All About Move-In Day

Housing and Residence Life

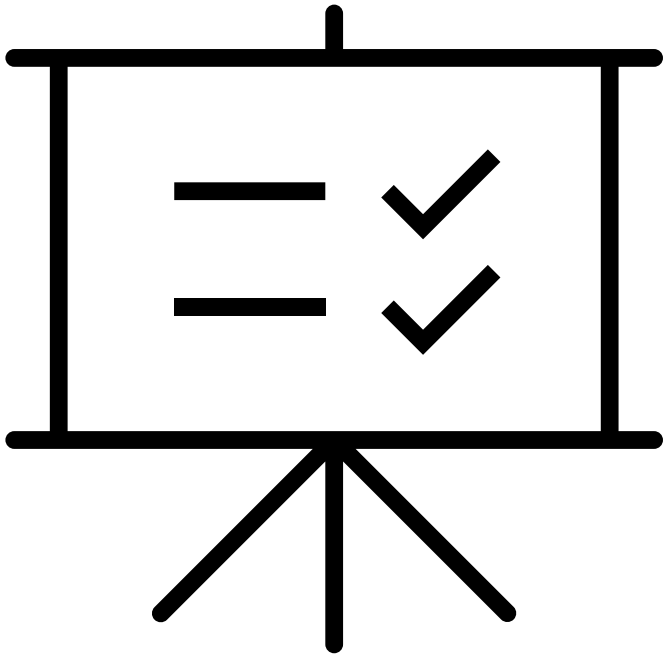
DISCOVER YOUR PURPOSE

University of Wisconsin Stevens Point

STEVENS POINT • MARSHFIELD • WAUSAU

TODAY'S PRESENTATION

- Move-In Overview
- Prior to Move-In Day
  - Managing Expectations
- Move-in Day
  1. Drive-Thru Check-in
  2. Drop-and-Go Unloading
  3. Park Vehicle in Lot Q
  - Complete the Room Condition Report!
- Things you'll Want Easy to Reach
- Family Day and Homecoming
  - Saturday, October 10



MOVE-IN OVERVIEW

- Move-in Days
  - August 29: New Students
  - August 30: Returning Students
  - *Moving in earlier or later is a different procedure*

- Pointers Week
  - Mandatory events *that night*
  - Events planned all week
  - See details on SPIN

