

Welcome to campus! This information guide will provide you with information that will help you settle into your space for the academic year. Your building has many **helpful community members** who are committed to providing a safe and welcoming environment for you.

- **Community Center Assistants (CCAs)** are students that work at your building's Community Center (front desk). They can answer questions, help if you get locked out, need to register a guest, and check out equipment. The Community Center can be reached by calling **410-704-6034**. The **Community Center Manager** is a student staff member who oversees Community Center Operations.
- **Resident Assistants (RAs)** are upper-class students for each floor that build community and ensure safety within the building. The **RA on-call** can be reached after hours by calling **410-704-6034**. RAs will also be holding floor meetings. **Floor meetings for new students** will be held on August 22 between 4:30pm - 7pm. Floor meetings for **all students** will be held during the first week of the semester.
- **Residence Life Coordinators (RLCs)** are masters-level professional staff members that oversee the individual communities. A search for a new Millennium RLC is currently underway. **In the interim, if you have any questions, please contact [De'jah Herndon-Johnson](#), RLC for Towson Run.**

Move In Day Reminders & Resources

- You will need your OneCard to check-in. If you do not have one, complete your [OneCard Application](#) in advance.
- To adjust the height of your bed, submit a Maintenance Request and indicate which bed should be adjusted and the desired height. **Please note that beds cannot be fully lofted.** Requests typically happen in 72 hours.
- The Putty Hill Shopping Center, just 2.5 miles from campus, offers many retail stores useful to college students including Target, Marshalls, and Weis Supermarket.
- Incoming freshmen and transfer students should check their TU email for important updates from New Student & Family Programs.

Room Condition Reports (RCRs)

RCRs allows you to note the condition of your space at the beginning of the year. **RCRs are due by Sunday, September 8th** and can be accessed via the [Resident Portal](#).

Mail & Packages

All mail and packages are delivered to and processed by the [University Post Office](#).

Your mailing address is:

Student First & Last Name
Towson University - Student Mailbox #
8000 York Rd
Towson, MD 21252

IMPORTANT CAMPUS RESOURCES

Office / Resource	Website	Email	Phone
Accessibility & Disability Services	www	tuads@towson.edu	410-704-2638
Counseling Center	www	counseling@towson.edu	410-704-2512
Dining	www	dining@towson.edu	410-704-2302
Health Center	www	healthcenter@towson.edu	410-704-2466
Housing & Residence Life	www	housing@towson.edu	410-704-2516
OneCard & Meal Plan Portal	www	onecard@towson.edu	410-704-2284
Parking & Transportation	www	uPark@towson.edu	410-704-7275
Student Computing Services	www	scs@towson.edu	410-704-5151
Student & University Billing Office	www	bursars@towson.edu	410-704-2100
Student Activities & Involvement	www	Find things to do and ways to get involved on campus.	
Public Safety			
TU Police Department	www	police@towson.edu	410-704-4444 (emergencies) 410-704-2133 (non-emergencies)
SafeRides (<i>available 2am-7am</i>)	www	police@towson.edu	410-704-SAFE (7233)
SafeWalk Escorts (<i>available 24/7</i>)	www	police@towson.edu	410-704-SAFE (7233)

Building Council

The [University Residence Government \(URG\)](#) is the student organization that represents the wants, needs, and concerns of students living in the residence halls. Each residence hall has a **Building Council** to put on programs and represent the students of that community.

Keys & Lockouts

- Your key unlocks your room door.
- If you are locked out, you can check out the spare key from the Community Center.
- You can check out your spare key 4 times throughout the year for free.
- When you reach the **5th lockout**, you will be charged **\$50 for each additional lockout**.
- If you **lose your key**, you will be charged to have your door rekeyed and for all new keys.
- Your room key unlocks your apartment door and your individual bedroom door. Please note that each bedroom locks with the deadbolt lock above the handle, not with the handle lock. If a student locks their room via the handle lock and leaves,

TV Viewing Options

Capstone offers students cable service through MyResNet (or Apogee). View the [Channel Guide](#).

Laundry

Laundry is located next to the Community Center on the first floor. Laundry costs \$1.55 per wash and \$1.55 per dry cycle. Laundry can be monitored using the Speed Queen app. You can pay with quarters or Towson retail points (go to the [OneCard Portal](#) to add funds). **Do NOT** add money directly through the Speed Queen app. To report an out of order laundry machine, call 1-800-927-9274 or email service@caldwellandgregory.com.

Maintenance Requests

If something is not right in your room when you move in or throughout the year, submit a Maintenance Request via the digital request on the [Resident Portal](#).

Trash & Recycling Locations

Trash/Recycling rooms are located on every floor, next to units 21 and 22 (Example: 221 and 222).

Climate Control

HVAC systems have been reconfigured to support maximum air exchange. **DO NOT OPEN YOUR WINDOWS** as it will disrupt these settings.

Policies for Residential Students

Students living in on-campus housing are responsible for adhering to all policies and procedures within the [Policies for On-Campus Housing](#), [Capstone License](#), and Towson University's [Code of Student Accountability](#).

Wi-Fi

You can connect to Wi-Fi using by choosing "MyResNet" or "Apogee" and signing up. For details go to [MyResNet](#).

Capstone Housing Information

If you have questions about your housing bill or if your TUID doesn't work for the elevator or door, contact the Millennium Hall Capstone Office between 9AM - 5PM. You can contact Capstone via phone at 410-704-6455 or via email at millenniumhall@cocm.com.