



ETSU HOUSING AND RESIDENCE LIFE **MOVE-IN GUIDE**



EAST TENNESSEE STATE
UNIVERSITY

Housing and Residence Life

WELCOME TO EAST TENNESSEE STATE UNIVERSITY

Hello, and welcome (or welcome back) to East Tennessee State University. We are thrilled that you have chosen to live with us in on-campus housing.

As a department, we strive to make on campus living a student's best choice for their education and personal growth. We provide facilities, programs, and services that:

- Establish a setting that enables learning to take place
- Are affordable, enjoyable, safe, and well-maintained
- Motivate students to participate in campus activities
- Connect academic work and resident living experiences to maximize learning and development

- Establish and foster a diverse, interactive learning community

We are proud of the team of professional and paraprofessional (student) staff who work together throughout the year to support our on-campus communities. We hope you take time to get to know us this year, and take advantage of the opportunities to maximize your Buccaneer Experience.

HOUSING AND RESIDENCE LIFE

D.P. Culp Student Center
Carrier Center, 2nd floor
423-439-4446



REQUIRED IMMUNIZATIONS

As an on-campus resident, if you are under the age of 22 years old, you will need to submit documentation showing that you have either had two (2) doses of the Meningitis (ACWY) vaccine, or one dose within the last 5 years. Your immunizations may be submitted in person, by mail, fax, or email to the Immunization Coordinator.

<https://www.etsu.edu/nursing/universityhealth/immunization-require.php>

Immunization Coordinator

immunizations@etsu.edu

Fax: 423-439-4560

Phone: 423-439-4225

Physical Address

Roy S. Nicks Hall, Suite 160

365 Stout Drive

Johnson City, TN 37614

Mailing Address

University Health Center

Box 70675

East Tennessee State University

Johnson City, TN 37614



All documentation must be presented to, and approved by, the University Health Center in advance of your arrival in order for you to be approved to check in!



Your ETSU ID is used for all your activity on campus. This includes building access (including residence hall front doors), meal plans, access to the Center for Physical Activity, preserving materials at the library, and much more. You will need to bring your ID with you when you arrive to move in.

Your ETSU ID also functions as a way to pay while on campus. You can choose to upload money (ID BUC\$) to pay for food, printing, books/supplies, and more on campus.

We encourage you to visit the Campus ID Services page for step-by-step instructions for setting up and using your ETSU ID:

<https://www.etsu.edu/students/idservices/>

CAMPUS ID SERVICES

D.P. Culp Student Center
Welcome Center, 2nd floor
423-439-8316

FALL MOVE-IN

In addition to this guide, ETSU's Housing and Residence Life website includes a special section dedicated specifically for information and resources related to fall and spring move-in. We know that you have a lot of questions, and this page was designed to help serve as a resource to successfully navigate and understand the move-in process.

<https://www.etsu.edu/students/housing/movein.php>

BEFORE YOU ARRIVE



This section includes details regarding how to determine your move-in date/time. We also provide information regarding navigating your Residence portal, to determine your roommate information.



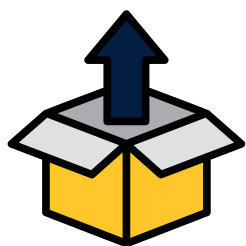
MOVING TO CAMPUS

This section includes details on what to anticipate on move-in day. We provide you with details for directions and parking, instructions for unloading your vehicle, information regarding the move-in process, and resources available to you when you arrive.



YOUR NEW CAMPUS HOME

This section includes information regarding getting settled into your space, items to bring (and items to leave at home!), and ideas for decorating your room. We also provide information for accessing the campus residential internet service, mail, dining, and laundry.



AFTER YOU UNPACK

This section includes details regarding your move-in meetings, Preview, and making the most of your ETSU on-campus experience.



