

WELCOME TO THE NEST!

NEW RESIDENT GUIDE

SPRING 2025



Housing and Residence Life

WELCOME TO UNF!

To make your transition to college as smooth as possible, we've compiled some important information to help guide you through the move-in process and acclimate to life on campus. We encourage you to begin checking your UNF email frequently as that is where you will receive ongoing updates.

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Dear Future Ospreys,

On behalf of the Department of Housing and Residence Life, we are so excited you chose to live on campus for the 2024-2025 academic year! Living on campus is a big step in your journey as an independent adult, and that often means navigating new challenges and figuring things out for yourself. You'll have access to late night tutoring, game rooms, food options, lounge spaces, classrooms, and so much more right in your residence halls. Our amazing staff and student leaders host a number of fun and educational events to help you get involved and make this place your home. One of the most important things about college is learning to take advantage of the many amazing opportunities available to you, and we encourage you to jump in and participate!

From learning to do laundry and cleaning your room, to making friends, managing your time, and succeeding in classes- so much happens in the residence halls. Your Resident Assistants (RAs), Learning Community Assistants (LCAs), Engagement Assistants (EAs), Assistant/Residence Life Coordinators, and our entire team are available to support you. If there is anything we can do to help you be your best Osprey self, please make sure to reach out to our team and advocate for your needs. Our Osprey Fountains Welcome Desk is open 24/7. You can stop by the desk or call (904)620-5000 any time, and our staff will be available to help you!

We both made incredible memories living on campus at our respective universities and are excited to welcome you to UNF to do the same. So, let us be the first to welcome to you to the Nest!

SWOOP,

Robert Boyle, Senior Director for Housing and Residence Life
Amy Lorenz, Director for Housing and Residence Life

People to Know!



Residence Life Coordinators (RLC)

The Residence Life Coordinators (RLCs) are professional full-time staff who work traditional business hours who manage the communities. RLCs are the professional staff first responder for emergencies and crisis situations for their areas. General responsibilities include supervision of RAs, educational development, and supporting emergencies and crisis situations.

Assistant Residence Life Coordinators (ARLC)

Assistant Residence Life Coordinators (ARLCs) are part-time, live-in, graduate students at UNF. ARLCs under the supervision of their supervisor develop and coordinate daily operations of their residential community. The ARLC serves as an educator for students in the community. General responsibilities include supervision of RAs, educational development, and supporting emergencies and crisis situations.

The Residence Life staff is comprised mostly of Student Staff (LCAs and RAs) and Residence Life Coordinators (RLCs), who live with the residents in the halls. They are responsible for creating programs for their floor/community, counseling residents through roommate conflicts and policy enforcement.

Resident Assistants (RA)

Resident Assistants (RA) are full-time students who serve as student staff members. Each RA oversees about 50 students and are supervised by an RLC. Responsibilities of the RA include working with students, providing programs, actively developing the residential community and enforcing policies.

Learning Community Assistants (LCA)

Learning Community Assistants (LCA) are full-time students who serve as student staff members for a Living-Learning Communities (LLC). Their primary responsibility is the community development of the LLC and putting on programs and events around the community's focus.

Engagement Assistants (EA)

Engagement Assistants (EAs) are part-time undergraduate student staff who support the marketing, event planning, resource management and student engagement efforts in the residence halls. These staff help create a vibrant community and educational experience in the residence halls.

Laundry

Each of the residential areas has its own laundry facility. Osprey Landing, Cove and Crossings have one laundry room per building. Osprey Hall and Osprey Village have one central laundry facility. Osprey Fountains has one laundry facility on each floor. The Flats at UNF has laundry rooms within each apartment. All residents have access to the Osprey Clubhouse laundry facility.

Mail

Your campus mailing address will be indicated on your area assignment. Housing and Residence Life will assign you a Housing Box (HB) Number. You will receive this information via email after move-in. Your mail should be addressed as follows:

The Flats at UNF
RESIDENT NAME
4850 First Coast Tech Parkway
APT #_____ Jacksonville FL 32224

All Other Residents
RESIDENT'S NAME
11800 UNF Drive
#_____ Jacksonville, FL 32224-2668

Osprey Fountains Residents
RESIDENT'S NAME
12800 UNF Drive
#_____ Jacksonville, FL 32224-2668

Maintenance Requests

A maintenance request is a formal way for residents to report any non-emergency issues or problems they are experiencing in their housing unit or residence hall. It could include things like broken furniture, light bulb replacement, pest problems, or broken electrical outlets. You can submit a maintenance request [here](#).