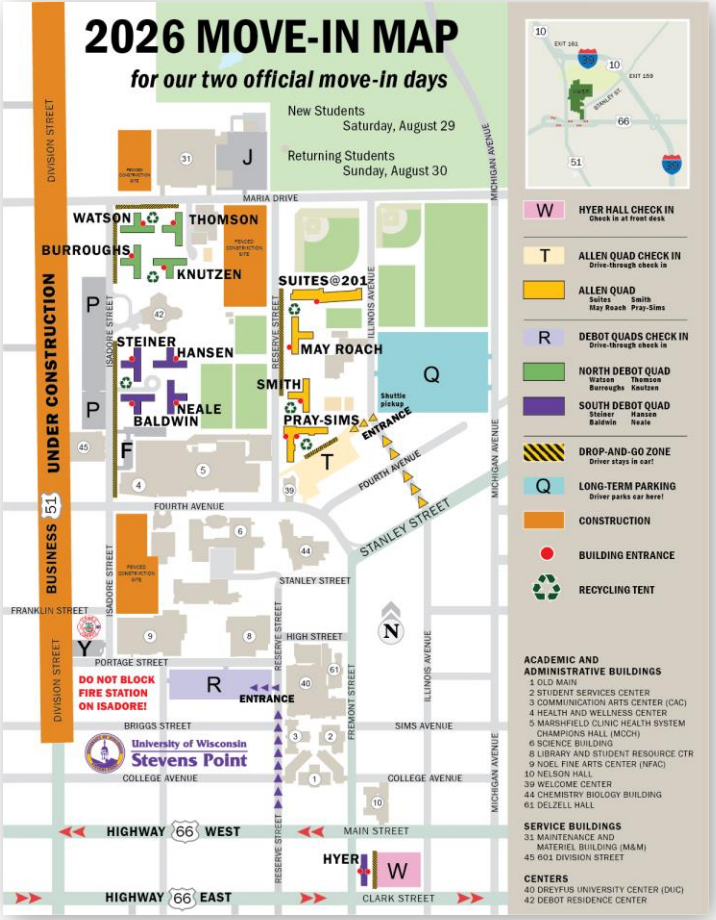
SPIN

Stevens Point Involvement Network

PRIOR TO MOVE-IN DAY

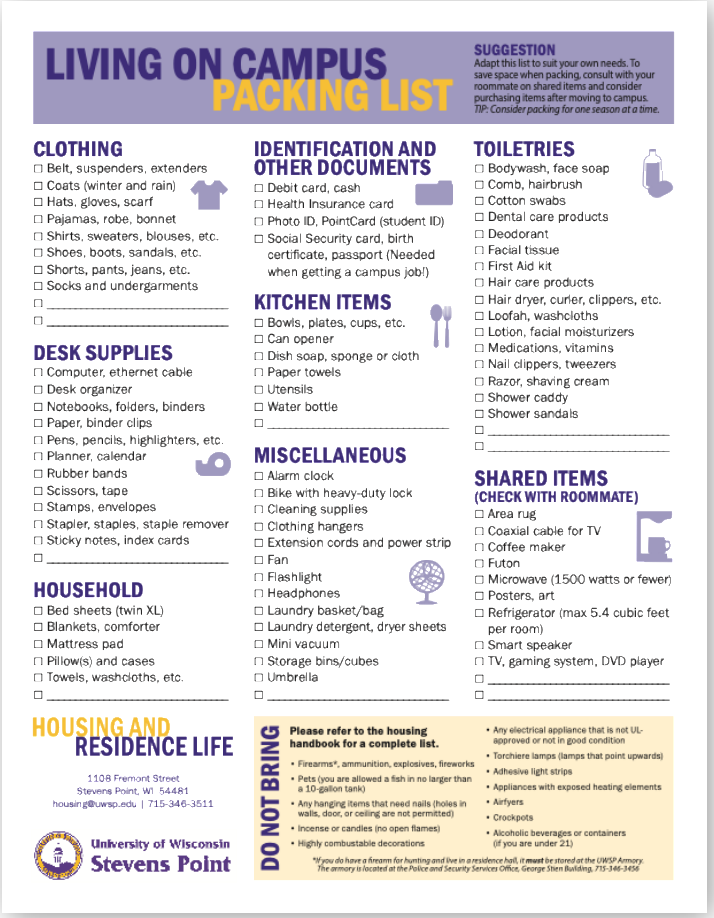
PRIOR TO MOVE-IN DAY

- Confirm building and room assignment
  - "My Housing Information"
- Confirm move-in date and time
  - "Appointments"
- Confirm drive-thru check-in lot
  - Email sent to students 8/11/26
- Review the move-in map
  - Construction near campus means new process this year for all halls ***except for Hyer Hall***



PRIOR TO MOVE-IN DAY

- Review the Packing List (pack light)
- Check with roommate for when they will arrive and what they plan to bring
- **Label all move-in boxes/bins/bags with building and room number**
- Check weather forecast and pack accordingly (closed bins with lids)
- Discuss move-in day expectations with family/helpers



LIVING ON CAMPUS PACKING LIST

SUGGESTION
Adapt this list to suit your own needs. To save space when packing, consult with your roommate on shared items and consider purchasing items after moving to campus.
TIP: Consider packing for one season at a time.

CLOTHING
- ☐ Belt, suspenders, extenders
- ☐ Coats (winter and rain)
- ☐ Hats, gloves, scarf
- ☐ Pajamas, robe, bonnet
- ☐ Shirts, sweaters, blouses, etc.
- ☐ Shoes, boots, sandals, etc.
- ☐ Shorts, pants, jeans, etc.
- ☐ Socks and undergarments
- ☐ _____
- ☐ _____

DESK SUPPLIES
- ☐ Computer, ethernet cable
- ☐ Desk organizer
- ☐ Notebooks, folders, binders
- ☐ Paper, binder clips
- ☐ Pens, pencils, highlighters, etc.
- ☐ Planner, calendar
- ☐ Rubber bands
- ☐ Scissors, tape
- ☐ Stamps, envelopes
- ☐ Stapler, staples, staple remover
- ☐ Sticky notes, index cards
- ☐ _____

HOUSEHOLD
- ☐ Bed sheets (twin XL)
- ☐ Blankets, comforter
- ☐ Mattress pad
- ☐ Pillow(s) and cases
- ☐ Towels, washcloths, etc.
- ☐ _____

IDENTIFICATION AND OTHER DOCUMENTS
- ☐ Debit card, cash
- ☐ Health Insurance card
- ☐ Photo ID, PointCard (student ID)
- ☐ Social Security card, birth certificate, passport (Needed when getting a campus job!)

KITCHEN ITEMS
- ☐ Bowls, plates, cups, etc.
- ☐ Can opener
- ☐ Dish soap, sponge or cloth
- ☐ Paper towels
- ☐ Utensils
- ☐ Water bottle
- ☐ _____

MISCELLANEOUS
- ☐ Alarm clock
- ☐ Bike with heavy-duty lock
- ☐ Cleaning supplies
- ☐ Clothing hangers
- ☐ Extension cords and power strip
- ☐ Fan
- ☐ Flashlight
- ☐ Headphones
- ☐ Laundry basket/bag
- ☐ Laundry detergent, dryer sheets
- ☐ Mini vacuum
- ☐ Storage bins/cubes
- ☐ Umbrella
- ☐ _____

TOILETRIES
- ☐ Bodywash, face soap
- ☐ Comb, hairbrush
- ☐ Cotton swabs
- ☐ Dental care products
- ☐ Deodorant
- ☐ Facial tissue
- ☐ First Aid kit
- ☐ Hair care products
- ☐ Hair dryer, curler, clippers, etc.
- ☐ Loofah, washcloths
- ☐ Lotion, facial moisturizers
- ☐ Medications, vitamins
- ☐ Nail clippers, tweezers
- ☐ Razor, shaving cream
- ☐ Shower caddy
- ☐ Shower sandals
- ☐ _____
- ☐ _____

SHARED ITEMS (CHECK WITH ROOMMATE)
- ☐ Area rug
- ☐ Coaxial cable for TV
- ☐ Coffee maker
- ☐ Futon
- ☐ Microwave (1500 watts or fewer)
- ☐ Posters, art
- ☐ Refrigerator (max 5.4 cubic feet per room)
- ☐ Smart speaker
- ☐ TV, gaming system, DVD player
- ☐ _____
- ☐ _____

HOUSING AND RESIDENCE LIFE

1108 Fremont Street
Stevens Point, WI 54481
housing@uwsp.edu | 715-346-3511

University of Wisconsin Stevens Point

DO NOT BRING

Please refer to the housing handbook for a complete list.

