



July 2013

Dear Scott Court Resident:

Welcome to the Scott Campus family! We are very excited about Scott Court being your home. The following move-in guide was designed to provide important information about move-in day.

Included in this packet, you will find your building, suite, room, roommate assignment, and mailing address as well as parking permit and UNO ID information. Please note that there will not be any roommate changes during the first 2 weeks of the term. Roommate changes must be reviewed and approved by management and will only be granted under certain circumstances. A meal plan application has been included (if you have not already signed up for a meal plan) as well as "Love from H.O.M.E.", a map of the property and a RedShip Emergency Essentials Package order form.

If you decide to dine at Scott Residence Hall Dining Services (Scott Café) during the school year and have not already submitted an application, please complete the enclosed application and return it to Scott Dining Services. *If you have signed a room and board lease contract, you will NOT need to fill out a meal plan application. Also enclosed is a return envelope to Scott Dining Services to be used for the meal plan application and / or "Love from H.O.M.E.".

In order for your move-in day to be as hassle free as possible, we have grouped the buildings as follows:

MOVE-IN DATE: SUNDAY AUGUST 18, 2013

In order to receive your keys on move-in day, you MUST bring your student ID (MavCard) with you

- Buildings 1 and 3: 9:00 a.m. to 11:00 a.m.
- Buildings 2 and 4: 11:00 a.m. to 1:00 p.m.

On August 18, 2013, please report to the Scott Conference Center to begin your move in process. (See enclosed map)

If you plan to move-in after 1:00 p.m. on August 18, 2013 (or at a later date) you will not need to make arrangements with our office. If you will be moving in after August 18th, you will be able to check in at the Business Office Monday-Friday, 8am-5pm. Scott Court Office hours will be as follows:

Monday – Friday 8:00 a.m. to 10:00 p.m.
Saturday - Sunday 9:00 a.m. 10:00 p.m.

We must have your Financial Aid Guarantee Form / Financial Aid Documentation on file if you are using Financial Aid to pay for housing. If not, your payments are due as listed on your lease agreement. If you did not submit your Financial Aid Documentation to us and your account has a balance, you will not be able to pick up your keys or move in. Please check your records and make sure your payments are current. If you chose the monthly payment plan (annual lease only) your first payment was due **July 1, 2013** (semester and annual payments were also due July 1, 2013). Your next monthly payment is due **August 1, 2013**. Please remember that we do not send invoices. Please refer to your lease cover page for payment and late fee information.

If you have any questions please contact our office at 402.778.6541 or e-mail me at leasing@scottcampus.com. Have an enjoyable rest of the summer. We look forward to your arrival!

Sincerely,

Bonnie Crowley
Leasing Director
leasing@scottcampus.com

1601 South 64th Street Omaha, NE 68106 402.778.6541





Send your student a little **LOVE.**

For your child, going to college is an exciting time. But major transitions like this aren't always easy...for them, or for you.

Scott Café can help. Our **gift packages** and **birthday surprises** can help remind your child of your love and support on **special occasions**. Just fill out the order form and mail it with your payment. Don't forget your personal message. We'll take care of the rest.





Fueling your mind requires fueling your body.

Scott Café makes it delicious, convenient and affordable.

Walk-in Pricing

- Breakfast \$7.00
- Lunch \$8.00
- Dinner \$9.00
- Special Dinner \$13.00

Come enjoy breakfast, lunch, late lunch or dinner, including full soup and salad bar, deli, grill selections and daily desserts. And you don't have to live at Scott Hall – just order a meal plan or stop by.

Five affordable meal plans | Walk-in diners welcome
Convenient hours | Monthly special dinners

Academic Year Hours: Monday-Friday, 7 a.m.-8 p.m. | Saturday & Sunday, 10 a.m.-7 p.m.
Located on UNO's South Campus, 6510 Pine Street, Omaha, NE 68106

Apply for a meal plan SELECT A PLAN, THEN COMPLETE AND SEND IN THE FORM BELOW.

- Unlimited meal plan** \$1,399 per semester
BEGINS FIRST DAY OF CLASS
- Frequent meal plan** \$949 per semester (10 meals/wk)
BEGINS FIRST DAY OF CLASS
- 100-meal card** \$650 per card
- 50-meal card** \$350 per card
- 25-meal card** \$180 per card

STUDENT NAME _____ PHONE _____ BIRTH DATE _____
MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____
EMAIL _____
PARENT/GUARDIAN NAME _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____

PAYMENT INFORMATION **AMOUNT** \$ _____
 CASH CHECK VISA MASTERCARD CARD # _____ EXPIRATION DATE _____
NAME AS IT APPEARS ON CARD _____ BILLING ZIP CODE _____
APPLICANT'S SIGNATURE _____ DATE _____

 RETURN COMPLETED APPLICATION WITH PAYMENT TO: SCOTT DINING SERVICES, 6510 PINE STREET, OMAHA, NE 68106

 scottcampus.com | 402-778-6305 
info@scottcafe.com

CLOSED ON SOME HOLIDAYS AND DURING ACADEMIC BREAKS. Shirts and shoes must be worn at all times. Please notify us immediately if your card is lost or stolen.

Meal Plan and Meal Card Cancellations: Meal plans will be prorated by the week for any cancellations. No refunds after fourth week of classes. Cancellation fee of \$50 for any Meal Plan or Meal Card cancellation. Return check fee of \$50.

