



Housing and Residence Life
WELCOME PACKET
Fall 2025



**LOCK
HAVEN**

COMMONWEALTH UNIVERSITY



WELCOME TO ON-CAMPUS HOUSING AT COMMONWEALTH UNIVERSITY - LOCK HAVEN!

Welcome first-year and returning students! Your experience as a member of our residential community will comprise a very important part of your education. Your residence hall is your power center, your place for rest, and your base for exploring Lock Haven and beyond.

Moving in to a residence hall - whether you're new to college, new to Lock Haven, or new to the hall - can be stressful. To make this transition easier, the Housing and Residence Life staff has developed this guide to help answer your questions even before you pack your bags.

This guide will highlight Lock Haven's move-in schedule, what to pack and what to leave behind, a campus map, resources, and some helpful tips related to living on campus. Welcome to our Residence Life community - we cannot wait to see you!

FALL 2025 MOVE-IN SCHEDULE

NEW STUDENT MOVE-IN

Thursday, August 21 from 9:00 AM - 4:00 PM
Friday, August 22 from 9:00 AM - 4:00 PM

RETURNING STUDENT MOVE-IN

Saturday, August 23 from 9:00 AM - 4:00 PM
Sunday, August 24 from 9:00 AM - 4:00 PM

If you are participating in a sport or program that is scheduled for an early move-in, you will be contacted by your coach or program director with your specific move-in date, time, and details.



BEFORE YOU ARRIVE

- ☒ Fall housing and roommate assignments will be posted in MyHousing Self-Service beginning July 1. Be sure to check MyHousing often for any changes to your housing and roommate assignment. For questions regarding your housing assignment, email us at HousingLH@commonwealthu.edu
- ☒ Contact your roommate/suitemate to get to know them. Discuss what items you will share and who will bring those items. You can look up your roommate's information in MyHousing Self-Service.
- ☒ Pack your belongings in lightweight, easy-to-move boxes or reusable containers. Label each with your name, residence hall, and room number.
- ☒ Review your family's insurance policy or obtain renters insurance to protect your belongings. Commonwealth University is not responsible for personal property damaged due to loss, fire, theft, flooding, etc.
- ☒ Pre-order your parking permit and complete the online vehicle registration form with University Police at www.commonwealthu.edu/campus-life/lock-haven/parking-and-transportation. Please call University Police at (570) 484-2278 for parking-related questions.
- ☒ Familiarize yourself with the policies detailed in the Lock Haven Guide to Campus Living and the Student Code of Conduct covered in the Student Handbook. You have a unique opportunity to live in a community with other students. All of us are responsible for creating a positive experience for everyone.

MOVE-IN DAY INSTRUCTIONS

MOVE IN TIME

Our move-in days are structured around scheduled move-in times. Both new and returning students will be able to pick their move-in time based on availability. Please check your University e-mail for updates and information regarding move-in, as well as details for scheduling a move-in time. This information should be available in mid-to-late July. Please adhere to your move-in day time to ensure a smooth process and help limit traffic congestion.

DRIVING TO CAMPUS

When exiting Route 220, please use the Lock Haven exit, not the Mill Hall exit. The Lock Haven exit will place you in a better position to get to the University Store, your first stop of the move-in process. Once off the Lock Haven exit, follow signs for Water Street, which will bring you right to campus.

WHEN YOU ARRIVE

Follow signs directing you to Parking Lot 9, which is next to the Parson Union Building (PUB). Park your vehicle in a parking space and enter the University Store where you will be checked in to our housing software system, review and sign your Room Condition Report, and receive your room and mailbox keys.

WHERE TO NEXT (New Student Move-In Only)

After leaving the University Store, get back in your vehicle and follow the signs to join the designated vehicle queue for your residence hall. You will be directed to drive to your residence hall once space becomes available in your residence hall's unloading zone.

Please note, only one vehicle per student at a time may line up in the vehicle queue. Once you have finished unloading the first vehicle, you may pull the second vehicle into the vehicle queue to begin the process again.