- Firearms*, ammunition, explosives, fireworks
- Pets (you are allowed a fish in no larger than a 10-gallon tank)
- Any hanging items that need nails (holes in walls, door, or ceiling are not permitted)
- Incense or candles (no open flames)
- Highly combustable decorations
- Any electrical appliance that is not UL-approved or not in good condition
- Torchiere lamps (lamps that point upwards)
- Adhesive light strips
- Appliances with exposed heating elements
- Airfyers
- Crockpots
- Alcoholic beverages or containers (if you are under 21)

*If you do have a firearm for hunting and live in a residence hall, it **must** be stored at the UWSP Armory. The armory is located at the Police and Security Services Office, George Stien Building, 715-346-3456

MOVE-IN EXPECTATIONS

Parents can help by:

✓ Helping unload and moving the vehicle promptly

✓ Setting up the basics with your student's guidance

✓ Offering advice when asked

✓ Making one last shopping trip, if needed

✓ Saying goodbye before evening activities begin

MOVE-IN EXPECTATIONS

Students can help by:

✓ Taking the lead in your new space

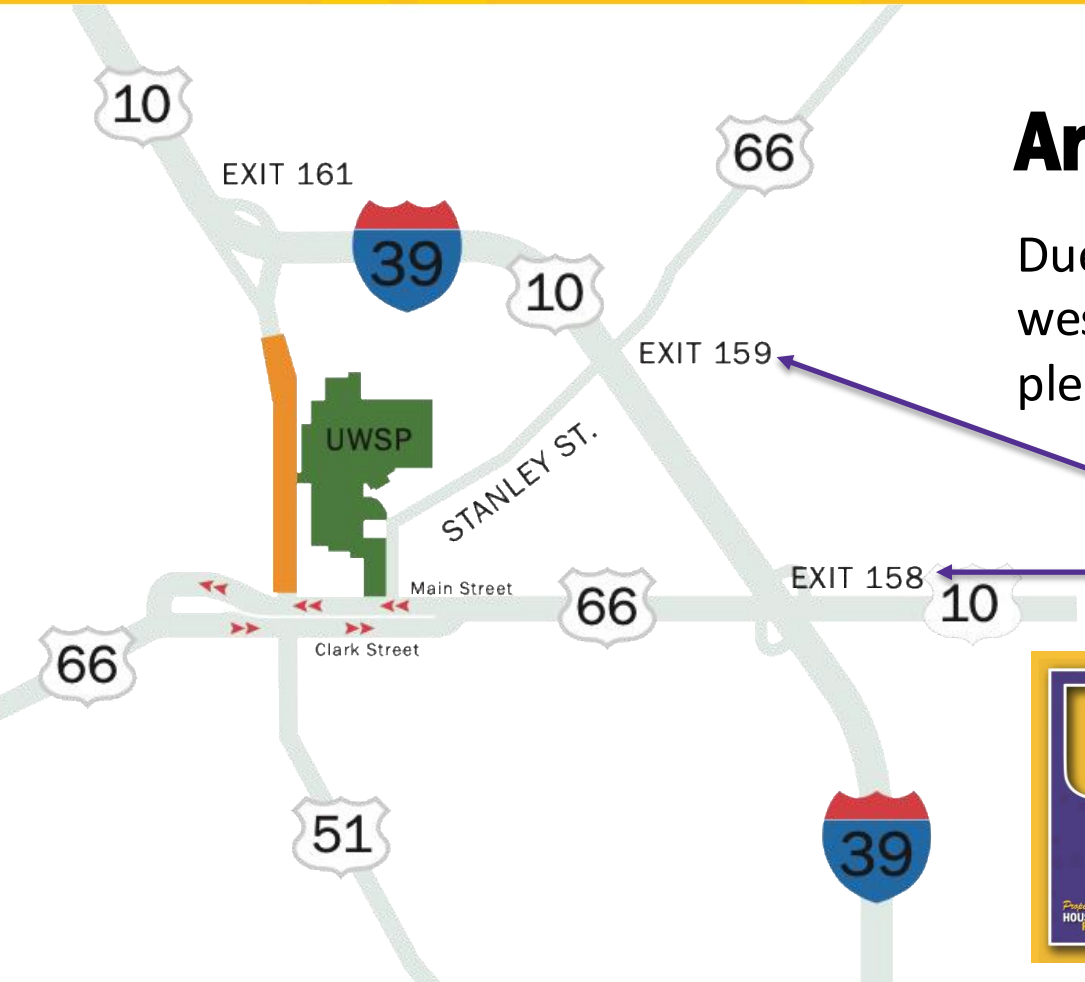
✓ Accepting help from your family and volunteers

✓ Introducing yourself to your roommate and neighbors

✓ Completing your Room Condition Report before unpacking

✓ Attending your floor meeting and evening activities

ON MOVE-IN DAY



Arriving on Campus

Due to road construction on the west side of the Stevens Point campus, please access campus from the east.

