



**A Guide for  
New Students  
& Their Families  
2018-2019**

## NOTES

---

## NOTES

---

## **TABLE OF CONTENTS**

Welcome .....	5
Important Dates .....	6
Do I Have Everything Signed? .....	8
Registration Form .....	9
Tuition/Fees Agreement Form .....	10
FERPA Authorization to Release Information .....	12
Getting Started at Aurora University .....	14
Getting Started for Resident Students .....	16
Getting Started for Student-Athletes .....	19
Campus Map .....	20

For an online version of  
A Guide for New Students and Their Families,  
please visit **[aurora.edu/newstudentguide](http://aurora.edu/newstudentguide)**.

## WELCOME

On behalf of all Aurora University students, faculty and staff, I extend my heartiest welcome and heartfelt thanks as you begin your college career at our institution.

As outlined in our mission statement, Aurora University is an “inclusive community dedicated to the transformative power of learning.” This booklet provides additional information toward this pursuit. I encourage you and your family to read it carefully, as it contains a variety of information designed to help you and your family prepare for a successful transition to the University. You may want to keep it in a handy spot for reference throughout the upcoming years.

I look forward to personally meeting and welcoming you to Aurora University. Should you have any questions, please feel free to contact me directly at (630) 844-5467 or via email at [agray@aurora.edu](mailto:agray@aurora.edu).

With best regards,

*Amy Gray*

Amy Gray, Ed.D.  
Vice President for Student Success

## **IMPORTANT DATES – FALL 2018**

### **JULY**

15 Health and immunization records due to Wellness Center

### **AUGUST**

1 First installment of fall semester Monthly Payment Plan due  
*(if enrolled in the monthly payment plan)*

20 Fall 2018 tuition due

23 Move-in for first-year students

23-26 Welcome Weekend: First-Year Student Orientation

26 Move-in for transfer students

26 Move-in for returning students

27 Fall semester classes begin

30 Involvement Fair

### **SEPTEMBER**

1 Last day to add fall semester 16-week daytime classes

2 End of 100% tuition refund period

3 Labor Day *(No day or evening classes)*

5 \$100 late fee tuition payment deadline

9 End of 90% tuition refund period

13 Last day to change residential meal plans

16 End of 50% tuition refund period

### **OCTOBER**

*(File the 2019-2020 FAFSA as soon as possible after October 1)*

3 \$200 late fee tuition payment deadline

6 Last day to withdraw from Module 1 fall semester classes

8-14 Homecoming week

12 Founders Convocation *(no classes after 1:05 p.m.)*

19-21 Fall Weekend *(No traditional day classes)*

### **NOVEMBER**

1 \$300 late fee tuition payment deadline

10 Last day to drop fall semester classes with automatic “W”

21-25 Thanksgiving holiday *(No day or evening classes)*

### **DECEMBER**

1 Health and immunization records due to Wellness Center

1 Last day to withdraw from Module 2 fall semester classes

10-14 Final examinations

14 Residence halls close at 5:00 p.m.

## **IMPORTANT DATES – SPRING 2019**

### **JANUARY**

- 1 First installment of spring semester Monthly Payment Plan due  
*(if enrolled in the monthly payment plan)*
- 2 Spring 2019 tuition due
- 6 Residence halls open at 10 a.m.
- 7 Spring semester classes begin
- 12 Last day to add spring semester 16-week daytime classes
- 13 End of 100% tuition refund period
- 21 Martin Luther King, Jr. Day *(No day or evening classes)*
- 16 \$100 late fee tuition payment deadline
- 20 End of 90% tuition refund period
- 24 Last day to change residential meal plans
- 27 End of 50% tuition refund period

### **FEBRUARY**

- 13 \$200 late fee tuition payment deadline
- 16 Last day to withdraw from Module 1 spring semester classes

### **MARCH**

- 1 Residence halls close at 5:00 p.m.
- 3-10 Spring Break
- 10 Residence halls open at 10:00 a.m.
- 13 \$300 late fee tuition payment deadline
- 30 Last day to drop spring semester classes with an automatic  
“W”

### **APRIL**

- 12 Honors Convocation *(No classes after 1:05 p.m.)*
- 19-21 Easter weeked *(No traditional day classes)*
- 20 Last day to withdraw from Module 2 spring semester classes
- 29- May 3 Final examinations

### **MAY**

- 3 Residence halls close at 5:00 p.m.
- 5 Spring commencement

## **DO I HAVE EVERYTHING SIGNED?**

This checklist offers you a quick way to verify that you have returned all necessary documentation, information, and payments. If you have any questions about these forms, please contact the appropriate office.