BEFORE YOU ARRIVE

Connect with Your Roommates Before Move-In

To find your roommate(s) information:

- Log into your [Residence portal](#)
- In the top left corner, look for the header "Assigned Roommates"
- You will find the name(s) and email address(es) for all occupants of your room, suite, or apartment.
- Checking in with your roommate(s) before move-in will let you discuss what you can share before you start packing and shopping!

Complete Forms in Your Residence Portal

In order to expedite the check-in process, be sure that you've completed all of the forms and agreements in your Residence Portal. These forms will include:

- Fall 2025-Spring 2026 Missing Student Contact Information Form
- Fall 2025-Spring 2026 Emergency and Medical Contact Information Form

You may also have these additional forms and agreements in your Residence Portal:

- 2025-2026 Advisory for residents of suites in Carter and Stone Halls
- 2025-2026 Student Athlete Housing Agreement





MOVING TO CAMPUS

Your Move-In Date/Time

All incoming new students (Freshmen & Transfers) will check in on Wednesday, August 20, 2025. Traditional Preview will begin on that Wednesday evening and run through Sunday, August 24. Check-in will occur from 7:30am to 1:30pm, in four time-groups assigned by last name. Details are found on the Housing Move-In page (www.etsu.edu/students/housing/movein.php).

Returning students are able to arrive any time between 9:00am and 5:00pm on Thursday, August 21; Friday, August 22; Saturday, August 23; or Sunday, August 24, 2025.

Early Arrival

Students participating in certain University groups (i.e., Marching Band, Athletics) will be able to move-in early, based on dates and times agreed upon by the group and ETSU Housing. If you are a member of a group that has coordinated an early arrival for a University program, your group advisor has provided your name to us. Both Housing, and your group advisor, will communicate with you regarding the agreed upon date/time for your check-in.

Emergency Requests

ETSU Housing and Residence Life must prepare spaces for occupancy after summer school departures, conferences, and other university summer programs. As such, requests for arrivals outside of students participating in University programs as noted above, is limited to emergency situations only. If an emergency arises that requires you to adjust your move-in date/time, you will need to contact Housing and Residence Life at liveandlearn@etsu.edu as soon as possible. The request must come from the student, from their ETSU email address, and is only a request.

- Emergencies include family distress, such as severe sickness or a family death, or travel emergencies (change of flight or weather delays).
- Requests that are not emergencies include: unloading the car before move-in day, family or student work schedules, end of previous lease, convenience, or a suitemate/roommate/friend who has already arrived.

If approved for an early arrival due to emergency, you may be required to move into temporary housing, and will be billed at a nightly rate (\$20/night for residence halls; \$30/night for Buccaneer Ridge) until the start of your fall housing agreement.



BEFORE YOU LEAVE HOME

Print Your Car Placard

Your car placard should be placed on the windshield of your vehicle(s) when you arrive on campus. This item will help our volunteers direct you to the correct location for unloading. Print as many placards as you will need for the vehicles you are bringing to campus.

Print Your Luggage Tags and Box Labels, and Affix to Items

Luggage tags and box labels should be placed on all of your boxes and bags, either placed around a handle or taped directly to the item. These luggage tags and box labels are to assist our volunteers with ensuring your items are taken to the correct residence hall/apartment room upon your arrival. Make sure that you **write your full name, residence hall/apartment complex, and room number** on your tags/labels, in case you are separated from them.

Print Directions to Campus

View the Housing Move-In website, to print directions and maps to take you directly to your residential community for move-in. It is important to follow the directions as noted, so you take the exit to campus that routes to your residence hall/apartment complex.

Consider Bringing Your Own Dolly/Hand Truck

We will have move-in carts available at each residential community, but with the volume of individuals moving in at the same time, there may be a slight wait to use them. If you own your own dolly or hand truck, you may find it useful to bring this with you for use. Your dolly/hand truck must be reasonably and safely used within the halls.