Stanley Street, exit 159

Main Street, exit 158

Move-in signs like this will guide you to campus

GENERAL MOVE-IN DAY ADVICE

- Dress for the day
  - *e.g. wear sneakers/boots, deodorant, comfortable clothes, rain gear, etc.*
- Proper rest, hydration, and nourishment for your body before and on move-in day
- Please *please* ***please*** accept help from UWSP staff and volunteers

Say **YES** to help!

MOVE-IN DAY BASICS (8/29 & 8/30)

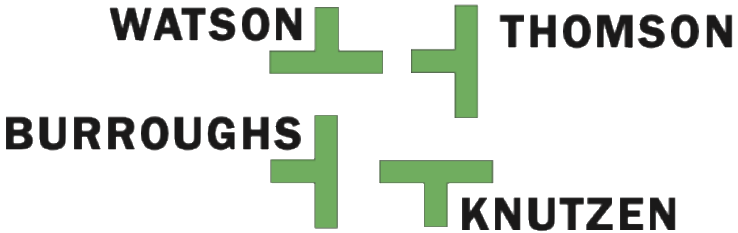
1. Drive-Thru Check-In
   - Arrive at beginning of the move-in appointment
   - All passengers stay in vehicle
2. Drop-and-Go Move-In
   - Volunteers unload vehicle
   - Driver stays in vehicle
3. Driver Parks Vehicle in Lot Q
   - Follow signs
   - Shuttle is available

MOVE-IN DAY BASICS (other days)

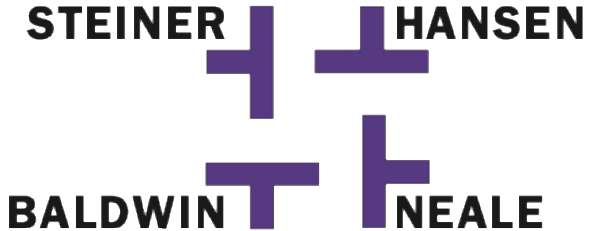
1. Arrive at your building at beginning of your appointment time, check in at the front desk, receive room key, and move into room.
2. Blue carts will be available to borrow.
3. Read emails from Housing for additional details.

Know Your Quad

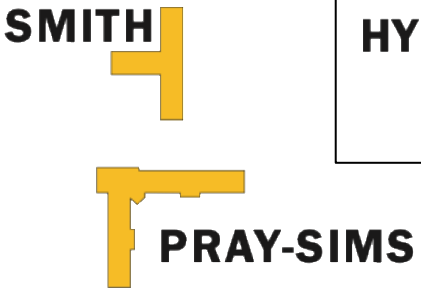
North DeBot Quad



South DeBot Quad



Allen Quad



HYER

Hyer Hall is located on the south-east corner of campus, away from the construction