### **General:**

- \_\_\_\_\_ FERPA Authorization for Release of Information form (allows university to communicate with parents/guardians about student records, such as academic, student accounts, and financial aid information)  
NOTE: Students wishing to withhold directory information must contact the Registrar's Office prior to the first day of classes.  
Questions: Contact Student Accounts at 630-844-5470 or the Registrar's Office at 630-844-5462
- \_\_\_\_\_ Current immunization records  
Questions: Contact the Wellness Center at 630-844-5434

### **Financial Aid:**

- \_\_\_\_\_ 2018-19 Free Application for Federal Student Aid (FAFSA)
- \_\_\_\_\_ An individualized list of forms that are required for a specific student can be accessed in the "My Documents" section of that student's WebAdvisor account (2018-19 forms are available at <https://aurora.edu/admission/financialaid/forms/18-19.html>)  
Questions: Contact the Office of Financial Aid at 630-844-6190

### **Student Accounts:**

- \_\_\_\_\_ Fall semester tuition due by August 20, 2018
- \_\_\_\_\_ Spring semester tuition due by January 2, 2019  
Questions: Contact Student Accounts at 630-844-5470

### **Resident Students:**

- \_\_\_\_\_ \$100 security deposit
- \_\_\_\_\_ Residence hall contract  
Questions: Contact Residence Life at 630-844-7881

### **Students with Vehicles:**

- \_\_\_\_\_ Parking permit application (can be completed online)  
Questions: Contact Campus Public Safety at 630-844-6140



# Registration Form

Office of the Registrar  
630-844-5462

- Fall Term 20\_\_
- Spring Term 20\_\_
- May Term 20\_\_
- Summer Term 20\_\_

## PLEASE PRINT

Last Name: \_\_\_\_\_ First Name, Middle Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

REGISTER	Grading			Department & Course Number	Section	Course Title	Semester Hours	Days/Times	Check if Repeat
	Audit	Letter	CR/NCr						

WITHDRAW/DROP	Department & Course Number	Section	Course Title	Semester Hours	Days/Times

*(If this is a total withdrawal, please see the Registrar or your Academic Advisor to complete a Leave of Absence or Withdrawal form)*

WAITLIST	Department & Course Number	Section	Course Title	Semester Hours	Days/Times	Check if Repeat

**Please Note: Any Changes To Your Enrollment May Affect Your Financial Aid and/or Athletic Eligibility!**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):** It is Aurora University's policy NOT to release certain information to anyone other than the student unless the student has given us written permission to do so. The Authorization to Release Information form may be accessed via WebAdvisor.

Approval for Overload Courses (more than 17 semester hours)

Registrar's Office \_\_\_\_\_ Date \_\_\_\_\_

**White:** Registrar's Office      **Yellow:** Student

## TUITION/FEEES PAYMENT AGREEMENT FORM

Student Accounts Office 630-844-5470

Student's Name: \_\_\_\_\_  Fall Semester 2018  
 Student's ID Number: \_\_\_\_\_  Spring Semester 2019

### PLEASE READ ALL PAYMENT TERMS (ITEMS 1-19)

#### Tuition and Fees Information

##### 1. Tuition Charges

###### *Undergraduate*

- 12–17 semester hours per semester:  
\$12,000.00 per semester
- 1–11 semester hours per semester:  
\$690.00 per semester hour
- Over 17 semester hours per semester:  
\$565.00 per semester hour

###### *Graduate*

- Plus One Graduate: \$9,800.00 9+ hours
- MBA/MSA: \$680.00 per semester hour
- MSW: \$600.00 per semester hour
- MS in ABA: \$650.00 per semester hour
- Education: \$585.00 per semester hour
- Student-At-Large: \$600.00 per semester hour

2. Clinical and lab fees are additional charges assessed to a number of courses. Please refer to the class schedule for specific information

#### Important Dates

<i>Semester</i>	Fall 2018	Spring 2019
<i>Payment Due</i>	Aug. 20, 2018	Jan. 2, 2019
<i>Courses Begin</i>	Aug. 27, 2018	Jan. 7, 2019
<i>Late Fees After</i>	Sept. 5, 2018	Jan. 16, 2019

\*Individual course start dates may differ.