Please note that not all residential communities have elevators, so some residents and family members will need to be prepared to carry items up stairs





WHAT TO EXPECT

We work hard to make sure that the Buccaneer move-in experience is a great one for you and your family. Below are steps for you to take to help make the process a smooth one, and what to expect when you arrive to campus.

- Once you have arrived on campus, pay attention to the volunteers who will help direct you to a designated unloading zone near your residence hall/apartment complex.
- You, the resident, should exit your vehicle and head in to the building to complete the check-in process. You will need to bring your ETSU ID with you.
- Volunteers will arrive at your vehicle and will assist you with unloading your items, and transporting them to your room. Volunteers will be wearing bright yellow Move-In Team shirts, or will be with a registered student organization and have on identifying information, indicating they are assisting with the move-in process.
- Please use the included tags to mark your items, to help ensure all belongings arrive at your room.
- A driver must remain with your vehicle at all times, until it is parked in a designated parking lot. Once the vehicle is empty, it must be moved to a designated parking lot, away from the unloading zone.
- Someone should remain with your belongings until all items are secure in your room.

Complete Your Room Condition Report (RCR)

After you have completed checking in at your hall/apartment main desk, you will need to visit your room and complete a Room Condition report (RCR) found online in your Residence Portal. This is a documentation of the state of your room/apartment, based on the condition when the last occupant checked out. We advise you to complete your RCR before unpacking and starting to decorate, noting any issues in the condition of the room or furnishings.

If you find any issues in your room, you should submit a Work Order Request (see the Housing Custodial and Maintenance section) so our staff in Facilities can address it.





YOUR NEW CAMPUS HOME

Decorating Your Room

We are looking forward to seeing how you create your home here at ETSU! The following guidelines and policies should be kept in mind as you set up your room or apartment.

- Items may not be hung from ceilings, fire equipment, or above the sprinkler line in your room.
- Do feel free to use rugs, art, posters, non-halogen lamps, plants, portable shelves, etc. to decorate your space. As long as items are not prohibited by ETSU or Housing policy, you may have them in your room/apartment.
- **Command hooks and strips may not be used.** You are permitted to use thumb tacks or push pins.
- Televisions may not be mounted to walls.
- Residents may not relocate University property to decorate their rooms.

Housing Policies and Prohibited Items

For a complete list of policies, visit the Housing Handbook at <https://www.etsu.edu/students/housing/documents>

- **Items with an open heat source:** Candles, incense, space heaters, hot plates, halogen lights, or items that require gas or other flammable liquids.
- **LED rope/string lights or items with adhesives that can cause damage to walls or furniture**
- **Extension cords:** These are a fire and trip hazard. UL-certified surge protectors are permitted
- **Electric room deodorizers and misting deodorizers:** ETSU does not permit anything that gives off a mist or smoke, or any other device or devices that plug into an electrical outlet due to fire hazard.
- **Alcohol, illegal drugs or narcotics, and drug paraphernalia**
- **Firearms, ammunition, and explosives, combustion engines, combustibles, lethal weapons, or firecrackers**
- **Pets other than fish.** Fish must be kept in an aquarium no larger than 10 gallons.
- **Added door locks**
- **Live Christmas trees**
- **Use of all tobacco products (including e-cigarettes)**
- **Wireless routers.**
- **Stolen property:** Street signs, shopping carts, etc.
- **Weightlifting equipment**
- **Air conditioners**



SHOPPING & PACKING LIST

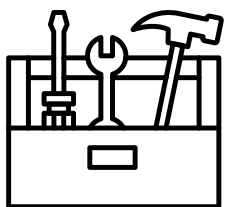
- Bed linens, including sheets and quilt/comforter
- Pillows and Pillowcases
- Toiletries
- Towels and wash cloths
- Bath robe
- Portable shower caddy
- Plastic bowls/containers
- Closet hangers
- Utensils
- Can opener
- Snacks
- Paper towels and napkins
- Laundry basket/bag
- Laundry detergent and dryer sheets
- Wastebasket and garbage bags
- Surge protector strips (no extension cords)
- Cleaning supplies
- Physician recommended medications (as applicable)
- Batteries
- Small fan
- Table or floor lamp
- Headphones
- Computer/laptop
- Pens, pencils, and highlighters
- Pencil sharpener
- Printer and paper (note: Public use printers and paper are available)
- Calendar and/or daily planner
- Backpack
- Note cards
- Scissors, stapler, staples, paper clips
- First Aid kit
- Flash light
- Hair dryer
- Alarm clock
- A bicycle lock if bringing your bike

