

# — FALL 2025 — MOVE-IN GUIDE

  
NEW STUDENT  
MOVE-IN DAY  
**SATURDAY,  
AUGUST 16**



COE COLLEGE.



# WELCOME!

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We've prepared this guide to give you some important information before you arrive on campus for New Student Move-In Day on **Saturday, August 16.**

Please read this guide carefully to ensure a smooth experience on move-in day.







# BEFORE YOU ARRIVE

- ☐ Check your room assignment and find out the name of your roommate(s) by logging into **Residence by Symplicity** ([coe-residence.symplicity.com](http://coe-residence.symplicity.com)), Coe's housing website. Use your network credentials (provided in your copy of A Kohawk's Guide to Success) to access the system.
- ☐ Read the College Policies and Student Handbook ([www.coe.edu/student-life/student-life-resources/college-policies-student-handbook](http://www.coe.edu/student-life/student-life-resources/college-policies-student-handbook)) and become familiar with the rules and regulations at Coe College.
- ☐ Visit the Residence Life website ([www.coe.edu/student-life/residence-life](http://www.coe.edu/student-life/residence-life)) and look over our housing and move-in FAQ.
- ☐ Get in touch with your roommate(s) and start coordinating items you may want to share for your room. Make sure to consult the lists on the next page before making any decisions.
- ☐ Please review the **What We Provide and What You Can't Bring** document.

# — WHAT TO PACK —

To make moving into Coe housing easier, please review this list of items we provide for you and this list of items we ask you not to bring:

## WHAT WE PROVIDE

- |  |   |  |   |
|--|---|--|---|
| <ul style="list-style-type: none"><li>• Bed (requires twin extra-long sheets)</li><li>• Mattress</li><li>• Wardrobe or closet (in most spaces)</li><li>• Window blinds</li></ul> | <ul style="list-style-type: none"><li>• Desk (not provided in all apartments)</li><li>• Wi-Fi connection across campus</li><li>• Ethernet ports in most residential buildings</li></ul> | <ul style="list-style-type: none"><li>• All utilities</li><li>• All campus apartment buildings/houses or residence halls have access to one vacuum cleaner</li></ul> | <ul style="list-style-type: none"><li>• Vending machines (in building lobbies)</li><li>• Laundry machines</li><li>• 750 pages per term of printing at printing labs all over campus</li></ul> |
|--|---|--|---|

## WHAT YOU SHOULD NOT BRING

- |  |  |  |   |
|--|--|--|---|
| <ul style="list-style-type: none"><li>• Animals, except fish in a 10-gallon (or smaller) tank</li><li>• Weapons, stun guns, Tasers, replica weapons (i.e. Nerf guns) and knives longer than 3 inches</li><li>• Fireworks</li><li>• Candles, candle/wax/oil warmers or burning incense</li><li>• Drinking game paraphernalia (beer pong tables, beer funnels, etc.)</li><li>• Hoverboards</li></ul> | <ul style="list-style-type: none"><li>• Routers (Coe provides wireless access, and these will interfere with our system)</li><li>• Laboratory chemicals</li><li>• Natural Christmas trees</li><li>• Gas or charcoal grills</li><li>• Loft kits not provided through College Products</li><li>• Bars</li><li>• Alcohol, if you're younger than 21</li><li>• Extension cords</li></ul> | <ul style="list-style-type: none"><li>• Power strips without a surge protector</li><li>• Halogen lamps</li><li>• Water beds</li><li>• Air conditioners (all buildings are air-conditioned)</li><li>• Private exterior antennas or dishes (all buildings come with cable)</li><li>• Hookahs and bongs</li><li>• Pressure cookers</li><li>• Toasters</li></ul> | <ul style="list-style-type: none"><li>• Any household appliance, with the following exceptions:<ul style="list-style-type: none"><li>– Coffee makers (without exposed heating elements/hot plates) and Keurigs</li><li>– Slow cookers including Crock Pots</li><li>– Blenders</li><li>– Microwaves</li><li>– Refrigerators bigger than 4.5 cubic feet</li></ul></li></ul> |
|--|--|--|---|

**PLEASE NOTE:** Anything that could be considered a safety concern, could cause facility damage, might interfere with fire safety systems or may be disruptive to other students should not be brought to campus. Students found with prohibited items will be required to dispose of the item and may be subject to disciplinary action through the student conduct process.