NOTE: 8-week module courses are a part of the semester due date schedule above.

#### Payment Information

3. Accounts are due and payable one week prior to the beginning of the semester or in accordance with an accepted Monthly Payment Plan, Deferred Payment Plan, or Corporate Billing Authorization. Information on payment plans may be obtained from the Student Accounts Office
4. Payment for all course work registered within a semester is due at the beginning of the semester, regardless of individual course start date. Please note that 8-week module courses are a part of the 16-week semester; they are not stand-alone terms, and therefore the due date on these courses is the same as the semester dates below.
5. Students registering after the due date will be expected to make payment in full upon completion of their registration. Students who register for additional course work after the due date are expected to make payment in full upon completion of their additional registration regardless of the posting of an additional Billing Statement.
6. For resident students only: Payment for any changes in room assignment or meal plans is due upon completion of the requested change.
7. E-Bills will be available through the Online Student Accounts Center approximately 30 days prior to the start of the semester. Students are responsible for accessing their account through the WebAdvisor Make a Payment/View e-Bill link to view their statement. If no statement is available, current activity will detail charges due. Account information is available on a 24/7 basis. I understand that not viewing an e-Bill does not constitute a valid reason for not meeting payment due dates. I understand that NO STATEMENT WILL BE MAILED.

I agree to remit to Aurora University payment in full for the semester(s) specified above. My signature below indicates that I have read and understand all of the policies stated in items 1–19 (**SEE BACK PAGE FOR PARAGRAPHS 8–19 WHICH ARE ALSO INCLUDED WITH THIS AGREEMENT**) and agree to abide by these policies. I have received a copy of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Withdrawal and Refund Policies

- Once registered, you are responsible for all charges until the date on which a course is dropped in WebAdvisor or until written cancellation is received in the Registrar's Office. Changes in registration may be filed on a Change of Course Petition, be sent by email to the student's academic advisor or the Registrar's Office from an aurora.edu email account, or made by faxing or mailing a signed written request to the Registrar's Office specifying the courses to be dropped. The fax or postmark date will be the effective date of withdrawal. Non-attendance does not constitute withdrawal from the course.
- Tuition refunds for full-semester and half-semester courses are provided according to the following schedule:
  - 100% refund through the first full week of the semester or the first class meeting, whichever is longer.
  - 90% refund through the second full week of the semester or the second class meeting, whichever is longer.
  - 50% refund through the third full week of the semester or the third class meeting, whichever is longer.
  - NO REFUND is provided following the third full week or the third class meeting.

## Past Due Accounts Information

- Grades, transcripts, and future registration will be withheld for non-payment of tuition and other charges in accordance with university policies, unless the student has filed for bankruptcy.
- Should it be necessary to assign an unpaid balance to a licensed collection agency, the holder of the account (i.e., the student) will be responsible for all collection costs, including but not limited to collection agency costs, court costs and legal fees, incurred by the university in recovering payment. Prepayment of charges for any future registration will be required.
- LATE FEE:** At the end of the 100% refund period (see dates on front), a late fee of \$100 will be charged to all accounts that are at least \$400 past due. Additionally, accounts past due \$400 or more after week 5 will be charged a \$200 late fee, and accounts past due \$400 or more after week 9 of the semester will be assessed an additional \$300 late fee. For balances under \$400 a finance charge of 9% per annum will be charged monthly on balances due.

## Telephone Consumer Protection Act (TCPA) Consent

- I authorize Aurora University, or any agent or servicer of my account, to contact me regarding my student account or educational loan using any contact information I have provided, including e-mail addresses, cell phone numbers and landline numbers. I give my consent for Aurora University to use this information in any manner consistent with the information I have provided, including mail, telephone, e-mails, or text messages. I expressly consent to any such contact being made by the most efficient technology available, including automate dialing/e-mailing, and artificial pre-recorded voice messages or

text messages, even if I am charged for the contact. I attest that I am authorized to provide consent to phone numbers that I have provided. I understand that if I change my phone number(s), I must promptly make the change in WebAdvisor or notify [reg@aurora.edu](mailto:reg@aurora.edu) from my AU email.