Insure Your Belongings

We strongly encourage all residents to invest in additional property insurance for your belongings. ETSU does not insure individual belongings and does not endorse any individual insurance program, but does encourage residents and families to make sure they have the protection they desire for student property, whether through a current homeowner's policy or separate renter's insurance.

Register Your Personal Property

ETSU Police offers Operation Identification, a free theft prevention program. This program involves keeping records of your personal property's serial number and a detailed description of the item. For more information about Operation Identification, visit <https://www.etsu.edu/police/theft-prevention.php>.



HOUSING CUSTODIAL AND MAINTENANCE

The maintenance program implemented for our on-campus residence halls and apartments is an effort to serve students better, faster, and more efficiently. Maintenance and custodial staff strive to build working relationships with residents in our buildings, contributing to the sense of community, and working to address issues that may occur. We encourage you to get to know the staff who work in your community.



If you encounter an issue in your room, or require routine maintenance, please submit a work order.

- You will use your ETSU Username and Password to log into the system.
- Be advised that work orders submitted in evenings, at night, during weekends, or on holidays will be addressed, but response time may be delayed. Facilities staff are on campus Monday-Friday from 7:00am-11:00pm and limited weekend hours.

If your work order is an emergency, please call your residence hall staff immediately!

Emergencies include issues such as leaking and broken pipes, non-working elevators, and power outages.

You will be responsible for the cleanliness of your room/apartment, disposing of trash to a dumpster outside your room/apartment, and leaving all public areas in clean condition after use. This includes cleaning your own private or suite bathrooms as applicable (sinks, toilets, showers, floors, etc.). It is important that you communicate with your roommate(s)/suitemate(s) to have cleaning supplies on hand and to create a clear cleaning schedule.

ETSU custodians clean public areas of our residential community, but are not responsible for individual student trash. Do not leave your room garbage in the bathrooms or common areas of the community, and be considerate of those who work hard to ensure your building is a clean place to live and learn.



DINING ON CAMPUS

The Dining Hall and Anytime Dining Plans

The Dining Hall is located on the 3rd floor of the D.P. Culp Student Center, and is the main dining location for students. All residents residing on main campus have an Anytime Dining plan. These plans will start at 11:00am on Wednesday, August 20th, 2025 in the Dining Hall, and end on Friday, December 12, 2025 at 9:00pm.

You can read more details about the dining terms and conditions here:

<https://etsu.edu/students/housing/documents/2025-2026-residential-mp-terms-conditions.pdf>.

Information regarding all dining locations on campus, including hours of operation and menus for the Dining Hall, can be found at <https://etsu.sodexomyway.com/en-us/>.

Note that residents with the 7-Day Silver Anytime Dining Plan have ten (10) guest passes that may be used to allow others to dine in the Dining Hall with you. Guest passes are active starting at 11:00am on Wednesday, August 20th.



WI-FI AND STREAMING SERVICE

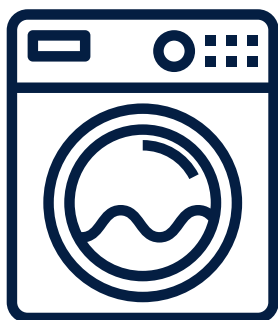
Boldyn provides the services for the ResNet residence hall network. Residents must create an account with Boldyn, choosing your residence hall room and room location, to access the network. Residents are also able to access Streaming TV via the Stream2 platform: <https://webplayer.mystream2.com>.