Meal Plans are nontransferable: Attempt to use another person's Meal Plan/Mav Card may result in cancellation/forfeiture of Meal Plan.



Please take note of the following items before you move into Scott Court

- **PAYMENT:** *Your account must be up to date before you pick up your keys and move in on August 18, 2013 OR we must have your Financial Aid Guarantee paperwork on file.*
- **PARKING:** *If you are bringing a vehicle with you to Scott Court, you will need to get a parking permit through UNO parking prior to August 18, 2013 (www.unomaha.edu/parking/)*
- **STUDENT ID:** *Please bring your student ID (MavCard) with you when you check in on August 18th. If you do not have a MavCard, please visit MavCard Services (located on the second floor of the Milo Bail Student Center– 402.554.2220).*
- **ADDRESS:** *Your mailing address at Scott Court will be:*

{Your First and Last Name}

{Your Building Number}

6404 Shirley Street

Omaha, NE 68106





SCOTT COURT

MOVE-IN GUIDE

JULY 2013

Move-in Day is August 18th!

ITEMS

INCLUDED:

- Packing and Moving tips
- Suggested Items to bring
- Things NOT to bring!
- Things to know about your room
- Things to know about your Building
- Resident Assistants
- How to Find Scott Court
- Parking

Welcome to the Scott Campus family! We are very excited that you have chosen to make Scott Court your home. This move-in guide is designed to answer any of the questions that you may have regarding moving into Scott Court.

Packing and Moving Tips:

Remember to pack items in boxes that are easy to carry. You may also want to bring a moving cart to assist with carrying items up stairs (and elevators) or down corridors. As you empty your boxes, please do not set them in the hallways. Fire codes prohibit blockage of any passageway. Flattened boxes may be placed in the dumpster located throughout the property.



Things to Know about your Room:

- We have already assigned you to a bedroom.
- Please let the office know if you need assistance adjusting the height of your bed.
- Furniture included in each unit:

Shared Space: couch, chair, coffee table, end table and four

bar stools.

Bedroom: twin bed, dresser, closet curtain, desk, and chair

*All beds are standard twin size.

- There is a dishwasher, stove microwave and full size refrigerator in the kitchen.
- All windows have window treatments.
- Living room blinds are provided: please open and close correctly to avoid damage to your blinds, and charges to you!

What should you bring?

Suggested Items to Bring:

- Backpack & school / desk items
- Laundry detergent & basket
- Toiletries and towels
- Bed linens and mattress pad (standard sized twin beds)
- U-lock Bike lock if you bring a bike
- Tie trash bags

- A living room lamp
- Alarm clock
- Discuss with roommates what items are already in room: TV, stereo, iron, kitchen ware, dishes, shower curtain, etc.

Things NOT to Bring:

- Halogen lights (Fire hazard)
- Weapons & firearms
- Alcoholic Beverages

- Candles (fire hazard)
- Large nails (We prefer pins or very small nails)
- Grills of any kind
- Fireworks
- Pets (except fish, but not tanks over 10 gallons)



Things to Know about your Building:



Scott Campus
Commons Building /
Business Office

- There is a lounge on the second floor of your building (includes computers and TV).
- The following are located on the first floor of your building
 - Laundry Facility
 - Fitness Center
 - Mailboxes
 - Elevators
- If you have questions or need assistance after move in day,

the Scott Campus office (located in the Scott Commons Building) is open the following hours:

Monday-Friday: 8am-10pm

Saturday & Sunday: 9am-10pm

How to Find Scott Court:

Whether you are coming East or West, you take the 72nd street exit from Interstate 80. From the East turn right (West turn left) onto 72nd Street. Go approximately 1 1/2 miles to Pine

Street (first light after the Quiktrip Gas Station, across from Walmart). Turn right and continue until you see the visitor parking lot (lot 9, see enclosed map) and then proceed to the Scott Conference Center.

Scott Court Move-In Times:

Buildings 1 and 3:
9am-11am

Buildings 2 and 4:
11am-1pm

MOVE-IN DATE:
SUNDAY,
AUGUST 18, 2013

Scott Court is an alcohol-free
and smoke-free facility!



Resident Assistants (RA's)

A Resident Assistant, better known as a RA, is a student member of the Scott Court staff who resides in the building with the residents. RA's have many roles- they are responsible for educational and social programming, for acting as a resource person, for enforcing rules and regulations, as well as being friends. RA's are there to assist you during this move-in period and throughout the year.

Parking

We will have ample parking available for Scott Court residents. In order to park in the Scott Court parking lots, you will need a parking permit. You are able to purchase a parking pass through the Parking Department at UNO. All students may utilize the shuttle bus service to the UNO main campus.

*If you have any questions, please contact UNO parking at 402.554.7275 or www.unomaha.edu/parking/



MavCard

In order to move in on the 18th, you **MUST** bring your *MavCard* with you. If you do not already have one, please visit *MavCard* services (located on the second floor of the Milo Bail student center). You will need to bring a photo ID with you.

**MavCard* Services: 402.554.2220

We look forward to your arrival!

TO: PKI, SCOTT CAFE EXPRESS, PACIFIC STREET, AND UNO DODGE CAMPUS

SCOTT RESIDENT PARKING: LOTS 7,10,11,12, & 13



TO: AKSARBEN VILLAGE AND CENTER ST.