

# UNIVERSITY COURTYARD HANDBOOK

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## UNIVERSITY COURTYARD FACILITIES

University Courtyard is comprised of 10 buildings and can accommodate more than 1100 residents.

### **ATRIUM:**

The Atrium is open 24 hours a day during the academic year and contains a conference room, computer lab, gated patio area, fitness center, lounge with big screen TV, ice machine, vending machines, snack bar and a 24-hour customer service desk. For residents' safety, exterior doors and gates are locked from 5 p.m.-7 a.m. daily, with a resident's electronic key providing access during those times.

In community-style halls (Baker, Graves and Homan) the hall desks are open from 7-11 p.m. daily (including weekends), except Thanksgiving, Winter and Spring recess, and are staffed by RAs. You can conduct the following business during open hours:

### **ATRIUM CUSTOMER SERVICE DESK:**

Request published phone numbers of other residents.

Pick up and sign for packages or new combo card with photo ID (key card, driver license, passport, etc.)

Pick-up and sign for registered, certified and overnight delivery mail with photo ID

Obtain a new electronic key to your room when you have locked yourself out or lost your key.

Request and submit Facility Service Request forms and check status of request

Request Bed Rails

Check for lost and found articles. (Also check the University Police Department.)

Check out recreation equipment, (board games, volleyball, horseshoes, etc.).

Check out Baker, Graves and Homan Hall Kitchen Keys

Check out hall laundry keys

Check out vacuum

Telephone available for on-campus calls; TTY adapter for public phone

Seek first aid; request emergency assistance.

Rent VCR/DVD for evening (ID required).

### **COMMUNITY-STYLE HALLS**

#### **(BAKER/GRAVES/HOMAN):**

Co-ed (women live on one floor/wing, men on another)

House approximately 620 residents

Majority of rooms are double occupancy, with limited large singles

Each wing shares common bathroom with private dressing and shower rooms

Recommended for first-time freshmen, international students and new transfers as community-style living provides opportunity to meet a diverse group of residents

Have coin-operated laundry facilities, central resident mailboxes, study rooms, recreation rooms, kitchenettes available for use, information desks that are staffed from 7-11 p.m. each night (all located on the first floor for easy access)

### **RESIDENCE SUITES**

#### **(ASPEN/BIRCH/CEDAR/PONDEROSA/SEQUOIA/SYCAMORE):**

One, two or three bedrooms with a common living room and bathroom

Majority of individual rooms are double occupancy, with limited number of single or triple occupancy

House approximately 450 residents

Gender designated suites except for designated suites where men and women share the suite but bedrooms are gender designated

Preference is given to returning, graduate, reentry, upper division and transfer students (56+ units)

Cedar and Sequoia are designated for freshmen who want to experience suite living

Coin-operated laundry facilities are located in Aspen, Birch, Sequoia, and Sycamore

Mailbox center is located in the Atrium Lobby