If you encounter an issue with either your residential Wi-Fi or the Stream2 site, contact Boldyn directly. Note that most issues can be resolved over the phone.

- **Phone:** 833-410-2433
- **Chat:** <https://etsu.apogee.us/>

In the event that an issue needs to be addressed in-person, our campus technician with Boldyn, Joey Morefield, will often be the individual responding. You can anticipate Joey reaching out via email (joey.morefield@boldyn.com) or phone to schedule an appointment with you.



LAUNDRY

Each residence hall and apartment complex at ETSU has at least one laundry facility equipped with High Efficiency (HE) washers and dryers. The cost of laundry services is included in the cost of rent, so there is no additional charge for residents to use ETSU's laundry facilities. Residents must provide their own detergent, fabric softener, dryer sheets, etc.

Look for the Residence Hall Association (RHA) to host Laundry Bingo during Welcome Week, for a chance to win free laundry supplies!



CAMPUS MAIL

Student Mail Services

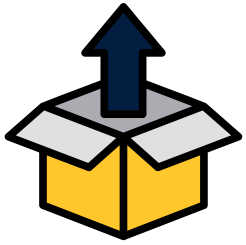
Campus mailboxes are available to **all students**. Assignments are made by the ETSU Post Office. All students who want a post office box must request one from the ETSU Post Office (Lower level of the D.P. Culp Student Center).

Parcels, letters, and periodicals are delivered daily by the US Postal Service. This mail is sorted and placed into the Intelligent Mailboxes or Intelligent Parcel Delivery System (IPDS) early in the business day. Package deliveries from UPS and FedEx are received throughout the day. You will receive an email when you have a package to pick up.

Please use the format below **for all USPS Mail and Packages** sent to you as a student at ETSU. If you are using **Private carriers**, like UPS, FedEx, and DHL, you can use this address, but please ensure the P.O. Box and street address are used.

USPS, UPS, FedEx and DHL
(Student's Name) _____
400 JL SEEHORN JR RD
Box _____ (Enter Student's PO Box)
JOHNSON CITY TN 37614

For more information regarding Student Mail Services at ETSU, visit
https://www.etsu.edu/bf/postoffice/student_mail.php.



AFTER YOU UNPACK

Attend Your Residence Hall or Apartment Move-In Meeting

All residential communities hold a move-in meeting, occurring before the start of the PREVIEW program. This meeting is important, as it will introduce you to our Residence Life staff, provide you with important phone numbers, help you start getting to know other students in your community, and ensure you arrive at PREVIEW on time!

- Look for signage posted in your residence hall/apartment complex for the location of this meeting.
- **All meetings will take place at 6:30pm on Wednesday, August 20.** Look for hall signage!

Head to PREVIEW

All new students (freshmen and transfer students) attend PREVIEW. This program is designed specifically to give new students the support to help them successfully launch their time at ETSU. The program is led by leaders, who will lead small groups throughout the program. You will be introduced to ETSU traditions, as well as gain preparation for your academic journey. More information about PREVIEW can be found here:

<https://www.etsu.edu/students/nsfp/preview/freshman.php>.

Your Resident Advisor staff will take you to PREVIEW at the conclusion of your Move-In Meeting.





LIVING THE BUCCANEER EXPERIENCE

Moving into on-campus housing, and having a roommate(s)/suitemate(s) is a new experience for many of our residents. There are several steps that we advise you take to assist in your transition and create a successful and positive year.

Meet Your Residence Life Staff

Area Coordinator and Apartments Manager for Buc Ridge

These individuals are full-time, professional staff members who live on campus. They provide overall leadership for operations in your residential community, providing supervision to our residential leaders. They serve in an on-call rotation and assist ETSU Police with responding to incidents 24 hours a day, seven days a week throughout the year. Additionally, they act as an extension of the Dean of Students Office, to adjudicate violations of university and residential policy. They receive extensive training to help connect residents to resources, help them navigate their transition to ETSU, and help them gain skills to live and learn in college.

