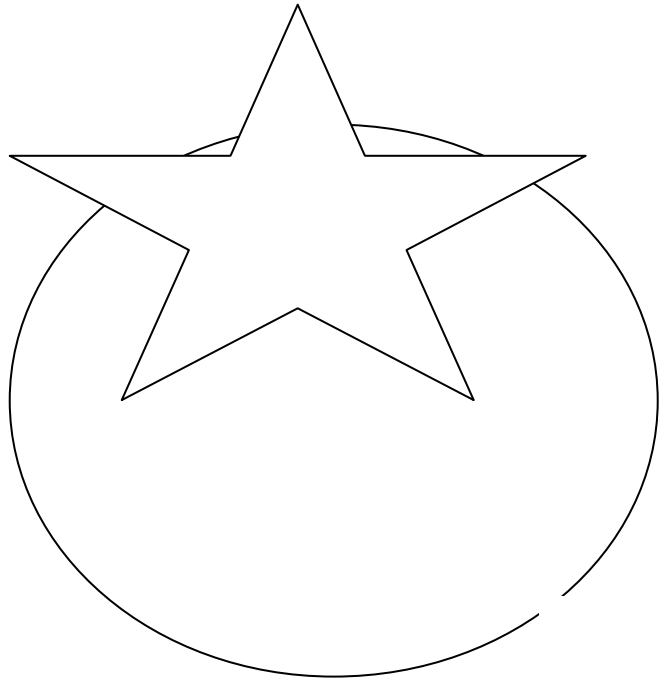


Find your place  
among stars

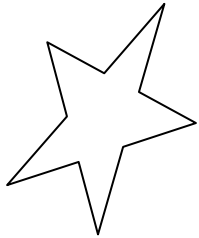
# Carman Hall

Resident Handbook 2008-2009





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## Welcome

The staff of Carman Hall would like to extend a warm welcome to you as we start this exciting year 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.

Hopefully this handbook will answer many of your questions. Please read it and keep it handy during your stay with us. In addition, it is requested that you read the Housing Handbook. You ARE held responsible for all the information in that handbook. Please understand that the information in this handbook is accurate at the time of printing, and is subject to change without notice.

Carman Hall is a large, twin-tower building that is home to over 700 co-ed residents. By far most of the people living in Carman are new to Eastern; most are also freshmen. The North Tower has nine female residential floors (2-10) while the South Tower has eight male residential floors (2-9). On each of these floors you will find a Resident Assistant, or RA, who is ready and willing to help you with questions or problems you face as you live here in Carman. In addition to the RAs, Carman also has four professional housing staff members ready to assist you in any way they can.

## Carman Hall Mission

Carman Hall will facilitate an environment conducive to academic persistence, personal responsibility and social connectedness. Students will be introduced to a diverse community of individuals, a variety of resources and opportunities, and the skills necessary to achieve success.

## Fall 2007 Residential Life Staff

Quiana Stone, Complex Director	7689
Jessica Ward, Resident Director	7693
Nate Pauley, Associate Resident Director	7690
Alisha Scaggs, Associate Resident Director	7692
Stephanie Mathis, Senior Staff Assistant	5278
Lindsey Hunter, Hall Secretary / Front Desk	5441/5442

### Resident Assistants (first 3 digits of all phone numbers is '581')

Marni Hussey, 2 N	5768	Robert Jones, 2 S	6103
Lauren Gilligan, 3 N	5630	Cody Czmyr, 3 S	5123
Courtney Zike, 4 N	5444	Jarvis Hudson, 4 S	5863
Shelby Springer, 5 N	5265	Kyle Lennon, 5 S	5628
Heather Sea, 6 N	5164	Drew Curtis, 6 S	6167
Jessica Klingler, 7 N	3991	Ryan Doyle, 7 S	6137
Jantelle Horton, 8 N	3868	Maxwell Van Byssum, 8 S	6142
Ashley Mayer, 9 N	5128	Roger Reeter, 9 S	5867
Jillian Vokral, 10N	5331		

## **Things to know as you move in:**

### **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 Carman Hall, you may be asked to pay for damages to the room that are not listed on the sheet. It is important to be 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. Miscellaneous furniture found in lounges will be removed and residents will be responsible for replacement costs. Lofts are NOT permitted in the rooms as all rooms have the modular furniture. University furniture originally in the lounges must stay in the lounges.

