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Welcome to Middle Earth!

First Steps:

1. **UPLOAD YOUR VACCINE RECORD**
   Upload your COVID-19 vaccine record before arriving to campus.

2. **COMPLETE THE FOLLOWING ONLINE DOCUMENTS BEFORE ARRIVING ON CAMPUS**
   Contact Forms on the Housing Gateway: (1) Emergency Contact and (2) Confidential Contact. A Grade Waiver form will be emailed to you and may be completed electronically. If you have any questions on how to complete the forms, please contact middleearth@uci.edu or phone (949) 824-5976.

3. **ARRIVE DURING YOUR ASSIGNED CHECK-IN WINDOW**
   Move-in days and times have been assigned to prevent crowding and ensure a smooth move-in process for all. We strongly encourage you to keep your assigned day and time if at all possible. If you are unable to arrive at your assigned date/time, submit a Move-in Change Request.

4. **TESTING AND CHECK-IN**
   Visit the Move-in webpage for updates to testing and check-in procedures.

5. **FOLLOW ALL CAMPUS COVID GUIDELINES**
   Residents will be expected to follow all COVID prevention policies, including compliance with the University Vaccine Policy, wearing of face-coverings on move-in day and indoors, and completing the Daily Symptom Check-in.

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**Move-In Carts**

Move-in carts will be available at 2 different locations (refer to map on page 5). Cart check out is limited to one hour. Student I.D. is required to check out a cart. You will receive your student I.D. at check-in.
Need to Know

Move-in is September 16th-19th

Visit the Move-in webpage for information on testing and check-in procedures.

See your Assignment Email for your specific Move-In DAY and TIME

Locate your hall on the map on page 5

What if I can’t move in during my assigned time?

All move-in times were intentionally assigned to support physical distancing and the health and wellness of residents and their family members. If you are unable to arrive at your assigned date/time, submit a Move-in Change Request by Friday, September 10th.

Please make every attempt to adhere to the day and time you were assigned. We may not be able to accommodate all requests.

Residents also have the option to move in after Sunday, September 19th. Email the Middle Earth Housing Office at middleearth@uci.edu to make arrangements for late arrival.

“Duo” multi-factor authentication is required to log into campus network accounts. Sign up before fall quarter begins to ensure continued access to your UCI accounts!

Upload your COVID-19 vaccine record to the student health portal.
Where Do I Eat?

Brandywine is the dining facility located within Middle Earth. Your student I.D. will serve as your meal card for entry into the dining commons. Only students will be allowed access to the dining hall at this time. No guests will be allowed.

For move-in weekend, Thursday 9/16 - 9/19, Brandywine will be open from 9 am to 8 pm.

**Continental Breakfast:** 9 am – 11 am

**Brunch:** 11 am – 3 pm

**Lite Lunch:** 3 pm - 5 pm

**Dinner:** 5 pm – 8 pm

Laundry Facilities

Each residence hall has washers and dryers that operate using a debit or credit card.

Mail & Packages

All and packages for residents will be distributed through the Pippin Mailroom. You will be notified via UCI email when you have a package ready for pick-up. Notifications for other mail will be sent weekly. The Mailroom is open daily except for university holidays. Middle Earth will accept mail for academic year residents starting Monday, September 13th. Please do not send anything prior to that date as it will be returned to sender. The Mailroom opens officially on the first day of fall quarter and will start processing packages on September 20th at 8 am. Student ID required for mail pickup.

To ensure proper mail delivery, use the following address format:

Your Full Name

E. Peltason Dr., #

Irvine, CA 92617

Your Bldg #

Your Room #

* for faster delivery, always include your room # on all mail and packages

Ship your Amazon.com orders to Middle Earth’s Amazon Lockers. At checkout select “Middle” or “Carissimo” from nearby pickup locations.
Middle Earth’s professional staff team is dedicated to serving you! We all work together to create a positive and enriching experience for all residents. If you have questions about Middle Earth, please feel free to call (949) 824-5976 or email middleearth@uci.edu.

**Maintenance or Custodial Issue?**
Submit a work order online at housing.uci.edu or visit the Mesa Court Housing Office.

**Important Housing Contract Information**
Withdrawing from UCI or moving out of your room does not automatically cancel your housing contract. The contract that you signed is a legally binding document. Call the ME Housing Office at (949) 824-5976 or Housing Admin Services at (949) 824-6811 for further clarification.