Know Where To Go

Locate Correct Parking Lot

Allen Quad: **Lot T**

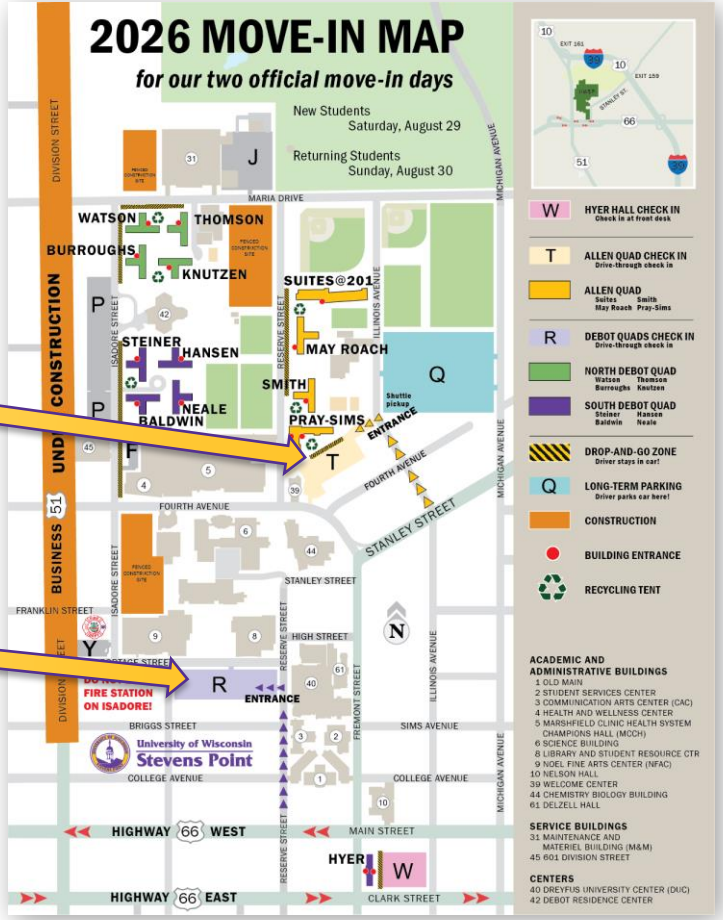
GPS: 514 Illinois Avenue

to get close to the entrance

DeBot Quads: **Lot R**

GPS: 1060 Reserve Street

to get close to the entrance



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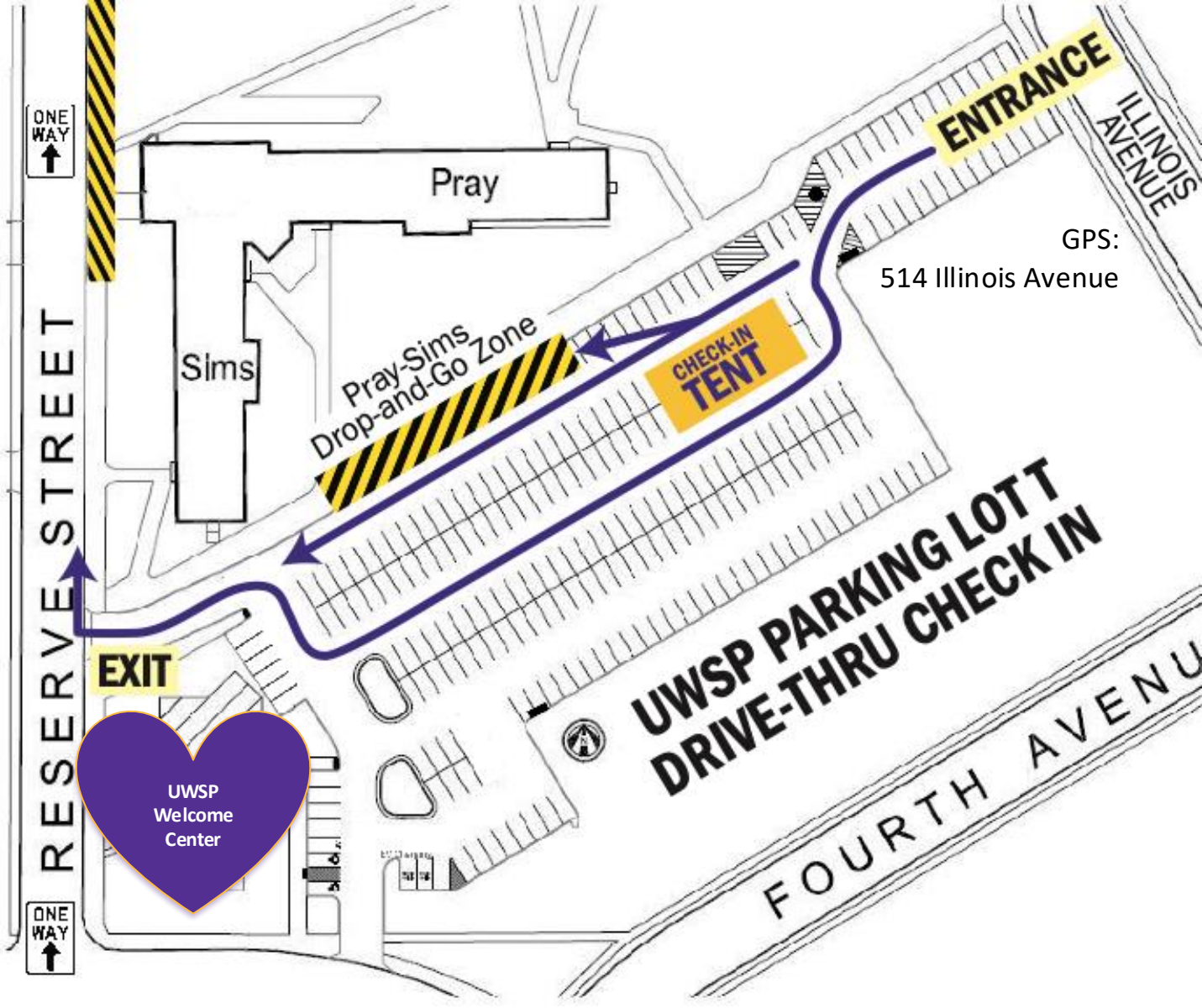
Allen Quad
Drive-Thru Check-In Location

