

# MOVE-IN GUIDE

UCF HOUSING AND RESIDENCE LIFE

*Go Knights!  
Charge on!*

UCF HOUSING AND RESIDENCE LIFE





# WELCOME TO NORTHVIEW

Welcome to Northview! We are so excited to have you. You are located right across the street from the football stadium and the rest of main campus. Keep an eye out for all the events that will take place around Knights Plaza and in your community. The shuttle will swing by every 20 minutes or so when you need to get to the center of campus. Northview offers more amenities than any other community on campus, so enjoy your own gym, pool, sauna, and private collaboration rooms that are just for residents. Enjoy getting to know your new home away from home!

## FOLLOW US!



@UCFHOUSING

## CONTACT INFORMATION

**Community Office & RA on Call:**  
407-885-2619

**Residence Life Coordinator,**  
Chloe O'Sullivan  
[Chloe.OSullivan@ucf.edu](mailto:Chloe.OSullivan@ucf.edu)

**Graduate Coordinator,**  
Nathan Kehoe  
[Nathan.Kehoe@ucf.edu](mailto:Nathan.Kehoe@ucf.edu)

**Mailing Address:**  
Student Name  
Northview Mail Center  
3925 Lockwood Blvd, #XXXX  
Oviedo, FL 32765





# NORTHVIEW COMMUNITY



Move-in Check-in Stations



Programming Center



Unloading Zone



Northview Residence Halls



Mail Center



Move-in Event Zone



Public Restrooms



Check-in Parking

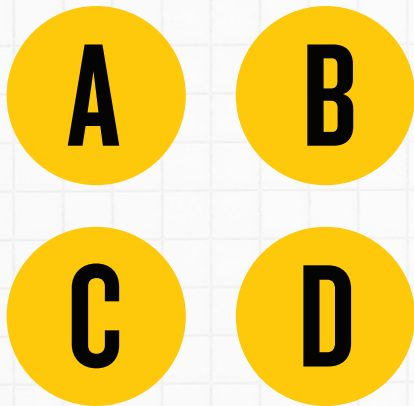
*\*NorthView does not have designated unloading zones, students and guests may park temporarily in available spaces while unloading.*



*\*Furniture and paint color may vary by unit*



# NORTHVIEW 4/4 APARTMENT FLAT



## EXAMPLE

NV-501A BEDROOM A

NV-501B BEDROOM B

NV-501C BEDROOM C

NV-501D BEDROOM D

*Bldg. Room Bed*

You are assigned a specific bedroom. Be sure you are moving into the correct room to **avoid charges to your account** upon check-out! If you have questions, please call the community office.

*\*These numbers can be found on your key packet. These will be the last letter after the number.*





\*Top floor

# B

# D

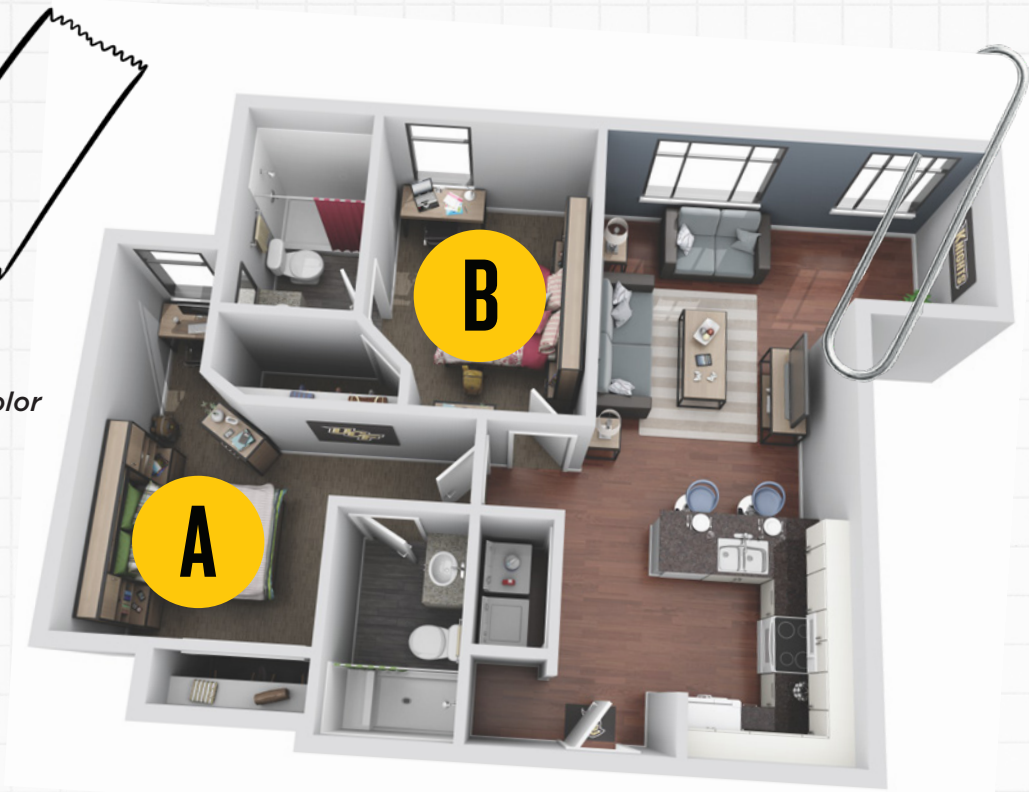
**NV-L-501A BEDROOM A**  
**NV-L-501B BEDROOM B**  
**NV-L-601C BEDROOM C**  
**NV-L-601D BEDROOM D**

