



Dream Big

MOVE IN, MOUNTIES

Campus Map



WELCOME TO ON-CAMPUS HOUSING AT MANSFIELD

Please read through the information below as you prepare for your arrival to campus, as it includes information, reminders, and suggestions for a successful transition into your residence hall. The following information will highlight Mansfield's move-in schedule, what to pack and what to leave behind, a campus map and resources, as well as some helpful tips relating to living on campus.

Welcome to our Residence Life community—we cannot wait to see you!

COMMONWEALTH UNIVERSITY - MANSFIELD 2024 MOVE-IN SCHEDULE

FIRST YEAR STUDENT MOVE-IN

Wed., August 21st 12:00PM – 4:00PM

Thurs., August 22nd 9:00AM – 4:00PM

RETURNING STUDENT MOVE-IN

Fri., August 23rd 9:00AM – 4:00PM

Sat., August 24th 9:00AM – 4:00PM

Sun., August 25th 9:00AM – 1:00PM

If you are participating in a sport or program that is scheduled for an early move-in, you will be contacted with your specific move-in details. Please check your University e-mail for updates and information regarding move-in, as well as details for scheduling a move-in time.



RESIDENCE HALL PACKING GUIDE

WHAT TO BRING AND WHAT TO LEAVE BEHIND

Preparing to move on campus can feel like an overwhelming process. With this guide, we have some recommendations on what to bring to make your transition to campus a comfortable one! As a quick note, this guide is meant to be used as a tool and is not an encompassing list of supplies you may need—these are just some things to consider. If you are ever unsure of what to bring, contact us at housing@mansfield.edu.



ROOM ESSENTIALS

- Seasonal clothing, athletic wear, pajamas
- Professional attire (presentations/interviews)
- Footwear (shoes, boots, slippers)
- Clothes hangers
- Bedding (bedsheets, pillows, bedspread)
- Laundry supplies (basket, detergent)
- Electrical devices and chargers
- Umbrella



BATH NECESSITIES

- Personal hygiene products
- Toilet paper
- Bath Towels
- Hand Towels
- Hair brush and hair products
- Eyewear cleaner/storage



STUDY SUPPLIES

- Backpack
- Planner/Calendar
- Writing utensils (pens, pencils, highlighters)
- Notebooks
- Binders/Folders
- Stapler
- Sticky Notes



CLEANING BASICS

- Disinfectant wipes/sprays
- Broom/dust pan or vacuum
- Trash bags
- Dish soap & sponges
- Air fresheners



KITCHEN COMFORTS

- Plate, bowl
- Cup, microwaveable mug
- Water bottle
- Cookware (small pot/pan/baking sheet)
- Utensils (fork, spoon, knife, spatula)
- Storage bags/microwaveable containers



We Provide

- ✓ Adjustable height bed frame & mattress
✦ *XL Twin mattress (36" x 80")*
- ✓ Chest of drawers
- ✓ Desk & chair
- ✓ Closet area
- ✓ Shower liner and hooks
- ✓ Window blinds
- ✓ Small trash can



DECORATIVE EXTRAS

- 3M Command™ products/push pins
- Lamp
- Blankets
- Personal photos & wall art
- Shower curtain (liner and hooks provided)

WHAT NOT TO BRING

For the safety of yourself and others, the following items are prohibited in our residence halls:

- × Alcohol and alcohol bottles (including empty bottles) regardless of purpose**
- × Illegal drugs and drug paraphernalia
- × Candles, used or decorative
- × Incense and incense burners
- × Cooking appliances with an open/exposed heating element/surface including, but not limited to, toaster, toaster oven, hot plate, electric grill
- × Space heaters
- × Fireworks and other explosives
- × Pets other than fish in a 10-gallon or less tank
- × Weapons and weapon replicas including, but not limited to, firearms, tasers/stun guns, non-folding knives with a blade over 3" in length, switchblades, double-edged blades, crossbows/bows and arrows
- × Halogen bulbs
- × Hoverboards, self-balancing/electric scooters, anything containing a gasoline motor
- × Anything that is not legal to own according to local/state/federal laws

*** Alcoholic beverages and containers are permitted for residents residing ONLY on the fourth floor of Sycamore Hall. All residents and guests must adhere to the alcoholic beverage policy that is outlined in the Guide to Campus Living.*

Helpful Tips



CONSIDER PERSONAL PROPERTY INSURANCE

Personal property insurance protects your belongings against damage or loss. Commonwealth University partners with National Students Services, Inc. (NSSI) to provide coverage plans designed specifically for students living in university residence halls featuring low deductibles and affordable premiums. The University is not responsible for personal property damaged due to loss, fire, theft, flooding, or other reasons.



