

A Walk in Her Shoes



ANDREWS HALL
2008-2009

EASTERN ILLINOIS UNIVERSITY

WELCOME

The staff of Andrews Hall would like to extend a warm welcome to you as we start this exciting new adventure together. The college years are some of the most defining and memorable of your entire life. We want to help make them some of the best.

This handbook is intended to help you by providing numbers, guidance, campus information, and much more, including answering any questions you may have. Please read it and keep it handy. In addition, it is requested that you read the Housing Handbook, since you will be held accountable for all its information. Please understand that the information in this handbook is accurate at the time of printing, and is subject to change without notice.

Andrews Hall, an all female residence hall in the South Quad of campus, opened in 1964 and was named after Franklyn L. Andrews of the English Department. Andrews Hall was the first high rise building of nine floors to be built on the campus of Eastern Illinois University. With a capacity of 480 residents, Andrews Hall is a location of constant activity, yet possesses quiet areas conducive for studying. On each of the floors you will find a Resident Assistant (RA) who is ready and willing to help you with questions or problems you face as you live here in Andrews. RAs are responsible for providing residents with personal, academic, and community programming to enhance each student's experience in Andrews Hall and at Eastern Illinois University. In addition to the RAs, Andrews Hall also has two professional Housing staff members ready to assist you in any way they can as well as a hall secretary who works during the day every Monday through Friday.

FALL 2008/SPRING 2009 RESIDENTIAL LIFE STAFF

Zuri Thurman, Resident Director	581-7805
Laura Vietmeyer, Associate Resident Director	581-7688
Michele Jones, Hall Secretary	581-3759

RESIDENT ASSISTANTS (RAs)

204	Krystina Allbritton	581-2044
327	Lindsay Woods	581-2442
404	Lindsey Woodcock	581-2450
527	Brittany Kraft	581-2848
604	Bailey Murphy	581-2942
727	Amy DeRuiter	581-3340
804	Leslie Berkel	581-3320
904	Melissa Maffiola	581-3553



The information in this Welcome Book is intended to give you a clear perception of what you can expect as a resident of Andrews Hall.

The information in this Welcome Book is current as of the time of printing.

Those of us on staff in Andrews Hall are all here to help you with your transition to EIU and we hope your stay in Andrews Hall generates great friendships, priceless memories, and developmental experiences! Enjoy your year!

PANTHER DINING

Panther Dining operates many different locations across campus. The meal plan you selected with your Housing contract will allow you to access these options. The “*Meal Swipes*” component of your meal plan gives you access to the residential dining centers at a 20% discount of the cash/guest price. Since unused swipes are not carried over to the next week, you should use all your allotted swipes each week. The “*Dining Dollars*” component of your meal plan gives you access to all Panther Dining operations. You may use these dollars to purchase entry to the residential dining centers (at a 20% discount off the cash/guest price) or to pay for items at the University Food Court and the Marketplace Convenience Center. All purchases with Dining Dollars are tax-free! Dining Dollars are good for the entire academic year. If you run out of Dining Dollars, you may purchase more by going to the Office of University Housing and Dining Service located in the Union.

MENU HOTLINE

Call 581-FOOD (3663) for food selections being served each day at all of the Panther Dining locations across campus. You may also find them on the Dining Services web site (www.eiu.edu/~dining).

PANTHER CARD

Your Panther Card is encoded with the meal option you chose with your Housing contract. For your protection, the Dining Service staff is required to confiscate any card not used by the owner. For further information please visit their website at:

<http://www.eiu.edu/~campusid/home.htm>



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ANDREWS HALL COUNCIL

Are you looking for a way to get involved here at Eastern? Andrews Hall Council is one of the best ways for you to start to make your mark! Andrews Hall Council is the governing board for the hall. They have four main purposes: (1) to foster a hall-wide community, (2) to discuss hall issues, (3) to provide feedback to the Housing Staff, and (4) and most importantly, to have fun!