AT YOUR RESIDENCE HALL

Quickly unload your belongings from your vehicle onto the sidewalk. Plan to unload your belongings and move them to your room during your allotted parking time to help prevent traffic congestion. One person should stay with your vehicle at all times until it is fully unloaded and moved to the proper parking location. When your allotted parking time is up, please move your vehicle to the designated parking lots.



Visit www.commonwealthu.edu/documents/campus-map-lock-haven for a map of the Lock Haven campus!

WHAT TO PACK

Preparing to move to campus can feel a bit overwhelming. With this guide, we have some recommendations on what to bring to make your transition to campus a comfortable one. Please note, this guide is meant to be used as a tool and is not an encompassing list of supplies you must bring. These are just some things to consider. If you are ever unsure of what to bring (or what not to bring), contact us at housingLH@commonwealthu.edu.



ROOM ESSENTIALS

- Seasonal clothing, footwear, etc.
- Professional attire (for presentations/interviews)
- Rainwear/umbrella
- Clothes hangers
- Laundry supplies (basket, detergent, etc.)
- Bedding (sheets, pillows, bedspread, etc.)
- Mattress pad or topper
- Electrical devices and chargers
- Fan
- Lamp
- Storage bins



CLEANING BASICS

- Disinfectant wipes, sprays
- Broom/dust pan or vacuum
- Paper towels
- Trash bags
- Dish soap and sponges
- Air freshener



KITCHEN COMFORTS

- Dinnerware (plates, cups, utensils, etc.)
- Cookware (pot, pan, can opener, etc.)
- Single-serve coffee maker (Keurig or similar)
- Microwave
- Refrigerator (5-cubic feet max)
- Small appliances without an exposed heating element (air fryer, ice maker, blender)
- Storage bags, microwaveable containers



BATH NECESSITIES

- Personal hygiene products
- Bath towels
- Hair brush, hair dryer, hair products
- Shower caddy
- Shower shoes
- Medical supplies (band-aids, medicine, thermometer, etc.)



STUDY SUPPLIES

- Backpack
- Planner/calendar
- Notebooks, writing utensils, etc.
- Binders, folders, etc.



SPECIFIC ITEMS FOR FAIRVIEW SUITES & CAMPUS VILLAGE

- Bath mat
- Bathroom cleaning supplies
- Hand soap
- Shower liner/curtain
- Toilet paper
- Toilet plunger

WHAT NOT TO BRING

For the safety of yourself and others, the following items are prohibited inside our residence halls:

- 3-D printers
- Adhesive light strips/LED light strips (Adhesive will damage University property. If you are using light strips, use approved mounting supplies i.e. painters tape, command strips, etc.)
- Alcohol and alcohol bottles (including empty bottles regardless of purpose)
- Amplified instruments
- Appliances with exposed heating elements (i.e. hot plates, traditional coffee makers, toasters, etc.) [permitted in Campus Village]
- Candles (used or decorative), incense, wax warmers and oil diffusers that use a tealight or hot plate
- Cooking appliances that use high pressure steam or deep oil fryers
- Dartboards
- Electric or gas powered bikes, scooters, hoverboards, etc.
- Extension cords and multi-plug power strips/outlet adapters without an internal circuit surge protector
- Firecrackers, fireworks, and other explosives
- Halogen lamps
- Illegal drugs and drug paraphernalia
- Internet switches, routers, hubs, etc.
- Non-University owned mattresses
- Non-University owned personal space heaters
- Pets (other than fish in a tank 15-gallons or less)*
- Weightlifting equipment (i.e. barbells, free weights, pull-up bars, large equipment)
- Weapons and weapon replicas
- Window air conditioners
- Any item that could damage property/facilities, cause personal injury, or prohibit safety equipment from properly functioning

A NOTE ABOUT PETS

Students living in pet-friendly residence halls may have a pet other than fish. Students must submit an application for approval and registration BEFORE bringing a pet to campus. The Pet-Friendly Residence Hall policy defines allowable pets as one cat OR one dog OR two caged rabbits, hamsters, gerbils, or guinea pigs per room. Cats and dogs are subject to strict guidelines concerning species, breed, age, size, and length of ownership. Please contact the Housing and Residence Life Office to request the Pet-Friendly Residence Hall registration packet. For information regarding service animals and emotional support animals (ESA), please contact [University Disability Services](#).