If you have an emergency maintenance request, such as flooding, total power outage, or a safety/security issue, please call Housing and Residence Life immediately at (904) 620-4663. If it's outside regular business hours, please call the corresponding Welcome Desk number for your residence hall.

If you have further questions, then speak with your RA or RLC.

Common Policies to Know

Be sure to review the Resident Handbook for a comprehensive list of policies and expectations of living on campus. This is not a complete list but are some of the most helpful policies to know when first moving in.

Alcohol

- Alcoholic beverages and non-alcoholic beer are not permitted in first-year residence halls, even if a resident is over the age of 21.
- Residents of Osprey Fountains, Osprey Village and The Flats at UNF, who are of legal drinking age (21+), may only possess, consume, and store alcohol in the privacy of their own room, suite, or apartment.
 - This excludes common areas if roommates or guests present are under the age of 21 and exterior or public areas such as apartment balconies, patios, courtyards, hallways, walkways, lounges etc.

Quiet & Courtesy Hours

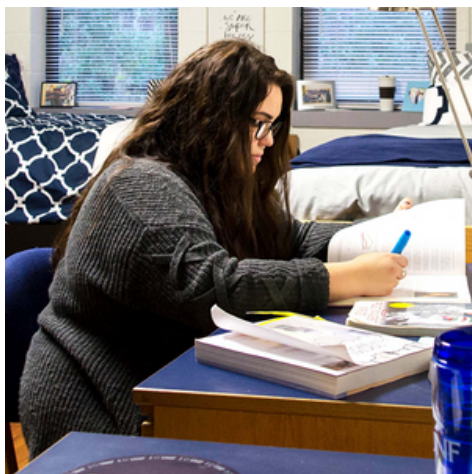
- Disruptive behavior and activities, such as yelling, loud music, or excessive noise may be documented and addressed. Students and their guest(s) may be asked to leave common areas if they are being disruptive. Residents' noise level should not interfere with the academic pursuits of others in the residential areas. A student's right to quiet overrules another student's right to make noise.
 - Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residential buildings.
 - Quiet hours: Enforced during the times listed below, regardless of holidays or semester breaks.
 - Sunday – Thursday 10:00 PM – 8:00 AM
 - Friday – Saturday 12:00 AM – 8:00 AM

Fire Safety

- If a building fire alarm sounds, leave the building immediately. Once you exit the building, residents should follow staff instruction and go to the nearest parking lot or clearing then wait for an all clear.
- If a smoke detector (small alarms in each room) goes off, UPD will arrive to check the room and reset the alarm.
- Tampering with the fire alarms or smoke detectors anywhere in the building including your room is a crime and will not be tolerated.

See the [HRL Emergency & Crisis Webpage](#) for more details and evacuation routes.

Residence Life Conduct



All UNF residents and their guests are responsible for abiding by all:

1. Federal and State laws
2. University rules, regulations, and policies
3. University of North Florida Student Code of Conduct
4. Housing and Residence Life Resident Handbook

Violations of any policy and/or expectation shall be considered a violation of the Student Code of Conduct and may result in disciplinary action(s).

Residents suspected of a possible violations may be documented by HRL Staff, University Police Department (UPD), and/or other University Officials. Residents could be expected to participate in a Housing or University Conduct Process and may be found and held responsible for the violations documented and issued sanctions.

To learn more about the Residence Life Conduct Process visit [here](#).

Health and Safety Inspections

Housing and Residence Life reserves the right to enter students' rooms and all other residential areas for the following reasons: emergencies (health, facilities, etc.), Health and Safety Inspections, and other reasons as determined necessary to protect the safety and security of students, the UNF community, and facilities.

Health and Safety Inspections are conducted several times throughout the year to help maintain a clean and safe living environment. HRL staff will notify residents at least 48 hours prior to inspection. Inspections may take place regardless of a resident's presence. Residents are expected to work together to promote healthy living for themselves and others members. Excessive garbage, generally unclean rooms, and anything that contributes to health or fire safety concerns will be documented and the violations will be addressed by HRL Staff.