Parking Lot T

Enter on East Side of Lot

Near UWSP ♥ Welcome Center

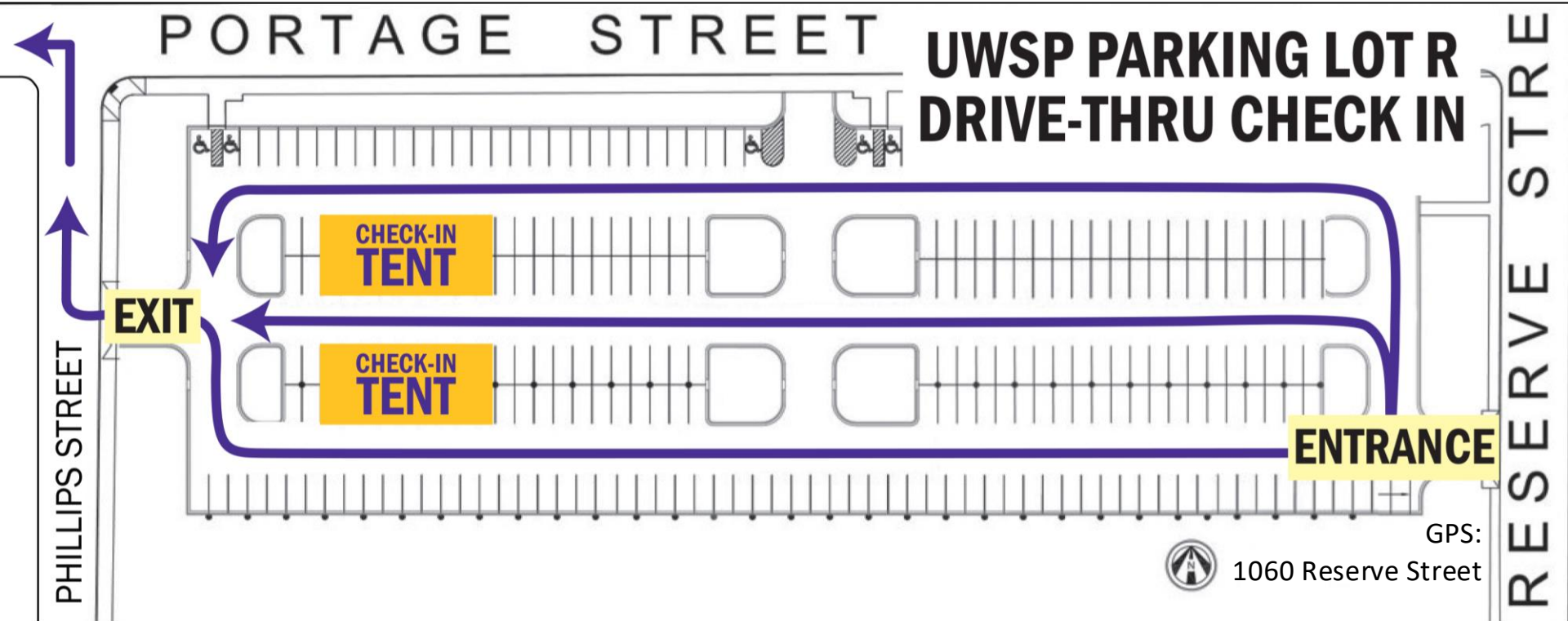


North DeBot and South DeBot Quads

Drive-Thru Check-In Location

Noel Fine Arts Center

Parking Lot R
Enter on East Side of Lot
Near NFAC: Summer Orientation Location



1. DRIVE-THRU CHECK-IN

- Arrive at drive-thru check-in parking lot at the **beginning** of your move-in appointment
- Everyone stays in vehicle!
- When approached by Housing staff near the check-in tent, student presents identification
  - PointCard or other legal ID, or
  - QR Code from Housing Portal
- Student will be issued their room key
- Student issued neon dashboard card
  - Place on passenger-side dashboard

Remember
to bring your
PointCard!

Will double as extra labels for items.

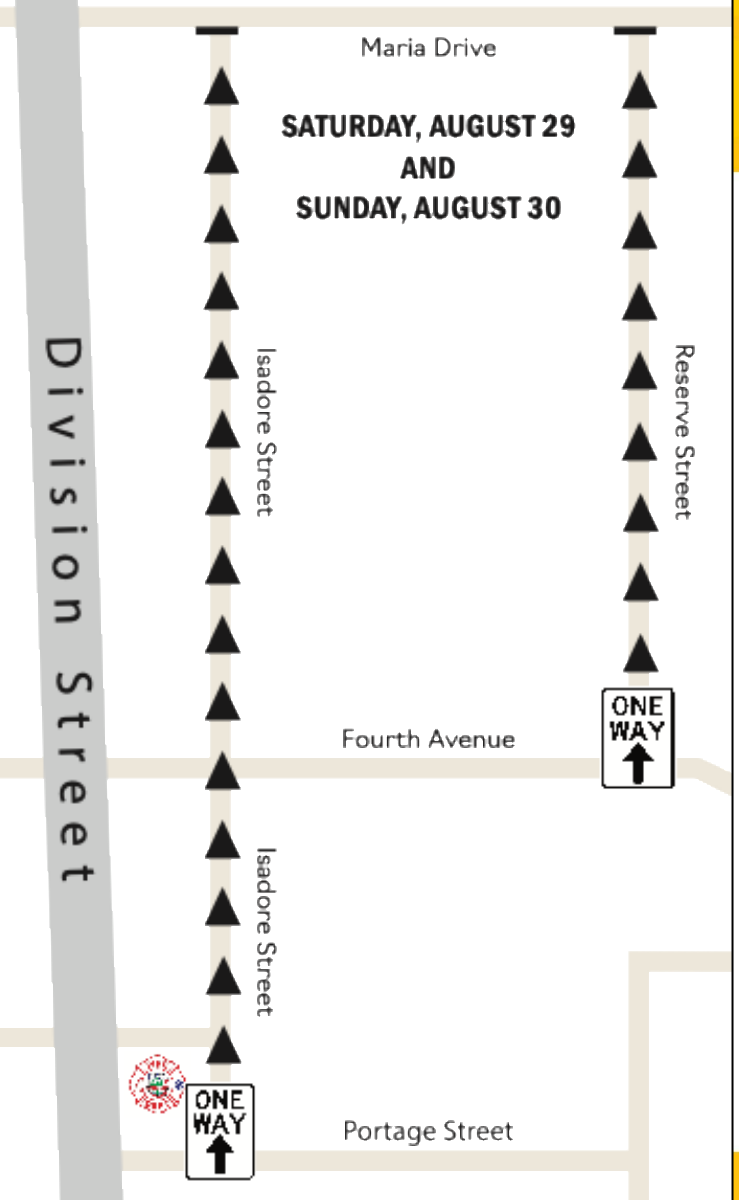
Bringing Two Vehicles?