## Consent for Electronic 1098-T Statement

- I consent to receive my 1098-T tax form in electronic format through WebAdvisor.** The 1098-T will be available for printing and/or viewing no later than January 31st. This consent remains in effect until withdrawn in writing to the Student Accounts Office. Please contact the Student Accounts Office for assistance. A withdrawal of consent will be confirmed by email to the student's aurora.edu account.

## Financial Aid Information

- Financial aid, if applicable, will only be credited to account balances (including tuition and miscellaneous fees) after your financial aid file is completed in the Office of Financial Aid and loan fund have been secured and checks signed (if necessary). Late fees and/or finance charges will be added to account balances for which financial aid has not yet been credited. All financial aid documentation must be submitted prior to May 1 to facilitate completion of awards in time to avoid late fees. Necessary documentation received after this date is considered late and may result in late fees.
- I understand that Aurora University will pay allowable direct charges, including tuition, fees, room and board, using federal financial aid awarded from Federal Title IV programs (Pell, FSEOG, Direct Stafford Loans, and Direct PLUS Loans).
- By signing this form, I hereby authorize Aurora University to credit Federal Title IV student aid toward miscellaneous expenses (if incurred) such as book vouchers, library fines, parking fines, payment plan and late penalty fees, room damage charges, judicial fines, etc. My signature confirms that I have read and understand both the contents of this form and that this authorization is voluntary. The above authorization will remain in place for the duration of the academic period for which this form is being completed, unless I complete a written request to cancel or modify the authorization, which I may submit to the Student Accounts Office at any time. I understand that I may refuse to authorize any individual item. Such changes would take effect as of the date the request is received at AU and are not retroactive.
- I understand that if I withdraw from classes up through the 60% point in a period of enrollment, any unearned Federal Title IV student aid will be returned to the appropriate student aid programs per the Return of Title IV Funds regulations mandated by the U.S. Department of Education. Further details are available under item 19 of the 2018-2019 Financial Aid Rights and Responsibilities at [aurora.edu/forms2018](http://aurora.edu/forms2018).
- All state and federal financial aid programs are dependent on funding levels and federal regulations, and are subject to change.

# FERPA AUTHORIZATION TO RELEASE INFORMATION AURORA UNIVERSITY



To be completed online or submitted in person to the Student Accounts Office

Aurora University is committed to informing and educating its students, faculty and staff in the prevention of identity theft. To promote this program and in accordance with the Family Education Rights and Privacy Act (FERPA) which requires that colleges and universities protect the privacy of student records and student identity, it is Aurora University's policy to NOT release certain information to anyone other than the student unless the student has given us express written permission to do so. This limitation includes PARENTS and SPOUSES.

## SECTION A: To be completed by ALL STUDENTS

The following FERPA access code must be provided either by me or by any individual named in Section B when making a telephone inquiry. Picture ID will be required when requesting information in person.

**FERPA Access Code:** \_\_\_\_\_

(The FERPA access code should be a minimum of five and no more than nine characters and should be unique, not your name, your date of birth, any part of your Social Security Number, or Student ID.)

## SECTION B: To be completed if you choose to provide access to your student education records to anyone other than yourself

Designated person(s) to whom your student education records may be released:

\_\_\_\_\_ Relationship to Student

\_\_\_\_\_ Relationship to Student

Check all student information records to be released. If none are checked, NO information will be released.

- ALL RECORDS LISTED BELOW OR** individually as indicated below
- Academic Information** (registration, academic progress, enrollment status, attendance, academic probation)
- Academic Support Center** (tutoring received)
- Class Schedule or Grades/GPA**
- Financial Aid** (awards, application data, disbursements, eligibility, financial aid academic progress status)
- Residence Life** (housing information)
- Student Accounts** (billing information, charges, credits, payments, etc.)

*I, the undersigned authorize Aurora University to release any information from the categories checked above to the person(s) I designated on this form. I understand that if I wish to revoke this request, I must complete and submit a new Authorization to Release Information form to the Student Accounts Office or online via WebAdvisor. I understand that if I do not check ANY of the above boxes, Aurora University WILL NOT release information from ANY/ALL categories listed.*

Student's Full Name (Please print) \_\_\_\_\_ Student ID \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date (MM/DD/20YY) \_\_\_\_\_

**NOTE: Students wishing to withhold directory information must contact the Registrar's Office prior to the first day of classes.**

## **FERPA AUTHORIZATION TO RELEASE INFORMATION POLICY DESCRIPTION**



Under the Family Educational Rights and Privacy Act (FERPA), disclosure of information from a student's education record is strictly limited and Aurora University has policies in place to comply with this law. Aurora University's policy is indicated below.