Resident Directors (RDs)

RDs work on main campus, and are graduate students at ETSU. Their role is to facilitate and ensure that the residential experience engages students and fosters their success. RDs work together and with the Department of Housing and Residence Life to support academic initiatives, living-learning communities, the residential curriculum, and enacting our residential model. RDs provides supervision to the RA staff, and ensure the smooth operation of assigned facility/facilities. Additionally, RDs advise Community Council, an organization dedicated to supporting the needs of residents and enhancing on-campus living. The RD staff serve in an on-call capacity to support response to incidents occurring on-campus.

Resident Advisors (RAs)

RAs work in every residential community on campus. Their fundamental roles are to build and maintain a residential community that engages our residents and creates an atmosphere for academic success and personal development. It is important that you establish a relationship with your RA, as they will be a resource to you throughout the year as matters related to your academics, engagement, and residential living arise. Your RA will frequently encourage you to get involved in your residential community, and ETSU. RAs serve in an on-call capacity to support response to incidents occurring in your community.



Respect Living in Community with Others

Learning to balance your personal needs with those of others is an outcome we hope for all of our residents. A part of living in a community is to recognize and understand the guidelines that exist to support all member's success. Prior to your move-in, we encourage you to read our residence hall handbook, which includes information regarding visitation, quiet hours, and other policies. <https://www.etsu.edu/students/housing/documents/2021-etsu-housing-handbook.pdf>.

Complete Your Roommate Success Plan

We know that all residents wish to have a positive relationship with their assigned roommate(s). A part of the on-campus living experience sometimes means compromising your preferences. It is critical that roommates have conversations about things they may need to compromise about, such as sustaining a comfortable room temperature, cleanliness, turning the lights on and off at certain hours, and having visitors.

The purpose of the Roommate Success Plan is to begin building open lines of communication between roommates/suitemates, about your individual needs and wants, in order to promote a peaceful living environment conducive to your learning and success. There are several discussion areas that have been known to cause conflict amongst roommates, if not expressly discussed and agreed upon, so please take this opportunity seriously. With a plan in place, it is often easier to resolve any conflicts that arise.

Your RA will distribute copies of the Success Plan at your Move-In Meeting, and will follow-up with you after Preview to ensure it is complete. Your RA is available to help facilitate this conversation, and is a leader who has previously shared a residence hall or apartment room. The Success Plan has proven successful because it helps roommates establish a set of expectations for each other early in the semester.

UPCOMING DATES

Welcome Week (August 24-30)

Welcome Week provides new and returning ETSU students with opportunities to enjoy entertainment, engage with fellow students, learn about campus services and student organizations, and win great prizes! In particular, don't miss the Block Party on Sunday, August 24 from 6-8pm at Tri-Hall Field.

<https://www.etsu.edu/students/sao/welcomeweek.php>.

Community Council Recruitment (August 24-September 5)

Community Councils are spaces to make an impact in your residential community. Councils make suggestions regarding living on-campus, including recommending activities/events, or improvements to the community. Speak with your RA for more information!

Fall Headcounts (August 25 & September 1, starting at 5:00pm)

Our staff will be entering all residence hall rooms/apartments to verify occupancy. You do not need to be present for Headcount.

Family Weekend (September 26-28)

Family Weekend is a great opportunity for families to visit their student(s), stay connected to ETSU, and explore all that Johnson City has to offer.

<https://www.etsu.edu/students/nsfp/family/familyweekend.php>

Fall 2025 Homecoming (October 20-26)

Celebrate being a Buccaneer, and participate in a variety of activities with fellow students and alumni! <https://www.etsu.edu/homecoming/>



EAST TENNESSEE STATE
UNIVERSITY

Housing and Residence Life

FOR MORE INFORMATION

423-439-4446 housing@etsu.edu

www.etsu.edu/students/housing