DECORATING TIPS

Pictures, posters, lights, and other decorations should be hung only use products that will remove cleanly and with out damaging the walls. Other products such as thumb tacks, nails, screws, or various adhesive products are damaging and their use may lead to damage charges. When using damage free adhesives, make sure you hang and remove them following the manufacture instructions.

Fairview Suites and Campus Village residents should not use adhesives in the shower to hang hooks, baskets, etc. These “heavy duty” adhesives will damage the shower walls.

HALL, SUITE, AND APARTMENT INFO

BED SIZES

Fairview Suites beds are Twin-XL. Smith Hall and Campus Village beds are Twin.

ROOM FURNISHINGS

Standard furnishings for all bedrooms is 2 beds, 2 mattresses, 2 desks, 2 desk chairs, and 2 closets or wardrobes.

- Fairview Suites private suite bedrooms are provided with one of each of the standard furnishings.
- Campus Village efficiency apartments are provided with one of each of the standard furnishings.
- Campus Village double apartments feature a single walk-in closet instead of 2 separate closets.
- Campus Village double apartments also include a kitchen table with four chairs.
- Please note, furniture cannot be removed from single-occupant rooms, suites, and apartments already furnished with 2 sets of the standard furnishings. All furniture must remain in the room, suite, or apartment.

PERSONAL FURNITURE

You may bring additional furniture, just keep in mind, you must take it with you when you move out. For safety purposes, you cannot obstruct egress within the room. Please note that standard room furniture cannot be removed from the rooms. For example, if you decide to bring your own desk chair, we cannot store the room-provided desk chair for you; it must remain in the room. Please note, you may not bring your own mattress.

WINDOW TREATMENTS

Windows have either a roller shade or blind. All University window treatments are fire-resistant and therefore, additional window treatments are not necessary.

LIGHTING

Each room, suite, and apartment has overhead lighting. However, it is a good idea to bring your own lighting also. Desk lamps and floor lamps are great additions.

INTERNET SERVICE

Housing and Residence Life partners with Boldyn, an advanced ResNet service provider, to supply wired and wireless internet services for students living on campus. For information on how to register your devices and get connected or to report internet issues, visit <https://lockhaven.apogee.us/>.

MAIL & PACKAGES

Family and friends sending you mail? Ordering textbooks? Make sure they have your correct address:

Talon Eagle
Commonwealth University - Lock Haven
Hall XYZ Room ### Box ###
401 N. Fairview Street
Lock Haven, PA 17745

Letters, envelopes, magazines, etc. will be sent to your residence hall and placed in your assigned mailbox. Packages and items too large to be placed in your mailbox will be held at the University Mailroom for pick up. You will need your student ID.



STUDENT ID & HALL ENTRANCE

You will need your Commonwealth University Bald Eagle Card (aka your student ID card) to unlock the doors of your residence hall so you may enter. Look for the grey panel next to the entrance door and waive your ID in front of it.

You will also use your student ID card for identification upon request by a University official, Student Rec Center access, meal plan access, FLEX dollars, and Haven Dollars. It is important for you to have your student ID card with you at all times.

LOCKED OUT OF YOUR ROOM, SUITE, APARTMENT

During the workday, head to your AD's office (typically located in or close to the ground floor lobby) or find an RA for assistance. If you're locked out at night between the hours of 8:00 p.m. and 7:00 a.m., please contact the RA on Duty. Their phone number and room number will be posted at the front desk.

ROOM REPAIRS

If something in your room, suite, or apartment needs fixing, please contact your RA or AD to let us know. We'll take a look at the problem and request a repair through University Facilities as needed.