Elections will be held one of the first few weeks of school. We also have several and committee chairperson positions available and you can always serve as a floor representative as well. Open committee chairperson positions include the Recognition Committee, the Special Events Committee, the Multi-Cultural Committee, and the Hall Improvements Committee. If you are interested in making a difference, Hall Council is a great place to start. Even if you do not want to be an Executive Officer,

VISITATION

Visitation hours in Andrews Hall are Monday through Thursday 11am to 11:55pm and from 11am Friday morning to 11:55pm Sunday Evening. You must escort all Male guests in common areas of Andrews Hall, and male guests are only allowed to use restroom designated for males which is located on the first floor or in the Andrew’s Hall basement.

FIRE ALARMS & FIRE EVACUATION

You must always evacuate the area whenever the fire alarm is activated – even if you are aware that it is a drill or a false alarm. Do not use the elevators. All residents will be directed by staff to move at least 100 feet from the building. The Emergency location for Andrews residents is in the south quad, please immediately report to this location during fire evacuations. No one will be allowed into the building until the Charleston Fire Department has cleared the building for re-entry. When Fire Department personnel declare the building safe, all residents will be allowed to return to the building.

Failure to evacuate during a fire alarm is grounds for immediate suspension from University Housing, a fine, or possibly suspension from the University. Maliciously pulling a fire alarm is a **felony offense**. In addition to any criminal charges, those responsible for a malicious false alarm are subject to immediate removal from the University.

TORNADO RELOCATION

When the emergency service siren for Coles County sounds, it is recommended that all students and staff relocate to the basement of Andrews Hall as soon as possible. **DO NOT USE THE ELEVATORS.** In cases of immediate danger, move to an interior part of the floor, away from glass, and sit down with your hands over your head. Usually when a Tornado Warning is issued for the immediate Charleston Area the Andrews Hall staff will notify the floors that it is prudent to relocate to the basement.



EMPLOYMENT OPPORTUNITIES

One of the best perks with living in University Housing is the ability to have a PAID job right here in your home! Listed below are some possible ways you can earn money while living right here in Andrews!

Desk Assistant

The Desk Assistants are responsible for working around 8-10 hours per week, and one to two weekends each month. The duties of this position include checking out equipment, sorting mail, answering the phone, making change, and most importantly, acting as a resource for our residents and guests. This paid position may have openings at the start of the school year. Inquire at the Front Desk.

Night Assistant

Night Assistants serve as a resource for residents and as extra security in the late night and early morning hours. Rotating shifts allow for anywhere between 5-20 hours of work per week. The position is paid and has immediate openings. If you are a night owl, pick up an application from their main office in Taylor Hall.

Dining Services Employee

Dining Service is looking for enthusiastic, hard-working people to work for them in a variety of paid positions with flexible hours. If you are interested, contact Dining Services for an application.

Building Service Worker

The Building Service Workers (BSWs) are the people who clean Andrews Hall on a daily basis. They work hard to keep the living environment clean and comfortable. They are looking for students to help with specific jobs. If you are hard-working and responsible, contact the BSW Sub-Foreman for more information. The Sub-Foreman is located in the basement of Andrews near the elevators. If you are unable to locate the BSW Sub-Foreman, contact the Front Desk.

MAINTENANCE REQUESTS

Should you find a problem with the condition of your room or some part of your floor, please notify the Hall Secretary at the front desk or submit your request via the following website: http://www.eiu.edu/~housing/andrews_wo.php. Do NOT attempt repairs yourself. Only the appropriate University personnel may make repairs to your room. Should the repair not be handled in a timely fashion, please contact the Hall Secretary M-F 8-noon or 1-4.



you can have various levels of involvement, and you are always welcome to participate in meetings. Look for posters describing Hall Council or talk to your RA! Do not let this exciting opportunity pass you by!

HALL ACTIVITY FEE

During check-in you had the option of paying a Hall Activity Fee. That fee is budgeted and used by the Andrews Hall Council to provide programming to residents and buy supplies for the Front Desk such as cooking equipment, and more (*see section on Front Desk*). This one-time fee covers an array of programming and other benefits available to Andrews Hall residents all year long! If you have any questions about the Hall Activity Fee, please contact an Andrews Director.