### **STUDENTS**

You must have a FERPA access code on file with Aurora University before any Aurora University personnel can discuss your educational records over the phone. This access code allows us to identify you.

To submit a FERPA access code, you must complete the Authorization to Release Information form on the other side of this notice and return it to the Student Accounts Office.

- You may choose to submit the form via WebAdvisor.
- If you choose to return the form IN PERSON, you must show photo identification, such as a driver's license, and/or student ID card.
- For the protection of your privacy, we will not accept a facsimile or mail submission of this form.

If you choose NOT to submit an Authorization to Release Information form, we cannot discuss any details of your educational records over the phone, or in person without proper photo identification.

If you forget or want to change your FERPA access code, you must complete a new Authorization to Release Information form.

### **PARENTS AND OTHER THIRD PARTIES**

Aurora University office personnel cannot discuss a student's educational records information with a parent or other third party unless the student has authorized Aurora University to release information to that party and that party has the student's FERPA access code. A student who chooses to allow his or her parent(s) or other third party access to his or her educational records information must complete the Authorization to Release Information form and return it to the Student Accounts Office.

A parent or other third party must have the student's FERPA access code, and be listed on the student's FERPA Authorization to Release Information form before any educational records information can be discussed.

\*\*\*\*\*

**If you have submitted this form to Aurora University previously, you need to resubmit it if you wish to change the information or establish a new FERPA access code.**

**If you wish to rescind a previously submitted FERPA Authorization to Release Information form, you must notify the Student Accounts Office by submitting an updated Authorization to Release Information form.**

**If you choose NOT to submit an Authorization to Release Information form, we cannot discuss any details of your educational records with you over the phone, and we cannot discuss any details of your educational records with your parent(s) or other third party.**

## **GETTING STARTED AT AURORA UNIVERSITY**

### **Books**

The AU Bookstore is located on the first floor of Dunham Hall. The AU Bookstore offers textbooks, school supplies, reference books, imprinted AU clothing and giftware, consumer technology accessories, toiletries and other items. All of our textbooks and a large selection of our AU clothing and giftware are also available to purchase on our website. We do have a textbook rental program, as well as e-book versions of select textbooks -- see store for details. Students may visit the Bookstore website by clicking on "Bookstore" at the bottom of the AU homepage. There they will find instructions for textbook buyback - both in store & online, the Bookstore's hours of operation, and the link for the Online Bookstore where they can purchase textbooks, AU gear and giftware.

### **Book Vouchers**

Students who have credit balances on their accounts are eligible to receive Bookstore Vouchers up to the amount of their credit balances. Students may send requests for book vouchers by sending emails from their AU email accounts to [student.accts@aurora.edu](mailto:student.accts@aurora.edu), or they may stop into the Student Accounts Office. Once the requests have been processed, students can use the vouchers at the AU bookstore.

### **Class Schedule**

Each incoming student should receive a copy of his/her schedule when registering for classes for the first time with his/her academic advisor. At the start of each term, students should access their schedules online through WebAdvisor, which can be accessed via the Aurora University website. Viewing this updated version will insure the locations of classes are accurate. A campus map is available at [www.aurora.edu/about/maps-directions](http://www.aurora.edu/about/maps-directions) to help identify class locations. A paper copy of the map may also be obtained at the Registrar's Office.

### **Emergency Text Messaging System**

Aurora University maintains an emergency messaging system that will notify users of class cancellations, severe weather, or other emergencies affecting our campuses. Students, parents, and community members can visit [aurora.edu/alerts](http://aurora.edu/alerts) to sign up to receive text messages and emails from the system. Notifications will also be posted on [aurora.edu](http://aurora.edu) and the university's primary social media accounts ([facebook.com/aurorauniversity](https://facebook.com/aurorauniversity) and [twitter.com/aurorau](https://twitter.com/aurorau)).