Or a trailer, or a moving van, or a U-Haul…

If you need a second vehicle for move-in:

- Have **both vehicles** go through the drive-thru check-in together.
- If possible, have the student ride in the lead vehicle (but don't worry if that's not practical).
- Let the check-in staff know the vehicle behind you is part of your group.

Since rooms fill up fast, we recommend packing as lightly as possible, but we understand some families may need two vehicles.



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NOTE: One-Way Roads

The City of Stevens Point has approved temporary traffic changes for UWSP Move-In Weekend, Saturday and Sunday only, to help improve safety and traffic flow.

During our two main move-in days, these roads will be one-way northbound only:

Isadore Street:
From Portage Street to Maria Drive

Reserve Street:
From Fourth Avenue to Maria Drive

no parking on the west side of these roads

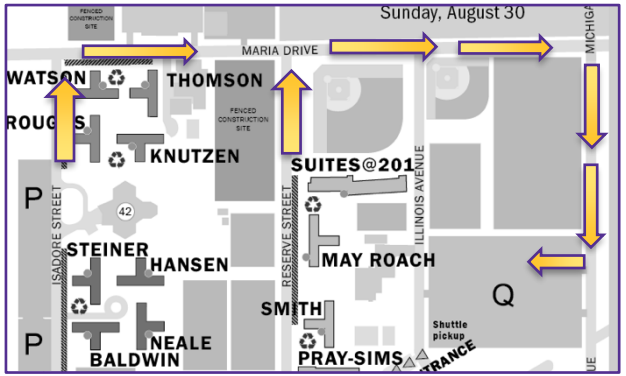
2. DROP-AND-GO UNLOADING

- Staff will look at your neon dashboard card to help guide you to your quad and building
- Driver stays in vehicle!
- Pointer Pals/Volunteers will approach the vehicles with blue carts and unload as quickly as possible, with help of passengers
- Student accompanies the Pointer Pals (and loaded carts) to their room; bring key!
- Pointer Pals will unload carts and return outside for next vehicle

3. PARK VEHICLES IN LOT Q

- Follow signs for “MOVE-IN PARKING”
- Signs will take you:
  - North on Isadore or Reserve
    - *One-way roads these two days*
  - East (right) on Maria Drive
  - South (right) on Michigan Ave
  - West (right) into Parking Lot Q
- Walk back to the residence hall or use the shuttle

Move-in parking signs like this will guide the driver to Parking Lot Q



Before Fully Setting Up Room

- Make note of the room condition!
  - Complete the Room Condition Report (RCR)
  - Report will become available upon checking into room
  - See email and Housing Portal for more details
- Adjust loft to your desired height
- Re-arrange the room
  - Check out “Roomie” before moving in
  - Check with roommate
  - Plan out power cords and other logistics

ROOM CONDITION REPORT (RCR)

Q: What is a Room Condition Report (RCR)?

A: It's a form that documents the condition of your room and furniture when you move in and when you move out.

Q: Why do I need to fill out an RCR?

A: It protects you! By noting any pre-existing damage or wear, you won't be charged for it when you move out.

Q: When do I complete the RCR?

A: You'll fill it out online prior to the due date: Sunday, September 13. Watch for an email from our office.

Q: What should I look for when filling it out?

A: Check walls, floors, windows, ceiling, furniture, doors, EVERYTHING. Note scratches, dents, chips, stains, tears, and so on.

ROOM CONDITION REPORT (RCR)

Q: What if I find damage later that I didn't notice at first?

A: Report it to your RA as soon as possible to hear options.

Q: What happens if I don't complete my RCR?

A: Then Housing staff will assume everything was in perfect condition at move-in. That means you could be charged for damages you didn't cause.

Q: How do RCRs affect move-out?

A: Staff reviews room condition at move-out. Any new damages, missing items, or excessive cleaning may result in charges.

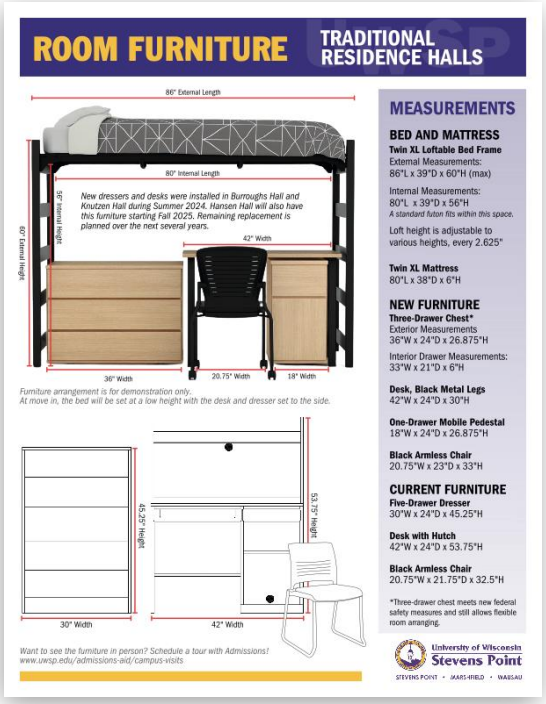
Q: What if my roommate and I disagree about damages?

A: Each student submits their own RCR. Staff will determine responsibility at move-out if needed.

