

MCMANUS ORIENTATION HIGHLIGHTS

****When in doubt, check the McManus website - <http://kellogg.campusgroups.com/McManus>**

- 1. Graduate Housing Assistants – email McManusGHA@kellogg.northwestern.edu**
 - a. Bruno Valle – Head Graduate Housing Assistant, and manages room reservations bvalle2015@kellogg
 - b. Sissi Chen – manages communications, xchen2016@kellogg
 - c. Ashley Jurinka – manages storage, ajurinka2016@kellogg
 - d. Vivek Kumar – manages marketing & communications, vkumar2015@kellogg
 - e. Email non-emergency questions – McManusGHA@kellogg.northwestern.edu
 - f. Get in touch with us by email or in person. If **urgent**, call the duty phone: (847) 815-2484
- 2. Front Desk**
 - a. Marisa DeRose – marisa.deroser@northwestern.edu; (847) 491-5354
 - b. Open 8:30am-5pm, Monday-Friday. Extended evening (5pm-8pm) and Saturday hours (10am-2pm) during Northwestern University academic year
- 3. Housing Coordinator:** Janet Olsen, janet-olsen@kellogg.northwestern.edu; (847) 467-4224
Residence Director: Erin Boyce, erin.boyce@northwestern.edu; (847) 467-4517
- 4. FAQ's (Frequently Asked Questions)**
 - a. **Pick up packages** – at Front Desk during office hours
 - b. **Borrow a vacuum, iron, cot, grill or board games** – check out with WildCard from Front Desk during office hours
 - c. **Request guest keys** – at Front Desk during office hours
 - d. **Request mail forwarding/holding** – at Front Desk during office hours
 - e. **Submit an online maintenance request** – <http://www.northwestern.edu/living/services/maintenance/school-dude-instructions/index.html> then click SchoolDude work order website. Password is wildcat
 - f. **Laundry – Free washers and dryers** provided on both the north and south side of the building
 - g. **Request storage** – Email Ashley Jurinka, ajurinka2016@kellogg
 - h. **Reserve the Lounge, Patio or Kids Room** – Email Bruno Valle, bvalle2015@kellogg
 - i. **Request parking** – Email Matthew Bonaccorso, matthew.bonaccorso@northwestern.edu
 - j. **Change move-in/move-out date** – Contact Janet Olsen
 - k. **Landline** available in every room for local and US long distance calls only (included in rent); must provide telephone
 - l. **Non-urgent questions** – Email McManusGHA@kellogg.northwestern.edu;
 - m. **Urgent questions** – Call duty phone: (847) 815-2484
 - n. **Feedback or complaints?** Email McManus GHA account or Janet Olsen, janet-olsen@kellogg.northwestern.edu;
 - o. **Pilot Lights** – When pilot lights go out it can often smell like gas. If that happens during the day, submit a maintenance request. After hours, call the GHA on duty.
 - p. **Smoke Detector** – If the battery is dead you will often hear a set of beeps that will continue on until it is changed. Do not remove the detector. Submit a maintenance request or call the GHA on duty if it is after hours.
- 5. Reminders**
 - a. Quiet hours – Sunday-Thursday, 11pm-7am and on weekends Friday & Saturday nights, 1am-9am
 - b. Please remember to lock your door to the hallway; thefts have occurred at McManus and we do not want anything to happening to you.
 - c. No smoking in McManus at any time
 - d. If ventilating apartment, open windows but not hallway door
 - e. Only soap or toilet paper can go down drains – NO food, cooking oil/grease, paper towels, rags or cloth, baby wipes, diapers, feminine hygiene products, etc.
- 6. McManus Facebook and CampusGroup** – Join these informal networks to connect with fellow residents
 - a. CampusGroups website – <http://kellogg.campusgroups.com/McManus>
 - b. Facebook – <https://www.facebook.com/groups/181672465268275/>
- 7. Social Programming:**
 - a. GHA's arrange quarterly programming events for all McManus residents and will publicize dates and times as they occur. Please let them know if you have additional suggestions/ideas!
- 8. Upcoming Events – SAVE THE DATES:**
 - a. **McManus Orientation and Welcome BBQ – Sunday, 9/28 @5pm. RSPV here**
<https://kellogg.campusgroups.com/McManus/rsvp?id=237871>
 - b. **McManus Orientation (alternative date) – Wednesday, 10/1 @10am**