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**Helpful Phone Numbers**

**ME Housing Office**  
(949) 824-5976  
Mon-Fri: 8 am – 11 pm  
Sat-Sun: 10 am – 11 pm

**Middle Earth Duty Line**  
949-241-4117  
24 hours

**Housing Admin Services**  
(949) 824-6811  
Mon-Fri: 8 am – 5 pm

**Parking and Transportation**  
(949) 824-7486  
Mon-Fri: 7:30 am – 4 pm

**Police Department**  
Non-emergency line  
(949) 824-5223  
24 hours

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**Follow Us On Social**

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**Winter Break**
While we hope that all students are able to enjoy winter break away from campus, resident will have access to their rooms over the break. There is no additional cost for remaining in housing during the break, but service levels will be modified. Housing staff will be present to ensure safety/security and manage building maintenance issues.
Instructions: Please park in the lot with the same color as your hall.

Legend:
- Cart Checkout
- Elevator
- Parking
- Drop-Off
Move-In checklist
Suggestions for What to Bring

Don't Overpack! You can always bring more belongings at a later date, and you can pick up some supplies locally. Packing light means fewer belongings to carry from your car on move-in day.

### Health & Wellness
- Supply of Face Coverings
- Hand Sanitizers
- Disinfectant Cleaning Supplies
- Thermometer for Temperature Monitoring
- Self-isolation “go-bag”
  - (Quarantine “Go Bag” containing essentials for temporary relocation in the event of illness/Covid testing)

### Living & Sleeping
- Sheets (XL Twin - 80” long and 38” wide)
- Pillow(s)
- Pillowcase(s)
- Blanket
- Bedspread/Comforter
- Alarm Clock
- Television w/Coaxial Cable

- Fan
- Umbrella
- Disaster Prep Kit
- Folding Chair
  - (For use at outdoor (physically-distanced) gatherings)
- Small Towel
  - (For use at Rec and Fitness Center)

### Studying
- Surge Protector
- Printer/Ink/Paper
- Study/Desk Lamp

*Undergraduate communities now have wireless internet*

- Pens/Pencils
- Scissors
- Stapler/Staples

### Cleaning
- Laundry Detergent
- Iron/Ironing Board
- Cleaners
- Vacuum/Duster/Broom

### Organizing
- Hangers
- File Folders
- Desk Organizer
- Bookends
- Pantry/Food Storage Bin

### Eating
- Plate/Bowl
- Cup/Mug
- Set of Utensils
- Pots/Pans
- Electrical Appliances

### Showering
- Shower Caddy
- Soap/Shampoo
- Towels/Wash Cloths
- Toiletries
- Flip flops
  - (for use in the shower)

### What NOT to Bring
- Electric Vehicles
  - (skateboards, scooters, hoverboards etc.)
- Weapons of Any Kind
- Drug Paraphernalia/Non-prescription drugs
- Alcohol (Students Under 21 Years of Age)
- Open heating elements or flames
- Vaping Materials
- Tobacco Products
- Air Conditioners/Heaters/Sun Lamps
- Pets (except fish)
- Drones
- Personal Routers
- Dry Erase/Cork Boards
  - (not allowed on int/ext doors)
- Nails
  - (puncturing walls/furniture prohibited)
- Microwaves

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1. Halogen lamps must be UL-approved and have a safety shield over the bulb.
2. Automatic shut-off required on irons.
3. Housing communities have vacuums available to check out. Housing custodial staff cleans kitchens, common rooms, and bathrooms, but not personal spaces such as bedrooms.
4. Cooking supplies, food, and pantry storage bins are not as necessary for residents with meal plans (ie Mesa Court and Middle Earth); however, it’s still handy to bring a plate, bowl, mug, cup, and set of utensils for snacks, carry-out, and leftovers.
5. Toasters, coffee pots, rice cookers, etc. are only permitted in kitchen areas, not in student rooms.
7. Microwaves and refrigerators are available in the hall kitchens. Refrigerators in individual rooms are permitted if they are UL-approved and not larger than 4.3 cubic feet. For information regarding renting a "Micro-Fridge" (combination microwave, refrigerator and freezer), please visit Collegiate Concepts at www.collegiateconcepts.net

More on housing policies at housing.uci.edu/communitylife/Undergraduate_Policies.html.
Now Hiring

On-Campus Part-time Employment Opportunities

APPLY AT

UCI Student Housing
- housing.uci.edu/employment

UCI Dining
- food.uci.edu/employment

ANTEATER EXPRESS
- shuttle.uci.edu/contact/employment

THE HILL EVERYTHING UCI
- bncollegejobs.com

UCI Student Center & Event Services
- studentcenter.uci.edu

uci.joinhandshake.com/login