

WELCOME TO NITTANY APARTMENTS!

We are happy to have you with us in the Nittany Apartments and Suites community. Our goal is to welcome and assist you during your residency with us.

Housing & Residence Life Staff

John Ross, Assistant Manager, University Apartments & Suites
107 Nittany Community Center
863-2577; jrr8@psu.edu

Nick Pazdziorko, Residence Life Coordinator, Nittany Apartments & Suites
120 B Nittany Hall
865-0633

Linda Nau, Office Manager, Nittany Apartments & Suites
110 Nittany Community Center
863-2577; lan1@psu.edu

Community Assistants (CA's) for Nittany Apartments & Suites
Their photos, names and telephone numbers are posted in the Community Center above the lobby phone and in the outside bulletin board near Building 21.

Conal Carr, Assistant Director, Housing and Residence Life for University Apartments & Suites
109 Weston Community Center
865-6025; cfc4@psu.edu

Glenn Mulberger, Sr. Mgr., University Apartments & Suites
Weston Community Center
865-6025; wgm2@psu.edu

Area Coordinator, Residence Life, University Apartments & Suites
108 Weston Community Center
865-6025

Nittany Apartments and Suites website:
<http://www.clubs.psu.edu/up/nittany>

Office of Residence Life website
<http://www.sa.psu.edu/rl>

Office of Housing website
<http://www.hfs.psu.edu/UniversityPark>

NOTE: Each resident is assigned a specific bedroom within his or her apartment.

MAINTENANCE and FACILITIES

If you have a maintenance request, a question about your apartment, housing policies, etc., call the Nittany Community Center Desk at 863-2577. For emergencies if the Community Center desk is closed, before 8 p.m. call the Coordinator on duty @ 777-4643. After 8 p.m., call the Community Assistant on duty @ 883-7270.

TELEPHONE SERVICE

Nittany Apartments and Suites residents must provide their own phones.

For off campus, local calls, dial 8 before the seven-digit number.

To make long distance calls, prepaid phone cards may be purchased on the web from the PSU Computer Store (<http://moc.cac.psu.edu/>) or local vendors.

If you suspect a telephone line problem check first by borrowing and testing another phone to make sure it is not a problem with your phone. If it is not the phone, then report the problem to TNS at 865-4662.

RECYCLE!

It's everyone's earth, it's everyone's responsibility.

Check the bulletin board in Community Center for recycling information.

LAUNDRY

The Nittany Apartments and Suites Laundry is located inside the Community Center. The laundry is for the use of residents only. Please read the posted operating instructions carefully before using the machines. The machines are activated by the ID+ card. Lioncash may be added to your card at any Commons Desk.

PARKING, CAR AND BICYCLE REGISTRATION

Parking in lots near the Nittany Apartments and Suites community is offered by lottery.

Registration, parking information and permits may be obtained by visiting Parking Services at 1 Eisenhower Parking Deck, 865-1436 or www.transportation.psu.edu.

Bicycles must be registered at any visitor booth or at Police Services in the Eisenhower Parking Deck.

Registration is free. **Bicycles must be placed in designated bike racks, not chained to posts or stored on apartment porches.**

Nittany community walkways are for pedestrian traffic – vehicles are not permitted on these walkways. Only authorized vehicles are permitted inside the complex.

MAIL INFORMATION

Mailbox Keys: ***Pick up your mailbox key at the Campus Post Office, located in the McAllister Building (in alley beside the HUB).***

Mailing Address:

Your new residence mailing address is:

Your name

600 E. Pollock Road

Nittany Apt. No. _____

State College, PA 16801

Mailbox Locations:

Your mailbox is located at the cluster boxes near the Community Center for those in the 1000, 2000, 4000 and 5000 series of apartments. For those living in the 3000 series, your mailbox is located near Building 31 near the parking lot.

There is one mailbox per apartment, 2 (TWO) KEYS PER MAILBOX. These keys may be duplicated. The bank of mailboxes near the Community Center has "outgoing mail" collection slots. This is where you mail your outgoing mail.