### **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 with making your connection, please contact the Front Desk.

### **Activity Fee**

Upon check in you paid a Hall Activity Fee. Your fee is then budgeted and used by the Hall Council to provide programming to residents, buy supplies for the Front Desk such as games, magazines, cooking equipment and more (see *section on Front Desk*). This one time fee covers an array of programming and other benefits available to Carman Hall residents all year long!

### **Carman Hall Council**

Are you looking for a way to get involved from the beginning of your time here at Eastern? Carman Hall Council is one of the best ways for you to start making your mark! Carman Hall Council is the governing board for the hall. They have four main purposes: to foster hall-wide community, discuss hall issues, provide feedback to the Housing Staff, and most importantly to have fun! If you are interested in making a difference, Hall Council is a great place to start. Even if you don't want to be an Executive Officer, you can have various levels of involvement, and you are always welcome to participate. Look for posters describing hall council or talk with your RA! Don't let this exciting opportunity pass you by.

## Carman Hall's Front Desk

The Carman Hall Front Desk's main purpose is to serve the residents of Carman Hall and their visitors. The desk is staffed by the Carman Hall Secretary and student workers who are ready to help you. The desk offers a variety of services to meet the needs of the residents, including the following: equipment check-out, sorting mail and handling student packages, making change, information source for telephone numbers and campus questions, a place to turn in maintenance requests, and a friendly face for residents and guests.

### Equipment Check-Out

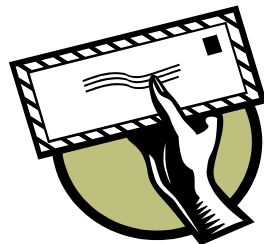
The Carman Hall Front Desk has the following items available for Carman Hall residents to check out. Unless otherwise noted, there is no fee for these items. Residents must present their activity card with a valid picture ID to borrow items. The number of items that may be checked out to one resident at the same time may be limited. Again, you **MUST** live in Carman Hall to check-out these items:

- Cooking equipment (pots, pans, utensils, bowls)
- Sporting Equipment (basketballs, footballs, frisbee, tennis equipment)
- Board games and cards
- Vacuums
- Moving carts
- Piano Room Key for access to piano room (Note: a time limit may be imposed if needed.)
- Ping Pong Equipment
- Pool Equipment (there is a minimal fee of 25¢ for every 15 minutes of play, this equals \$1 per hour)

### MAIL

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

Chris Doe  
123 Carman Hall  
2207 9<sup>th</sup> Street  
Charleston, IL 61920-4260



## Maintenance Requests

Should you find a problem with the condition of your room or some part of your floor, please notify the Front Desk or you can make a request for repairs on-line by visiting [http://www.eiu.edu/~housing/carmen\\_wo.php](http://www.eiu.edu/~housing/carmen_wo.php). The Carman Hall Secretary will call in your request and track it to make sure the appropriate people have handled it. **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 let the Secretary know so its status can be checked for you.

## Services in Carman Hall

### Cash to Card Machine

In order to add money to your Panther Card you must use Cash to Card Machines. These are located in various places throughout campus. There is one conveniently located in the Carman Hall lobby, next to the water fountain.

### Copy Machine

Carman Hall has a copy machine located in the main lobby. The cost for each copy is 5¢. You must use your Panther Card with this copier. Should you have any problems with the copy machine, consult the Front Desk.

### Laundry Facilities

In the basement of Carman Hall, there is a laundry room with 12 washers and 12 dryers for student use. In addition to this facility, in the North Tower on floors 8, 9, 10 and in the South Tower on floors 7, 8, 9 there are rooms with two additional washers and dryers. Carman Hall residents may use any of these laundry facilities at a cost of \$1.25 to wash. The dryers are free! Wash machines use only the Panther Card.