### **ID Cards**

All Aurora University students are required to have a University issued photo ID card. Resident students will be provided their ID cards when they check into their residence halls at the start of the semester. Commuter students can obtain their ID cards from the Campus Public Safety Department located at 1408 Southlawn Place.

Student IDs are valid for a student's entire time at Aurora University and serve the following purposes: Identification as a member of the Aurora University community; for meals at AU dining locations; admittance into the main entrance of students' residence halls; checking out books from the Charles B. Phillips Library.

Please note that a replacement fee is charged to those students who lose or damage their cards. The fee, paid in advance to the Office of Student Accounts, is \$35 for Proximity/Access cards and \$25 for basic ID cards. Issuance of a replacement Proximity/Access card will only be completed with approval from the Office of Residence Life.

### **Internet Access and Email**

If students choose to use a non-AU email address, such as Gmail or Yahoo, they can auto-forward their AU email to their personal email addresses. For information on how to do this, please contact the ITS Helpdesk at 630-844-5790 or [itshelp@aurora.edu](mailto:itshelp@aurora.edu). **The student's AU email account is the official method of communication from the university.**

Resident students have access to the internet in their rooms. Wireless access to the internet is widely available in academic spaces, many public spaces, and all residence halls.

### **Involvement Fair**

Throughout the year, AU sponsors events that provide opportunities for students to grow personally and intellectually, build a sense of self-worth, increase tolerance for and appreciation of others, and develop social and ethical awareness and responsibility. AU also encourages and promotes participation in student clubs and organizations. All students are encouraged to participate in the fall semester Involvement Fair on **Thursday, August 30, 2018 at 11:30 a.m. on the Quad** to find out more about these opportunities.

### **Parking on Campus**

Anyone parking a vehicle on campus must have a valid parking permit which is available from the Campus Public Safety Department. The application for a parking permit can be found on the Campus Public Safety website or obtained at the Campus Public Safety Department located at 1408 Southlawn Place. Accessing the application/registration on-line will help save time when obtaining the permit from Campus Public Safety. An AU ID and Driver's License are required to obtain a permit. Parking permits are available year round. **There is no charge to obtain a parking permit.**

### **Tuition Payment**

Fall 2018 tuition is due on August 20, 2018. Spring 2019 tuition is due January 02, 2019. Students should have bills paid in full or have enrolled in the monthly payment plan by these dates.

## **GETTING STARTED FOR RESIDENT STUDENTS**

### **Initial Housing Deposit and Refund Policy**

Students assigned to the residence halls must sign a residence hall contract with Aurora University. Each student must have a \$100 housing deposit on file with the university prior to receiving a room assignment. This deposit serves to reserve a room and acts as a contingency deposit in the event of damage to university property. The deposit is refundable once the student terminates occupancy and follows all checkout procedures, minus any damages that may be charged to him/her at that time, or in the event of an outstanding balance.

### **Housing Assignments**

Fall semester room assignments and roommate information are emailed to students in early July via their AU email addresses. Students entering for the Spring semester will receive this information in late December/early January. Students may indicate roommate preferences on their contracts or by contacting the Office of Residence Life at 630-844-7881 or [reslife@aurora.edu](mailto:reslife@aurora.edu). Roommate requests must be mutually made by all parties.

### **Roommate Expectations**

Communication will be one of the keys to a successful roommate relationship. It is recommended that roommates contact one another over the summer to begin talking about their expectations around such topics as guests in the room, use of personal property, etc. Upon move-in, residents have the opportunity to formalize these expectations on a roommate agreement form with the Resident Assistant.

### **Check-in Procedures**

Upon checking into a room in the residence halls, each student is given his/her room key and a Room Condition Report (RCR). It is important to note, in detail, any existing damage to the room on the RCR. When a student moves out of his/her room, the check-in portion of the RCR will be compared to the condition of the room at check-out, and any alterations/damages will be noted by the Residence Life staff member completing the paperwork. At check-out, the resident is responsible for the condition of his/her room, including University assigned furniture. By signing the housing contract and the RCR, the student assumes responsibility for the cost of repair, replacement, or cleaning of any item or part of university housing that is damaged, modified, or destroyed.

Also at the time of check-in, the student is asked to complete an emergency contact card. It is important that information included on the emergency contact card be accurate and thorough. The information is used in cases of emergency. Students will also be given the option to register a contact person to be notified in the event the student has been missing for 24 hours or more.

