
WELCOME TO THE VILLAGE ON GRAND!

The Student Life Office is excited to welcome you to the Village on Grand. We are looking forward to an exciting year of living in the cottages. In order to make your move-in as smooth as possible, we ask that you familiarize yourself with the information in this packet.

The Student Life Office (SLO) is committed to making your year in The Village the best living experience possible! If you have any questions, please feel free to contact us at 903-813-2306 or studentlife@austincollege.edu



**AUSTIN
COLLEGE**

Student Life



IMPORTANT: Schedule a Time to Check In

All Village residents must evaluate the condition of their rooms and cottage common areas, denote any existing damages on the Room Inventory Form, and sign the form acknowledging that residents are responsible for any and all damages which have not been documented. In order for staff to be prepared for your arrival on campus, and to give residents an opportunity to complete Room Inventory Forms before moving in belongings, residents must sign up for check-in times.

Please follow the links below to sign up for a check-in time. Simply click on the week you would like to check in, and fill out the Doodle form. Don't forget to sign up with your full name; including your housing assignment on the Doodle is not necessary.

Once residents have noted a check-in preference, Sunita Nayani, the Area Coordinator for the Village on Grand will send a calendar invitation noting a specific time when staff will be expecting them to arrive. If for any reason residents wish to reschedule or cancel their check-in time, they should email studentlife@austincollege.edu

[August 1- 4](#)

[August 6-11](#)

[August 13-18](#)

[August 21-23](#)

Questions or concerns about the check-in process?

Do not hesitate to email studentlife@austincollege.edu for clarification!

Paying the Bills

One aspect of the more independent style of living afforded to residents of The Village on Grand is the responsibility of registering for utility services for your cottage. This means that each resident of your cottage has to work together to negotiate how you are going to go about setting up these services and how you will go about paying for them. While Student Life has done some of the preliminary research for you, it is ultimately your responsibility to take care of your set up.

Part of living with roommates is learning to negotiate with others and take on those tough conversations. Part of being a responsible citizen is paying your bills on time. While Student Life is happy to give advice and support we are not a credit card, lender, or debt collector. We also can't give you an extension on paying your utility bills. Any concerns/questions about your bill should be taken up with your utility provider directly. Keep in mind that you and your roommates are responsible for making sure everything is paid for at the end of the month.

What If I Need Help with...

General Information about my Cottage?

Contact the Student Life Office at 903-813-2306 or email studentlife@austincollege.edu.

Office Hours are 8:30am- Noon and 1pm-5pm Monday-Friday.

Maintenance Issues?

Maintenance for the cottages is provided by the Austin College Physical Plant.

To submit a maintenance request:

Send an email to physicalplant@helpdesk.austincollege.edu and put the address of your cottage in the subject line. In the body of the email put the nature of the request and include a contact phone number so they can reach you if they have any questions. Be sure to include as much information about the problem as possible.

My Cable or Internet Service?

The college will **not** have cable service in the Village. If you choose to bring a T.V for your cottage, you will have to provide your own streaming devices and use the wireless internet connection you have in your cottage. Cable One will provide wireless internet service in the Village. Your wireless router is already set up for you in your cottage and has been tested by Cable One to make sure it is in good working order.

For additional questions, help needed for Internet Service, or you wish to purchase additional broadband for your cottage, you can call Cable One local office during their business hours of 8:30am-5pm. Their number is 903-893-6548. You will need your Cable One account number when calling them with questions.



Adding a Meal Plan?

You can always add a meal plan. Come to the Student Life Office from 8:30am-Noon and 1pm-5pm Monday-Friday to complete the paperwork necessary. If you wish to only purchase a block of meals to the cafeteria and not a full 5 day or 7 day meal plan, you can go directly to the Food Service Office (WCC 117) and pay with cash, check or credit card.

A lost key?

Contact Campus Police immediately should you lose either of your keys. The cost of a replacement key is \$75 initially for the lock and \$20 for rekeying each additional core on the same worksheet. Thus losing your exterior door key will cost you \$135. If you lose your bedroom key it will cost \$75. If you lose both it will be \$210.