USE APPROVED PRODUCTS WHEN DECORATING

Pictures, posters, lights, and other decorations may only be hung on walls/doors with Command™ products or push pins. Other products such as nails, screws, and other adhesive products are damaging, and their use may lead to damage charges. When using Command™ products, please ensure that you are hanging them correctly with the tabs exposed for proper removal when it is time to vacate the suite.

Mailing Items?

OAK HALL.... Your Name, Mailbox Number (if applicable), 64 Morris Drive, Mansfield, PA 16933

SPRUCE HALL.... Your Name, Mailbox Number (if applicable), 125 Clinton Street, Mansfield, PA 16933

SYCAMORE HALL.... Your Name, Mailbox Number (if applicable), 50 Morris Drive, Mansfield, PA 16933

Paper mail will be delivered to the mailbox in your specific residence hall (located off of the main lobby). All other packages will be delivered to our on-campus mailroom. Students will receive an email letting them know that their package has been delivered and is available for pick up.

Placing orders through Amazon? Please update your delivery instructions! Instruction example on the next page. Contact our mailroom staff for more package delivery information.

ADDING AMAZON DELIVERY INSTRUCTIONS

To help make sure that your Amazon package is delivered to the correct location, please add delivery instructions to your University mailing address.

 **Your Account** > **Your Addresses** > **Add Delivery Instructions**

Add delivery instructions



First & Last Name

Building Address, Mansfield, PA, 16933-1149, US

Property type: **Business** [Edit](#)

When is this address open for deliveries?

Monday - Friday

[Ungroup weekdays](#)

8:00 AM 

4:00 PM 

Open 24 hours


Saturday - Sunday

[Ungroup weekends](#)

Start at

Stop at

Open 24 hours

Closed for deliveries 


Can this address receive deliveries on federal holidays?

No 

Yes

[Show holidays](#)

Where should we leave your packages at this address?


Mailroom or property staff 

Front door

Building reception

[Show more options](#)

[Add more instructions](#)

For example, access codes or navigation instructions 

To be more specific, add that your package must be delivered to the mail room in Alumni Hall

Your instructions help us deliver to this address. However, deliveries may not always follow all the instructions.



Save instructions

GET CONNECTED

Commonwealth University – Mansfield partners with Apogee to provide internet service and support for our residential students living on campus. To make connecting to our residence hall internet service, you can set up your account and register devices prior to your campus arrival. Please follow the following steps to set up your account:

- 1) Begin set-up by going to the [Apogee ResNet welcome page](#)
- 2) Click “Sign In” and use your University email address and password (your Single Sign-On)
- 3) Click “My Devices”
- 4) Set up your own Wi-Fi password by clicking in the box and changing the password preset
 - a. Select a password that you will remember! You can also change this in the future
- 5) Add your devices
 - a. Choose your device from the drop-down menu and name it
 - b. Enter MAC Address
 - i. Turn off Private MAC Address for Apple iOS and watchOS devices
 - c. Click “Add Device”

If you are in need of assistance while setting up your account, please contact the 24/7 Apogee Support line at **833-499-1171**. The Apogee staff will help you with all of your residence hall internet questions!

HELPFUL CONTACTS

OAK HALL: Front Desk ----- (570)662-4931
After Hours Assistance --- (570)404-2587
Assistant Director ----- (570)662-4944

CAMPUS CLINIC: (570)662-4350

UNIVERSITY POLICE: (570)662-4900

SPRUCE HALL: Front Desk ----- (570)662-4341
After Hours Assistance --- (570)404-2337
Assistant Director ----- (570)662-4095

FINANCIAL AID: (570)662-4129

REGISTRAR’S OFFICE: (570)662-4873

SYCAMORE HALL: Front Desk ----- (570)662-4344
After Hours Assistance --- (570)404-2386
Assistant Director ----- (570)662-4159

DEAN OF STUDENTS: (570)398-4734

GUIDE TO CAMPUS LIVING



Questions?

Please review the Guide to Campus Living for more information regarding residence hall policies. If you have additional questions, please contact our office—we’re happy to help!

OFFICE OF HOUSING & RESIDENCE LIFE

E-MAIL: housing@mansfield.edu

PHONE: (570)662-4934

OFFICE: 319-321 Alumni Hall, Mansfield, PA 16933