**KEEP IN MIND:** The average room size in first-year halls is 12 feet x 15 feet for two people. Plan to bring only what you need for move-in and pick up additional items after move-in day. Remember the furniture in your residence hall room must remain in your room for the year. You are responsible for this furniture during your time here, and unfortunately Coe does not have the ability to store it elsewhere.





# MOVE-IN DAY PROCEDURES

## MOVE-IN DAY FOR NEW FIRST-YEAR STUDENTS IS **SATURDAY, AUGUST 16,**

from 7:00 AM to 11:00 AM. You will receive more information via email in July.  
Please refer to the following section for step-by-step instructions.

### STEP 1

Head to campus using the directions in this Move-In Guide. Check in to your residence hall in your hall's lobby to receive your room key and ID card. You then will be guided by move-in volunteers to the unloading zone for your residence hall. Please follow the instructions of the volunteers on this day — they control the flow of traffic (and prevent you from getting stuck!). If you did not submit a photo for your ID, stop by Student Life in Upper Gage.

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### STEP 2

Arrive at the unloading zone for your hall. From there, CoeHaul and other volunteers will unload your belongings from your vehicle and move them to your room. Once your belongings are out of your vehicle, please move your vehicle to one of the designated parking areas on the move-in map. Someone must stay with the vehicle during unloading at all times.

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### STEP 3

Unpack your belongings and set up your room. Please take trash and recycling to the designated areas outside of your building. A large recycling container will be located between Armstrong and Murray halls. Please use this for any recyclable materials. Resident Assistants will be available to help you begin filling out your Room Condition Form through Residence by Symplicity.

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### STEP 4

Orientation programming will begin after lunch. Get excited for your first day of Orientation at Coe!



# — MOVE-IN DAY LOGISTICS —

Students and their families should enter campus via College Drive. The map below shows the routes you will take through campus to get to your residence hall. Once you have dropped off your belongings, please park your vehicle in the parking lot behind Schlarbaum, Brandt, Morris and Spivey houses, marked on the map below.

## DOUGLAS HALL

1. Follow the **BLACK LINE**.
2. Continue past the Athletic and Recreation Complex (ARC).
3. Turn left onto the driveway behind the ARC.
4. Follow the driveway around to the back of Armstrong and Douglas Halls.
5. Unload in the parking lot.

## ARMSTRONG HALL

1. Follow the **GREEN LINE**.
2. Enter on the sidewalk path between Gage Memorial Union and the ARC.
3. Turn right at the P.U.B. and follow the sidewalk in front of Eby Fieldhouse to the patio between Armstrong and Douglas.
4. Unload onto the patio and the green in front of Armstrong and Douglas.
5. Follow the exit tape to exit onto Coe Road NE.

## GREENE HALL

1. Follow the **RED LINE**.
2. Turn onto College Drive.
3. Turn left onto Coe Road, entering on the sidewalk path between Gage Memorial Union and the ARC.
4. Turn left at the P.U.B. and follow the sidewalk between Gage Memorial Union and Stewart Memorial Library to the east side of Greene Hall.
5. Unload on the east side of Greene Hall. Follow the exit tape to exit onto Coe Road NE.

## MURRAY HALL

1. Follow the **BLUE LINE**.
2. Turn on College Drive.
3. Turn left onto Coe Road.
4. Turn left at the second entrance of the small Greene Hall lot and unload onto the basketball court.
5. Turn left and exit from the lot onto Coe Road.

## VOORHEES HALL

1. Follow the **YELLOW LINE**.
2. Turn onto College Drive.
3. Take the left directly after Voorhees Hall onto the circle drive.