Any issues with the security of your cottage, lost keys, damaged doors or windows etc. should be immediately reported to Campus Police and Student Life. We take your safety seriously and cannot be of assistance if we are unaware of the problem!

In case of an emergency contact Campus Police at 903-813-2555!

Mail Service: Use Your Campus Mailbox!

You still have your campus mailbox. This is the official method of communication between you and The College. You are still expected to check it regularly.

Packages: All packages must be mailed to your campus mailbox to ensure the safety/security of your items! It also prevents any delay in your receipt of packages which require a signature, for example packages handled by Fed Ex.

Frequently Asked Questions

This document covers some of the rules, policies and procedures Student Life has been asked about the most in regards to the cottages. By no means are these the only rules that apply to you as students and residents. Please refer to your lease, the terms and conditions document, and The Environment for further rules and regulations relating to your unit.

Alcohol: Austin College abides by the laws of the State of Texas when it comes to alcohol. If you are under 21 years of age you are not allowed to consume, possess, purchase or transport alcohol. If you are over 21 years of age you may not purchase or provide alcohol to someone who is underage.

Damage to your Cottage: Like any residential facility on campus your cottage has been inventoried prior to your arrival. *You have 24 hours from when you check-in to change/add anything to this form. Any changes/additions must be submitted to Student Life and the Area Coordinator for the Village.*

When you check-out, whether during or at the end of the school year, you will be responsible for any damages or uncleanliness that was not on the original room inventory. Damage/messes in the common areas will be split between all occupants of a Cottage if no one claims responsibility. The cost to clean an individual room is \$60; to clean an entire unit is \$160. If there are severe damages to a unit a hold will be placed on the resident's accounts/transcripts until payment is resolved.

Furniture: It cannot be removed from your cottage by you or anyone else. If you brought extra furniture with you, you'll need to figure out how to make it all fit. You are responsible for your unit's furnishings as they are listed on your room inventory. If any furniture is missing, disassembled, and/or damaged when you check-out you will be billed for it. This includes the outdoor furniture.

Hanging Items on the Walls: To avoid damaging the walls, use small nails, tacks, or 3M hanging strips when hanging items in your unit. These items must be removed at time of check-out or you will be charged for removing them from the walls. **Sticky tack and similar substances should never be used.**

Pets: Only Fish are allowed as pets in your unit. The maximum tank size is 15 gallons. Absolutely no dogs or cats are permitted in your cottage. According to *The Environment*, an unauthorized pet is found in your cottage will incur a \$175 fine on the first offense without an opportunity to appeal the fine through the judicial system. The second occurrence will result in a \$325 fine and a \$475 fine on the third offense.

Repairs: Should there be any damage to your unit you should **not** attempt to make repairs on your own and/or hire outside sources to make repairs. Any attempts to repair items on your own will be charged to you and physical plant will come in and make these necessary repairs themselves. *Per your lease agreement, Austin College Physical Plant Staff are the only individuals authorized to make repairs in the Cottages.*

Smoking: Your unit like all campus housing is smoke free. No smoking is allowed in or around your cottage. Please refer to *The Environment* and the campus map for the designated smoking areas on campus.

Staff Entry: The Village on Grand is considered Austin College housing. Should the need arise, Student Life Staff, Physical Plant Staff, etc. may enter the premises to inspect the property, make repairs, respond to noise complaints, health and safety concerns, etc.

Switching Bedrooms: If residents opt to swap bedrooms from what was originally chosen at room selection, they must notify the Student Life Office or the Area Coordinator immediately. Student Life Professional Staff assign damage charges at the end of the year based on the room assignments on file in our office.

Tornados: If the tornado sirens go off you should get into a first floor bathroom or an interior closet immediately.