TAKE PICTURES. TAKE VIDEOS. WRITE NOTES. COMPLETE THE RCR!

ADJUST LOFT

Adjust loft to desired height—refer to backside of the Residence Hall Furniture sheet for more information



ROOM FURNITURE
TRADITIONAL RESIDENCE HALLS

86" External Length
80" Internal Length
New dressers and desks were installed in Burroughs Hall and Knutzen Hall during Summer 2024. Hansen Hall will also have this furniture starting Fall 2025. Remaining replacement is planned over the next several years.
42" Width
36" Width
20.75" Width
18" Width
Furniture arrangement is for demonstration only.
At move in, the bed will be set at a low height with the desk and dresser set to the side.
45.25" Height
53" Height
30" Width
42" Width
Want to see the furniture in person? Schedule a tour with Admissions!
www.uwsp.edu/admissions-aid/campus-visits

MEASUREMENTS

BED AND MATTRESS
Twin XL Loftable Bed Frame
External Measurements:
86"L x 39"D x 60"H (max)
Internal Measurements:
80"L x 39"D x 56"H
A standard futon fits within this space.
Loft height is adjustable to various heights, every 2.625"
Twin XL Mattress
80"L x 38"D x 6"H

NEW FURNITURE
Three-Drawer Chest*
Exterior Measurements
36"W x 24"D x 26.875"H
Interior Drawer Measurements:
33"W x 21"D x 6"H
Desk, Black Metal Legs
42"W x 24"D x 30"H
One-Drawer Mobile Pedestal
18"W x 24"D x 26.875"H
Black Armless Chair
20.75"W x 23"D x 33"H

CURRENT FURNITURE
Five-Drawer Dresser
30"W x 24"D x 45.25"H
Desk with Hutch
42"W x 24"D x 53.75"H
Black Armless Chair
20.75"W x 21.75"D x 32.5"H
*Three-drawer chest meets new federal safety measures and still allows flexible room arranging.

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LOFTING YOUR BED
Note: All residence halls have black-steel lofts.

SELECT LOFT CONFIGURATION
Low Residential Height
High Lofted Height
Bunk Beds
The bed spring can be placed into the end rail posts at any height such as the low residential height, a high lofted height, or, using two bed springs, configured as bunk beds. Upon move in, and again at move out, each bed should be set to a low residential height. **Check with your roommate first before bunking beds. If bunking, you must keep the other two end rails in the room.**

ADJUST BED HEIGHT
Note: While gently tapping with a rubber mallet may help dislodge a stuck spring hook, typically no tools are required.
Note: The bed spring has two hooks on each corner that insert over steel rods in the end rail posts.
When changing your bed height or configuration, it is important to disengage **both hooks** on each corner of the bed spring. If both ends are not disengaged, damage to your bed may occur. To disengage the spring, lift upwards while one foot is firmly placed on the lower cross rail. Sometimes an upward tapping under the corner connection will be needed to dislodge the spring hooks from the steel rods. **Several rubber mallets are available to check out for free at each building's front desk.**

STAY SAFE
Safety Guard Rail
In order to prevent injury or property damage, it is strongly recommended that all bed adjustments are conducted by at least two individuals.
Safety guard rails are highly recommended for **ALL** spring heights. To attach the guard rail, slide the mattress so the guard rail can lay flat on the spring. Engage the two brackets of the guard rail to the spring and raise it to the vertical position. The mattress can now be repositioned which will hold the guard rail in its upright position.

CONTACT US
Housing and Residence Life
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www.uwsp.edu/housing

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Two relatively coordinated people can typically adjust the lofts with no extra tools. Sometimes a rubber mallet helps.

MOVE-IN DAY RECYCLING

As students are unpacking, organizing, and decorating, we ask that extra cardboard boxes are broken down and neatly stacked **outside in a recycling tent**

AVOID THESE COMMON MISTAKES

- Arriving before your appointment
- Forgetting your PointCard or other ID
- Blocking traffic while unloading
- Forgetting to complete the Room Condition Report
- Leaving cardboard in hallways

EVENING ACTIVITIES

- Once the student is moved in and settled, guests can be on their way
  - *students will have supper with other students from their floor*
- **Students must attend a mandatory floor meeting** within their building; watch for signs and/or talk with the RA
- There will be additional mandatory events that evening
  - Check SPIN and signs for more information

THINGS YOU'LL WANT EASY TO REACH

1. Disinfecting wipes
   - *rooms have been cleaned and sanitized*
2. Good fan
   - *Cool comfort and airflow*
3. Doorstop
   - *move-in day, airflow, meet people*
4. Rubber mallet (also available at front desk)
5. Flat plug power cords
6. Long phone charging cable (>10')
7. Scissors

1

2

3

5

4

6

7

COME BACK FOR FAMILY DAY!

- October 10, 2026
- Family Day events planned for that morning by staff/students in the residence halls
- Homecoming events across campus
  - 5K
  - Farmer's Market
  - Homecoming Hotspot
  - Football game at 1:00 p.m.

BEFORE YOU LEAVE HOME

- ☐ Move-in appointment confirmed
- ☐ Check-in lot confirmed
- ☐ PointCard packed
- ☐ Boxes labeled (building and room)
- ☐ Packing list complete
- ☐ Roommate contacted
- ☐ Move-in map reviewed

Your Questions