MAIL

Mailboxes are located to the west of the Andrews Hall Front Desk and can be opened with your room key. Stamps may be purchased and outgoing mail can be sent from the Front Desk as well. The mailing address is as follows (please be aware that without this complete address, mail could be delayed or lost):

[Your Name]
[Your Room Number] Andrews Hall
2150 7th Street
Charleston, IL 61920



ROOM ASSESSMENT & RESPONSIBILITY

When you check in, you need to review your “Room Assessment & Responsibility” sheet. This sheet should list the general condition of your room. Make sure that any room damages are listed on the sheet. Return this sheet to your RA promptly! When you check out of Andrews Hall, you may be asked to pay for damages to the room that you have not listed on the sheet; therefore, it is important to be very detailed in your initial assessment of the room.

FURNITURE

All furniture present in your room at check-in must stay in your room at all times. This means that you may not remove beds, chairs, lamps, or any furniture from your room! Furthermore, miscellaneous furniture found in lounges will be removed and residents will be responsible for replacement costs. University furniture originally in the lounges and common areas must also stay in these areas.

INTERNET CONNECTION (ETHERNET)

Each room has two separate Ethernet ports (Triple rooms have four). If your computer is equipped with a compatible 10-100 LAN Ethernet card and you have a Category 6 (CAT 6) cable, you should be able to access the Internet 24-hours a day. If you need to purchase a Category 6 cable, you may do so at the Front Desk. If you have problems making your connection, please contact the Front Desk at 581-3750.

ROOM TELEPHONE

Each room in Andrews Hall has a phone jack. The live phone line is located with your Ethernet and cable connections. From this phone line you may make free campus and local calls. If you would like to make long distance call you will need go to the telecommunications office and obtain a PIN. The charges you make using your PIN will be billed to you each month. Do not give others access to your PIN as you will be responsible for any long distance charges. **You must dial 1 and then the complete 10-digit number (area code with number) when dialing outside of the 217 area code.** Additionally, your phone line comes with call waiting and speed dialing. Voicemail and Caller ID are other services available on your phone line for a fee. Please contact the Telecommunications Office at 581-5951 for more information. If you decide not to use your room phone as your primary phone, or if you do not have voicemail or an answering machine set up, please add your cell phone number to your data card located at the front desk. (This would only be used for emergency purposes and would never be given out.)



ANDREWS HALL FRONT DESK

The main purpose of the Andrews Hall Front Desk is to serve the residents of Andrews Hall and their visitors. The Andrews Hall Secretary and student desk assistants are ready to help you and offer a variety of services to meet your needs. Some of the services offered include checking out equipment, sorting mail, handling student packages, making change (up to \$10 max, and \$3 in coins), serving as an information source for telephone numbers and campus questions, submitting maintenance requests, and most importantly, offering a friendly face for you and your guests.

EQUIPMENT CHECK OUT

The Andrews Hall Front Desk has the following items available for you to check out. Unless otherwise noted, there is no fee for these items. The number of items that may be checked out to one resident at the same time may be limited. In order to check out these items you must be a resident of Andrews Hall and have paid your Hall Activity Fee. Equipment Available at the Front Desk Includes:

- Cooking equipment (e.g. pots, pans, utensils, and bowls)
- Sporting equipment (e.g. basketballs, footballs, Frisbees, and tennis equipment)
- Board games and cards
- Vacuums
- Moving carts
- Piano room key for access to the piano room
- Pool equipment (There is a minimal fee of \$0.25 for every 15 minutes of play, which equals \$1 per hour.)

CASH TO CHIP MACHINE

In order to add money to your Panther Card, you must use a *Cash to Chip* Machine. These are located in various places throughout campus. There is one conveniently located in the Andrews Hall lobby, next to the Front Desk. If you have difficulty with the operation of this machine, you can ask for help at the Front Desk.

LAUNDRY FACILITIES/COOKING FACILITIES

For your convenience, there is a laundry room with two washers and two dryers located on each floor of Andrews Hall. Also located in the laundry rooms are a double sink, drying racks, aluminum can recycling bins, and the trash chute for easy disposal of garbage. Microwaves and ovens are also located on several floors there is also an additional cooking area in the Andrews basement. Please keep all common areas clean and respect all aspects of your community, or this privilege can be taken away.