### **What to Bring**

Each student should consider his/her residence hall room to be his/her home away from home; residents are encouraged to personalize their spaces. Items to bring may include pictures of family and friends, a personal computer, TV (must be equipped with a "QAM" tuner to be compatible with the cable on campus) desk lamp, a refrigerator which is 4.0 cubic feet or smaller, a microwave oven that uses no more than 700 watts, multiple strip outlets (must be fused with at least 14 gauge wire and a grounded cord), extra long twin size bed linens, and pillows. Roommates are strongly encouraged to talk with each other about sharing large items such as televisions and refrigerators.

### **What Not to Bring**

To prevent fires in the residence hall rooms, the following items are NOT permitted: hazardous electrical appliances, including but not limited to any appliances with open heating elements, space heaters, air conditioners, waterbeds, halogen lamps, cooking appliances, George Foreman grills, incandescent lights, concealed extension cords, or multiple outlet (octopus) adapters. Other restricted items are candles, incense, and other materials that are designed to burn. Flammable, caustic, poisonous and/or toxic chemicals also are prohibited.

Additionally, the following items are not allowed: firearms, weapons, and/or related paraphernalia; dangerous instruments; animals or pets, with the exception of certified service animals\*, emotional support animals\* (\*approved on a case-by-case basis through the Disability Resource Office) and fish in aquariums 10 gallons or under; alcohol; illegal drugs and/or related paraphernalia. For additional details regarding prohibited items, please refer to the A-Book, the Aurora University Student Handbook at: [aurora.edu/academics/resources/abook.html](http://aurora.edu/academics/resources/abook.html).

## **Approximate Residence Hall Room Sizes**

### Jenks Hall

- Double: 16'6" x 9'9"
- Standard Suite: 14'6" x 11'6" (main), 11'6" x 7' (bedrooms)
- Deluxe Suite: 12'6" x 12'6" (bedrooms)

### Memorial Hall

- Single: 15.9' x 9' (single)
- Double: 16.5' x 9.5' (double)
- Triple: varies
- Quad: 30' x 16' (quad)

### Davis Hall

- Single: 10.5' x 12'
- Double: 12'7" x 18'5" to 14'10" x 16'8"
- Triple: varies

### Watkins Hall

- Suite: 15' x 9' (all rooms)
- Double: 14' x 11.5'
- Quad: 19'5" x 17'8"

### Wilkinson Hall

- Single: 12' x 10'
- Quad: 22'8" x 13'6"
- Triple: varies
- Double: 14' x 11.5'

### Centennial Hall

- Single: 10' x 17'
- Triple: 13'6" x 17'
- Quad: 13'6" x 22'8"

## **GETTING STARTED FOR STUDENT-ATHLETES**

The following is a list of items that need to be completed prior to participation in any intercollegiate athletically related event. To get more information about this checklist please visit [athletics.aurora.edu/participate](http://athletics.aurora.edu/participate).

1. Aurora University Pre-participation Intercollegiate Physical Exam (Completed after June 1 and performed by a medical doctor)
2. Proof of current health insurance that covers intercollegiate injuries
3. HIPAA/FERPA Release of Information Form
4. Sickle Cell Waiver Form
5. NCAA Concussion Waiver
6. Health History Form
7. Assumption of Risk Waiver
8. NCAA Student-Athlete Statement
9. AU Drug Testing Consent
10. AU Code of Conduct
11. AU Bio Information

\*For items 1-7 on the above checklist, all incoming student-athletes will receive an email from the athletic training staff outlining AU Athletics' pre-participation paperwork process. This email contains a username and password for ATS, our online injury tracking/medical record system. All of the forms and information above can be accessed through that website. Any questions can be directed to Nicole Pieart, ATC, Associate Athletic Director for Student-Athlete Wellbeing at [npieart@aurora.edu](mailto:npieart@aurora.edu).

\*For items 8-10, students will receive an email from Heather Reinke, Associate Athletic Director for Compliance and Student Development, with instructions on how to complete these forms. Any questions can be directed to Heather at [hreinke@aurora.edu](mailto:hreinke@aurora.edu) or 630-844-7567.

\*For item 11, students will complete the form at [athletics.aurora.edu/participate](http://athletics.aurora.edu/participate).

**All forms need to be completed by August 1, 2018.**