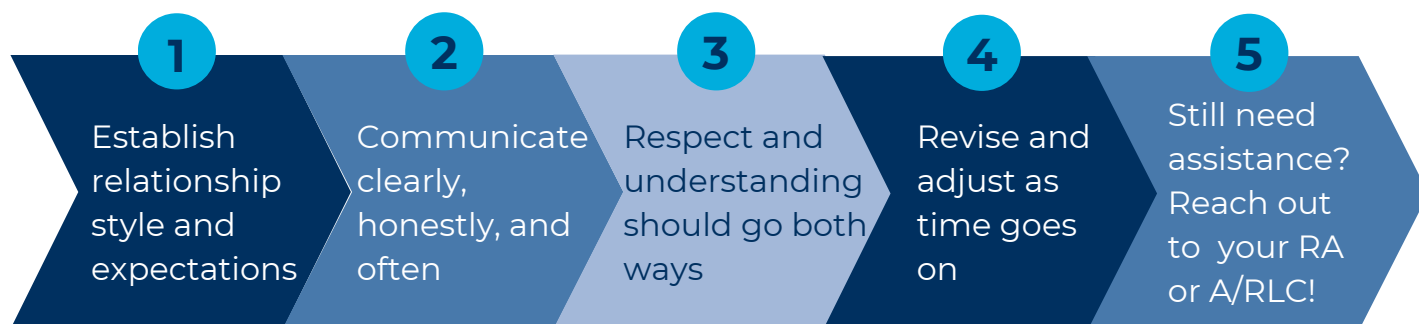
Roommate Agreements

Sharing a room with other people can be one of the most exciting parts of college life! Living with someone else, though, is not always without challenges. Any new resident or student conducting a room change must complete a Roommate Agreement form online via the eRezLife system within the first month of the semester.

For details of the Roommate Agreement Process visit the resource page [here](#).

THE ROOMMATE ROADMAP

5 Tips and strategies for maneuvering through college roommate relationships and issues.



Check out more Roommate Resources at unf.edu/housing/roommate-resources

Break the Ice

- Introduce yourself
- Share contact information
- Learn about their background and interests
- Share honestly about yourself
- Discuss roommate agreement
- Remember, resolving issues with a friend is easier than with a stranger

Alternate Dispute Resolution (ADR)

The Dean of Students offers a voluntary conflict resolution process called ADR. ADR is a collaborative approach to problem solving aimed to more fully understand the viewpoint of the other party in a conflict or disagreement. It also allows for parties to come up with more creative alternatives to solving issues and is often more conversationally based. Learn more [here](#).

How can our staff help?

Resident Assistants (RAs) are trained in conflict resolution techniques and can help roommates identify the root causes of their disagreement and find ways to resolve them peacefully. Your RA can assist in establishing and upholding clear guidelines and expectations for all roommates and on occasion may direct you to seek additional support from the Residence Life Coordinator (RLC) for the residence hall. RLCs are professional staff who can connect roommates with resources and support services on campus. RAs and RLCs may document the details of the disagreement just to ensure that there is a record of the situation in case it escalates or recurs in the future.

Frequently Asked Questions

Here are answers to some common questions that are helpful to know within the first few days living on campus. For more specific inquiries, please reach out to our Housing and Residence Life office at (904) 620-4663 or housing@unf.edu.

Am I required to purchase a meal membership?

First-year students living on campus must purchase a meal membership. There are several different meal memberships to choose from. Please visit Dining Service's [website](#) for more information.

What if I want to park a vehicle on campus?

All vehicles require a valid UNF parking permit. Permits for housing residents are based on their assigned residence hall. Please visit Parking Service's [website](#) for more information.

Do I need renter's insurance?

We encourage you to invest in additional property insurance for your belongings. UNF does not insure individual belongings and does not endorse any individual insurance program. We encourage parents and students to make sure they have the protection they desire for student property, whether it is through a current homeowner's policy or separate renter's insurance. See details [here](#).

My room came with a third set of furniture. Can I remove it?

No, as outlined in the Resident Handbook policy F4.1 Furnishings provided by Housing and Residence Life may not be removed from the assigned locations. Furnishings (e.g., chairs, tables) may not be placed on balconies, patios, etc. All University Housing furniture must stay within the housing unit.

What do I do if I'm locked out of my room?

All residents get two free lockouts a semester. On the third lockout, you are charged to get back into your room. When you are locked out, get staff assistance to be let into your room by calling or visiting your nearest Welcome Desk and a staff member will assist you to be let in.

Clubhouse: (904) 620-4999

Fountains: (904) 620-5000

Flats: (904) 620-3528

How can I register my bike with UPD?

If you brought a bike to campus we encourage you to register it with UPD in case of theft or damage. Register your property with UPD [here](#).