PACKAGE DELIVERIES for residents of Nittany Apartments

ONLY U.S. POSTAL SERVICE PACKAGES ARE DELIVERED TO THE COMMUNITY CENTER.

UPS AND FEDERAL EXPRESS packages are delivered directly to your apartment. UPS or FEDERAL EXPRESS packages delivered to the community center will not be accepted.

REPLACEMENT APARTMENT KEYS

If you lose or misplace your key, a replacement key is available at the desk where you checked in. The replacement key must be returned within **2 hours** or the key core(s) will be changed and you will be charged a fee. As many as four cores may have to be changed if a resident loses a key and the fee is based on the number of cores changed. **PHOTO ID MUST BE SHOWN TO SIGN OUT REPLACEMENT KEY.**

Remember: the replacement key must be returned within **2 hours** to avoid a fee to re-core the lock(s). Keys should be returned in person to a commons desk employee.

CHECK-IN INSPECTION FORM

Your check-in form must be completed and returned to the Nittany Community Center Desk within **ONE WEEK** of check-in. Note all damages/shortages to avoid incorrect charges at check-out time.

DESK SERVICE HOURS

Services such as issuing vacuum cleaners, cleaning supplies, etc., are available at the Community Center Desk Monday through Friday from 8:00 a.m. to 10 p.m., and on Saturday and Sunday from 8 a.m. to Noon, 1 to 4 p.m., and 6 to 10 p.m. Photo ID must be shown to sign out items. *Summer and holiday hours differ.* Check postings in Community Center.

- A fax machine (814-865-0706) is located in the Center. There is a charge to send or receive faxes.
- Vacuums, moving carts, bicycle pump, jumper cables, various tools, an assortment of cleaning supplies, and an iron (for use in laundry only) may be signed out for a **two-hour limit** at the Desk. Items borrowed **MUST BE RETURNED TO AN EMPLOYEE WHEN THE DESK IS OPEN.**

TRASH REMOVAL

Regularly remove household trash to the dumpster that is located closest to your apartment. Trash should not be stored inside or outside your apartment. Trash, bicycles, or furniture **may not** be stored on front or rear porches at any time. A charge can be assessed for trash that Housing must remove that is not placed in the dumpsters. Residents are required to keep apartments in a sanitary and orderly condition.

GUEST POLICY

Students may have overnight guests in the apartment only with the **PRIOR APPROVAL OF ROOMMATES.**

- Guest stays are limited to three consecutive nights.
- Keys will not be provided for a guest.
- The student sponsoring the guest is responsible for the guest's conduct.
- **Guest is permitted only when the sponsoring student is physically present.**
- Only students assigned by the University are eligible to occupy the apartment as a resident.

FURNITURE

University provided furniture and furnishings may not be removed from the apartment.

- Mattresses are to be used on the bed frames provided and not on the floor. Additional furniture is restricted.
- Candles, halogen lamps, electric space heaters, and kerosene heaters **are not** permitted in University housing because of the fire hazards they pose.
- Only University-owned refrigerators and stoves may be used in the apartment.
- Weight-lifting equipment is not permitted in apartments because of noise and potential damage to floors.
- Liquid-filled beds and other liquid-filled furniture are not permitted due to excessive weight and potential for damage

- **Charcoal grills, lighter fluid and charcoal briquettes are not permitted.**
- Small propane grills may be used outside the apartments.
- Microwave ovens are permitted, but are not provided by Housing.

CABLE AND COMPUTER ACCESS

- Ethernet connection is provided. Line problems should be reported to 5-4662. ResCom personnel are available to help you with computer questions at 5-2944. The Res Com office is in Pollock Commons across the street and is open only during specific hours. Check at the Community Center Desk if you have questions.
- Basic Cable TV service is provided free of charge. For pay channels, contact Comcast at 1-800-COMCAST.

PETS

Pets, other than fish in a small tank, are not permitted in Nittany Apartments and Suites to reside or to visit.