(949) 824-7275</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>
</tr>
</tbody>
</table>
Don't Overpack! You can always bring more belongings at a later date, and you can pick up some supplies locally. Packing light means fewer belongings to carry from your car on move-in day.

### Health & Wellness
- Supply of Face Coverings
- Hand Sanitizers
- Disinfectant Cleaning Supplies
- Thermometer for Temperature Monitoring
- Self-isolation “go-bag”
  - (Quarantine “Go Bag” containing essentials for temporary relocation in the event of illness/Covid testing)

### Living & Sleeping
- Sheets (XL Twin - 80" long and 38" wide)
- Pillow(s)
- Pillowcase(s)
- Blanket
- Bedspread/Comforter
- Alarm Clock
- Television w/Coaxial Cable
- Fan
- Umbrella
- Disaster Prep Kit
- Folding Chair
  - (For use at outdoor (physically-distanted) gatherings)

### Studying
- Surge Protector
- Printer/Ink/Paper
- Study/Desk Lamp¹
- *Undergraduate communities now have wireless internet*
- Pens/Pencils
- Scissors
- Stapler/Staples

### Cleaning
- Laundry Detergent
- Iron²/Ironing Board
- Cleaners
- Vacuum/Duster/Broom²

### Organizing
- Hangers
- File Folders
- Desk Organizer
- Bookends
- Pantry/Food Storage Bin⁴

### Eating
- Plate/Bowl
- Cup/Mug
- Set of Utensils
- Pots/Pans⁴
- Electrical Applicances⁵

### Showering
- Shower Caddy
- Soap/Shampoo
- Towels/Wash Cloths
- Toiletries
- Flip flops (for use in the shower)

### 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 Routers⁶
- Dry Erase/Cork Boards
  - (not allowed on int/ext doors)
- Nails (puncturing walls/furniture prohibited)
- Microwaves⁷

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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.
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](http://www.collegefridge.com) for more information or to order a micro-fridge.

More on housing policies at [housing.uci.edu/communitylife/Undergraduate_Policies.html](http://housing.uci.edu/communitylife/Undergraduate_Policies.html)