JANUARY EVENTS



Housing and Residence Life

BEST DRESSED ROOM CONTEST

Entry Deadline: January 23

Show off your style and compete in UNF's Best Dressed Room Contest for a chance to win amazing prizes! Visit our website for contest details and the entry form

GOALS IN FOCUS: VISION BOARDS

JAN. 7 6:00 PM - 8:00 PM OSPREY CLUBHOUSE

Set your goals, spark your creativity, and connect with others at this hands-on event! Create a personalized vision board that highlights your aspirations for the semester, graduation, and beyond.

HOUSING NIGHT @ UNF BASKETBALL

JAN. 16 7:00 PM UNF ARENA

Show your Osprey pride at Housing Night and compete in the Residence Hall Spirit Competition! Cheer loud, wear your UNF colors, and help your hall soar to victory.

KAHOOT & CONQUER

JAN. 17 6:00 PM - 8:00 PM OSPREY FOUNTAINS

Test your knowledge and have some fun playing Kahoot at this new event. Grab your friends, compete in trivia challenges, and win all the bragging rights. A perfect midweek break to relax and enjoy.

MLK SERVICE DAY

JAN. 20 10:30 AM - 2:00 PM OSPREY CLUBHOUSE

Join us for drop-in community service on Martin Luther King Day. Stay as long or as little as you like. This year, we will be preparing materials for Rethreaded's programming for people rescued from trafficking. Lunch provided for participants. Sensory-friendly work station available.

ROOMMATE RUMBLE: LET'S TALK IT OUT

JAN. 23 1:00 PM - 3:00 PM OSPREY CLUBHOUSE MPR

Navigate roommate dynamics like a pro! Join us for an interactive session where you'll learn strategies to communicate effectively, resolve conflicts, and create a harmonious living space.

MICROWAVE MAGIC: QUICK AND EASY MEALS

JAN. 25 10:00 AM - 12:00 PM OSPREY CLUBHOUSE MPR

Get ready to level up your cooking skills! Learn quick, easy, and delicious microwave recipes that will save you time and satisfy your cravings. Perfect for students on the go!

Have questions about your major?

Meet your **ADVISOR**.

Need to brush up on class lessons?

Discover **TUTORING!**

Want help balancing all the things?

Find a **SUCCESS COACH!**



Virtual Appointments available or

find us on campus between



Safety at your fingertips



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@UNF_HRL

@UNFSTUDENTLIFE

#LOVEUNFLIVEUNF

P.A.T.H.

Peer Assisted Tutoring in Housing



Housing and Residence Life

Join us for free tutoring!

Osprey Fountains MPRs

Scan the QR code for details!

Provided by Student Academic Success Services and
Housing and Residence Life.

Equal Opportunity/Equal Access/Affirmative Action Institution



**The Osprey Involvement
Center supports over 200+
active organizations on
campus!**

CLICK HERE

Glossary of Common Terms

14B: The main Housing and Residence Life Office, located beside the Osprey Café

Assistant Residence Life Coordinator (ARLC): Report to their respective RLC and work part time. Graduate students.

Housing and Residence Life (HRL): The official name of our housing department.

Learning Community Assistant (LCA): Student staff that serve as community builders and advisors to LLCs.

Living-Learning Community (LLC): a community that students can opt into based on their majors or other qualifications; students will live together on the same floor and usually share a class in their first semester.

Peer Assisted Tutoring in Housing (PATH): a tutoring program hosted in Osprey Fountains, open to all campus residents

Resident Assistant (RA): Student staff that serve as community builders and in an on-call capacity. 1-2 per floor in each area.

Residence Life Coordinator (RLC): The professional staff member who oversees the operations of their assigned housing areas. RLCs are the direct supervisors for RAs, LCAs and ARLCs.

Residence Life Team: The branch of the Housing and Residence Life department that oversees the building management, student staff supervision, and the community engagement experiences in the residence halls. This team includes Residence Life Assistant Directors, RLCs, ARLCs, and student staff.

Room Condition Form (RCF): The online forms for reporting room damages when a student moves in.

Roommate Agreement: A process where roommates and suitemates discuss shared expectations of their living environment and submit the roommate agreement form to their Resident Assistant. This process occurs any time a new student moves into a room.

Welcome Desk: Information desks and mail management locations, staffed by desk workers. Serve as dispatch for housing staff on call. Located in Clubhouse, the Flats at UNF, and Osprey Fountains.