LAUNDRY

Each residence hall features a laundry room with multiple washers and dryers. Laundry can be paid for using quarters or Haven Dollars. Add Haven Dollars conveniently online or on campus at the Bentley Dining Hall Kiosk.

REFRIGERATOR & MICROWAVES

Students are welcome to bring a refrigerator no larger than 5-cubic feet and a microwave for their room or suite. CU - Lock Haven does not supply or rent them. Campus Village apartments have a standard-size refrigerator but students must provide their own microwave.

DRY CAMPUS

Commonwealth University - Lock Haven is a dry campus meaning the following are prohibited on campus and in all residence halls:

- Alcohol (unless otherwise specified through written guidelines)
- Illegal drugs
- Medical marijuana
- Sharing prescription drugs
- Unlabeled prescription drugs

Please note, it is illegal to smoke marijuana in PA even with a medical marijuana card. Policy violations could also equate to violations of the law.



MEET YOUR RA AND AD

Resident Assistant (RA)

A full-time student leader who lives on campus and helps guide the experience of the residents within their building and in the housing community.

Your RA is responsible for:

- Making sure the housing community is safe and inclusive.
- Creating fun events for residents.
- Helping residents meet new people and learn new things.
- Directing residents to campus resources.

Talk to your RA if you:

- Have a question.
- Get locked out of your room, suite, or apartment.
- Are interested in getting more involved.
- Have a personal/academic/housing-related concern.
- Need help communicating with your roommate.
- Just need someone to listen.
- Want to get to know an amazing peer.

Assistant Director (AD)

A full-time professional staff member who lives on campus to help make the Residence Life experience engaging, educational, and inclusive.

Your AD is responsible for:

- Supervising the RA staffs.
- Adjudicating residence hall conduct violations.
- Advising Residence Hall Council.
- Helping residents with personal/academic/housing-related concerns.
- Working with residents and University Facilities to facilitate room, suite, and apartment repairs, inspections, etc.
- Assisting with residence hall issues.

Talk to your AD if you:

- Need help understanding housing or campus policies.
- Are looking for new ways to get involved.
- Have concerns that your RA cannot address or that you do not want to share with your RA.
- Have an issue with the residence hall facility.
- Want to make a new friend who is chill and gives great advice.

LIVING WITH ROOMMATES

Resident Assistants will assist you with getting to know one another when you arrive on campus.

DISCUSS COMMON ISSUES

Overnight Guests - Unannounced, too frequent, or disrespectful behavior.

Noise Levels - Volume levels of music/TV or loud guests.

Sharing - How would you like to share things like TVs, gaming systems, food, and other items.

Common Cleaning - Sharing supplies, different definitions of clean, taking out trash, or clutter.

Policy Violations - A roommate violating policies within the room, suite, or apartment.

Get to know your roommate and give them a chance to get to know you. Discuss the topics mentioned above as this can help relieve possible future issues.

IT'S OK TO COMPROMISE

Remember that two roommates means two ways of living. You should be prepared to adjust your expectations according to your roommate and vice-versa. For example, if you think the trash should be taken out twice a week, but your roommate thinks every two weeks is ok, a good compromise could be to take out the trash once a week. Willingness to compromise will make living with a roommate more enjoyable.

SHOW RESPECT

No matter the differences between roommates, you all should respect one another. Keep in mind that differences do not mean bad. In fact, living with a roommate is a great opportunity to learn about different lifestyles, opinions, and cultures. If you're committed to respecting those around you, you can live harmoniously with anyone.

BE RESPONSIBLE

Remember to take responsibility for your own space. You and your roommate have to be comfortable with everything that goes on in the room, suite, or apartment.

COMMUNICATION IS KEY

For a successful and healthy roommate relationship, the lines of communication must be open. Talk in person and avoid texting, social media, and leaving notes. You can't expect your roommate to read your mind, so be clear about your expectations, feelings, and difference.