**AFTER UNLOADING  
MOVE CAR TO  
NEW APARTMENTS  
PARKING LOT.**

 DROP-OFF POINT

 PARKING

 ARMSTRONG HALL

 DOUGLAS HALL

 GREENE HALL

 MURRAY HALL

 VOORHEES HALL





# WHO'S WHO IN RESIDENCE LIFE

**Resident Assistants:** Resident Assistants (RAs) are pre-professional student staff members. Your RA will live on your floor and help create community among you and your floormates. They are often a go to person for any questions or concerns you may have — they are very knowledgeable about campus and will help you through your transition to Coe.

**Senior Resident Assistants:** Senior Resident Assistants (SRAs) are upper class students who have experience being an RA for at least one year. Your SRA will live in your building and supervises all of the RAs within it. SRAs relay issues regarding the residence hall to their Assistant Director and work together to solve these.

**Assistant Directors:** Assistant Directors (ADs) oversee the residential facilities and student staff that make up Residence Life. They're highly trained professional staff members who also live on campus and work with the SRAs and RAs to provide a great Coe Experience.

**Director of Residence Life:** The Director of Residence Life is responsible for the administration and oversight of residence life to ensure a smooth transition. The Director of Residence Life, and the entire residence life team, strives to create a safe environment that enhances the learning experiences from enrollment to graduation.

## RESIDENCE LIFE:

Phone: 319.399.8843

Web: [www.coe.edu/student-life/residence-life](http://www.coe.edu/student-life/residence-life)

Email: [residencelife@coe.edu](mailto:residencelife@coe.edu)

## OTHER IMPORTANT CONTACTS:

Coe College Security: 319.399.8888

Physical Plant: 319.399.8669, or click the Maintenance Request link on [my.coe.edu](http://my.coe.edu)

Information Technology: 319.399.8877, or click the JIRA request link on [my.coe.edu](http://my.coe.edu).

Health & Wellness, including counseling services: 319.399.8843

Residence Life operates out of the Student Life suite in Upper Gage Memorial Union.



**Jason Chapman**  
Dean of Student Life  
and Co-Curricular Programs



**Patrick Lynch**  
Director of Residence Life



**Elliott Rocha**  
Assistant Director of  
Residence Life  
Oversees Apartments  
and Houses



**Destini Robertson**  
Assistant Director  
of Residence Life  
Oversees Voorhees  
and Greene



**Natalie Wilson**  
Assistant Director  
of Residence Life  
Oversees Armstrong/  
Douglas and Murray



## — FAQs —

### **What do I do if I've been approved to move in early?**

Come to the Student Life Office in Upper Gage between 9:00 AM - 4:30 PM, Monday through Thursday to check-in. Check your Coe email for updates and information.

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### **Where can I find information about my room?**

Room and furniture dimensions, photos and more can be found on the housing website ([coe.edu/student-life/residence-life](http://coe.edu/student-life/residence-life)).

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### **Is there storage available on campus?**

Storage is available over the summer, limited to up to three medium-sized boxes (or refrigerator) per student. More information about summer storage will be sent to students during the spring term. There is a \$75 cost to use summer storage.

# **WELCOME TO COE COLLEGE:**

## **GUIDELINES FOR A SMOOTH AND QUICK MOVE-IN**

**Please fill out the form below and follow the steps provided to allow the move-in process to run as smoothly as possible.**

- 1.** Pull around to the designated unloading area for your residence hall. Staff members are stationed along the routes to help you get to the unloading area.
- 2.** Once you are at the unloading area please have your student go to the main lobby in their hall to pick up their room key and Student ID. Staff members will be available to help direct you to the correct location. Please have someone stay with your vehicle(s) at all times.
- 3.** Leave this completed form upright on your dashboard and ensure that your information is visible.
- 4.** Once unloaded, one person should park your vehicle in one of the designated lots. Use the map on the back side of this list for reference. Parking is available in any of the lots labeled with the **P** symbol. We recommend parking in the large lot on the southwest side of 14th Street NE. Our staff members will help you get your items to the correct room while you are parking.

**PLEASE FILL OUT LARGE AND LEGIBLY AND  
LEAVE THIS SIDE UP ON YOUR DASHBOARD.**

Name: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**COE COLLEGE.**



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