Campus Shuttle Map

BUILDING NAME BUILDING NUMBER

J. J. Daniel Hall	1
Founders Hall	2
Skinner-Jones Hall	4
Physical Facilities	5
UNF Annex	6
Roy Lassiter Hall	8
Frederick H. Schultz Hall	9
Building 10	10
Thomas G. Carpenter Library	12
Andrew A. Robinson Jr. Building	14
Andrew A. Robinson Jr. Theater	14A
Housing and Residence Life	14B
John E. Mathews Jr. Computer Science Building	15
Osprey Commons	16
Osprey Clubhouse	17
Competition Pool Complex Building A	25A
Competition Pool Complex Building B	25B
Competition Pool Equipment Building C	25C
UNF Field House	26
Harmon Baseball Stadium	27
Batting/Pitching Facility	28A
Softball Complex	31
UNF Arena	34
Tennis Clubhouse	37
Arena Parking Garage	38
J. Brooks Brown Hall	39
J. Brooks Brown Hall Addition	39A
Osprey Nest (Baseball)	40
Martin P. Garriss Police Building	41
Coggin College of Business	42
Adam W. Herbert University Center	43
Fine Arts Center Parking Garage	44
Fine Arts Center Parking Garage Annex	44A
Fine Arts Center	45
Ceramics Lab	45
Photo Lab	45D
Hodges Stadium	46
Parking Administration	47
UNF Golf Complex	
at the Hayt Learning Center	48
UNF Preschool	49
Science and Engineering Building	50
Social Sciences Building	51
Parking Services	52
Ann and David Hicks Hall	53
J. M. Golden (Eco) Education Pavilion	54
Osprey Fountains	55
Tom and Betty Petway Hall	57
John A. Delaney Student Union	58
Biological Sciences Building	59
Alumni Hall	60
Student Wellness Complex	61
Housing Maintenance Building	62
Campus Maintenance Facility	64
The Flats at UNF	65
Cooper Beach Volleyball Courts	66
Ogier Gardens	★
Greenhouse	858
Osprey Village	A-G
Osprey Crossings	Q-S
Osprey Cove	T-V
Osprey Landing	W-Y
Osprey Hall	Z
Museum of Contemporary Art Jacksonville (MOCA)	99, see inset

Pay-By-Plate KIOSK LOCATIONS

Gray Lot Kiosk Locations

- Lot 53**
Hicks Hall Entrance **#532**
- Lot 18**
North Side **#182**
South Side **#183**
West Side **#184**
- Blue Lot Kiosk Locations**
- Lot 100** **#101**
- Garage 38**
1st fl. North **#380, #381**
1st fl. South **#382**
3rd fl. South **#383**
- Garage 44**
1st fl. FAC **#440, #441**
3rd fl. North **#443**
(near the photo lab) **#442**

Town Center Shuttle Hours:
Monday – Thursday 10 a.m. – 4 p.m.
Friday – Sunday 11 a.m. – 3 p.m.
every 12 – 15 minutes

Osprey Connector

Fall/Spring Shuttle Hours:	Summer Shuttle Hours:
Mon. – Friday 7 a.m. – 3 a.m.	Mon. – Thurs. 7 a.m. – 10 p.m.
Saturday No service	Friday 7 a.m. – 6 p.m.
Sunday 11 a.m. – 12 a.m. (housing route)	Saturday – Sunday No service

every 7 – 10 minutes every 12 – 15 minutes

Anticipate longer wait times after 10 p.m.



Download the TransLoc app today for real-time location, ETA, and delay notification

AROUND CAMPUS

- University Center Parking
- Buildings
- Residence Halls
- Blue Permit Parking
- Gray Permit Parking
- Faculty and Staff Parking
- Housing Parking
- Osprey Connector Campus Route
- Osprey Connector Shuttle Stop
- Town Center Shuttle Route
- Pay-By-Plate Parking Kiosks



An equal access/equal opportunity university
THIS MAP IS NOT TO SCALE





Housing and Residence Life
Division of Academic and Student Affairs

WELCOME TO THE NEST!

Housing and Residence Life Office

Building 14B

(904) 620-4663

8 A.M. - 5 P.M.

Osprey Fountains Welcome Desk

(904) 620-5000

24/7

Osprey Clubhouse Welcome Desk

(904) 620-4999

8 A.M. - 12 A.M.

The Flats at UNF Welcome Desk

(904) 620-3528

8 A.M. - 12 A.M.

GET SOCIAL

#LoveUNFLiveUNF #LiveYourSWOOPLife

@unf_hrl

housing@unf.edu