### Lounges

Each floor in Carman Hall has a lounge. Inside the lounge is a kitchenette, which has a range, small refrigerator, and oven. There is also a large table and couches – perfect for socializing or studying! Please keep this area clean and respect all aspects of your lounge, or this *privilege* can be taken away. Please note, from time to time it is necessary to use the lounge as temporary overflow housing for residents.

### Room Telephone

Each room in Carman Hall has a phone jack. The phone line is located in the same box as your Ethernet connection and cable. From this phone line you may make free campus and local calls. **You must dial the complete 7-digit number for all calls, on or off campus. Dialing 9 is not needed when dialing on or off campus.** To make long distance phone calls, you will need

to contact the Telecommunications office to receive a PIN. The charges you make using your PIN will be billed to you each month. Additionally, your phone line comes with call waiting and speed dialing. Voice mail and Caller ID are other services available on your phone line. Please consult the Telecommunications Office at 581-5951 for more information.

## **Employment Opportunities**

One of the best perks with living in University Housing is the ability have a PAID job right here where you live. Here are some common ways you can make some cash while you live here in Carman.



### **Desk Assistant**

The people who work at the desk 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 has immediate openings at the start of the school year. Inquire at the Front Desk.

### **Night Assistant**

The Night Assistants serve as a resource for residents and as extra security in the early morning hours each night. The 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.

### **Dining Service**

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

### **Building Service Worker**

The Building Service Workers (BSWs) are the people who clean Carman Hall on a daily basis. They work hard to keep the living environment clean and comfortable. They are looking for student help to do specific jobs. Contact the Front Desk if you are unable to locate the BSW Sub-Foreman.

## **Panther Dining**

Panther Dining operates many different locations across campus. The meal plan that you selected with your housing contract will allow you access to the variety of options Panther Dining has to offer.

The “meal swipes” component of your meal plan give you access to the residential dining centers at a 20% discount off the cash/guest price. Your swipes are to be used on a weekly basis. Any unused swipes are not carried over to the next week.

The Dining Dollars component of your meal plan give you access to all Panther Dining operations. You may use them 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 either of the two Marketplace Convenience Center. Dining Dollars are good for the entire academic year. If you run out of Dining Dollars, you may purchase more by going to the Dining Services Office on the First Floor, West Side of the Union.

Hours of operation are posted outside the Carman Dining entrance for all the centers and convenience stores across campus.

## **Menu Hotline**

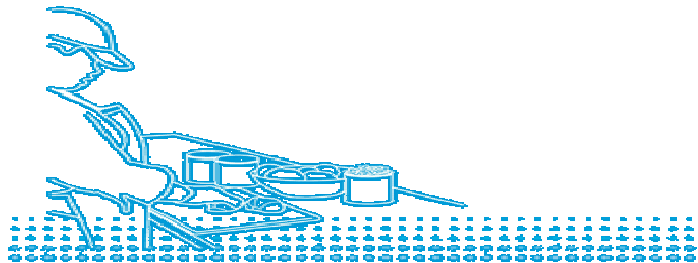
Call 527-FOOD (3663) for information on the food selections being served for the day at all of the Panther Dining locations across campus. Or find them on the Internet via the Dining web site ([www.eiu.edu/~dining](http://www.eiu.edu/~dining)).

## **Panther Card**

Your Panther Card is encoded with the meal option you chose on your Housing Contract. For your protection, the Dining Service staff is required to confiscate any card not used by the owner.

## **Guidelines for Panther Dining**

Shoes and shirts must be worn at all times. Smoking is not permitted in any dining center. Excessive mess or damage in a dining center (i.e. food fight) is prohibited.



## Emergency Procedures

### Fire Alarms & Fire Evacuation

Carman Hall's fire alarm system is divided into three areas: the North Tower, the South Tower and Dining Service. Usually only one area will sound if there is a fire or an alarm. You must 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 to the North side of the building, by the pond and Greek Court parking lot, at least 100 feet from the building. 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, residents will be directed by the Carman Hall Director on Duty to re-enter 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 Carman 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** (not Watch) is issued for the immediate Charleston area the Carman Hall staff will notify the floors that it is prudent to relocate to the basement.