Trash: Dumpsters for recycling have been provided for residents of the Village. The dumpsters are turquoise and are located in the middle of the parking lot. In addition, recycle bins are provided to each cottage. Cottage residents will be charged for missing or damaged recycling bins and trash cans at the end of the year. Regular weekly trash service should be contracted through the City of Sherman. Trash cans are already on site so you do not need to request that the city deliver one when setting up your billing for the service.

When do I have to turn the utilities on in my cottage and have the utilities in my name?

You will need to have the utilities turned on in your name prior to the first person moving in to your cottage. (For example, if you choose to move in on a Sunday, you will need to have the utilities turned on in your name the Friday before your move in.) RESIDENTS WILL NOT BE GIVEN KEYS TO THEIR COTTAGE WITHOUT PROVIDING PROOF THAT UTILITIES HAVE BEEN TURNED ON. Be sure to email the appropriate documents to studentlife@austincollege.edu or provide hard copies at the time of check-in.

How do I turn on my utilities to my cottage?

Option 1- Residents may opt to use the simplebills.com service to set up divided billing for utility services. This service will assist residents with determining an electricity provider, which is Champion Energy, and give you instructions on setting up the water, trash and sewage service through the City of Sherman. Afterward, simplebills.com can divide up the bill once service has been established. Click [here](#) to sign up.

Option 2 – You will contact the services on your own. Electrical service is provided to each Cottage by the company selected by the residents. It is the responsibility of the residents of each Cottage to have the electrical service switched from the College's name prior to occupancy of that cottage. Some electricity providers listed for the Sherman area include:

- Champion Energy – 1.877.653.5090
- First Choice Power – 866-992-3078
- Grayson Collin Electric Co-Op – 903-482-5231
- TXU – 1.800.554.2143

Water, sewer, and trash service is provided through the City of Sherman. The City of Sherman phone number for new customer service for water, sewer and trash is 903.892.7237; office is located at 405 N. Rusk in Sherman, TX. Residents will need a copy of their lease which was already provided by the Student Life Office (WCC 201) in order to sign up for these services with the City of Sherman.

Does my rent include internet?

Yes, you are provided wireless internet. Each cottage will be given a wireless router from Cable One at time of check-in.

Move In Shopping List

Cleaning Supplies:

Vacuum Cleaner
All-purpose cleaner like 409 or Clorox antibacterial wipes
Windex
Toilet bowl cleaner and brush
Paper Towels
Shower/bathtub cleaner
Mop for the floors such as a Swiffer Wet Sweeper
Dishwashing Detergent
Dish Soap (yes this is different than dishwashing detergent)
Broom and Dustpan
Disposable Duster
Air Freshener
Trash Bags
Miscellaneous Items: Super Glue, First Aid Kit, etc.

Bathroom Items:

Towels
Washcloths
Floor Rugs
Toothbrush holder
Plunger
Hand Soap
Kleenex
Toilet Paper
Trash Can
Shower Organizer

Living Room:

TV (streaming device suggested. No cable service available)
Lamps and light bulbs for them
Décor
Area Rug

Kitchen:

Small Appliances: Can opener, Toaster, Coffee Maker, Blender, George Foreman grill, etc.
Utensils/Accessories: Silverware, Plates, Bowls, Drinking Glasses and Mugs, Measuring Cups/Spoons, Spatula, Pizza Cutter, Utensil Holder, Pots and Pans, Pizza Pan, Cookie Sheets, Potholders, Paper Towel Holder, Trash Can, Dish Cloths, etc.
Laundry Care: Detergent, Fabric Softener, Ironing Board, Iron, Spray Starch, Shout Wipes or a Tide Pen, Small Sewing Kit
Miscellaneous Kitchen Items: Tupperware Containers, Ziploc Bags, Aluminum Foil, Plastic Wrap, Coffee Filters, Paper Towels, Sponges
Food!

Bedroom:

XL Full Size Sheets (Queen Sized Sheets will also work)
Comforter
Pillows
Hangers
Lamp
Desk Accessories
Laundry Hamper
Alarm Clock