Bldg.	Room	Bed
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*\*These numbers can be found on your key packet. These will be the last letter after the number.*



*\*Furniture and paint color  
may vary by unit*



# NORTHVIEW 2/2 APARTMENT L-SHAPE



## EXAMPLE

**NV-501A BEDROOM A**

**NV-501B BEDROOM B**

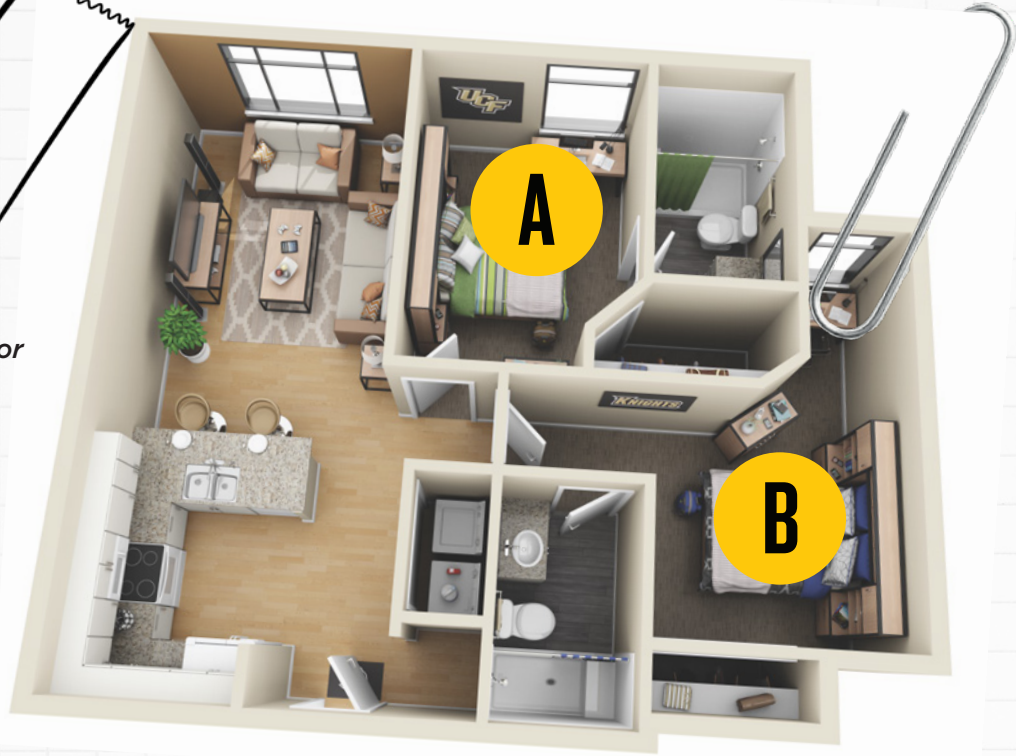
*Bldg. Room Bed*

You are assigned a specific bedroom. Be sure you are moving into the correct room to **avoid charges to your account** upon check-out! If you have questions, please call the community office.

*\*These numbers can be found on your key packet. These will be the last letter after the number.*



*\*Furniture and paint color  
may vary by unit*



# NORTHVIEW 2/2 APARTMENT SQUARE



## EXAMPLE

**NV-501A BEDROOM A**

**NV-501B BEDROOM B**

*Bldg. Room Bed*

You are assigned a specific bedroom. Be sure you are moving into the correct room to **avoid charges to your account** upon check-out! If you have questions, please call the community office.

*\*These numbers can be found on your key packet. These will be the last letter after the number.*



*\*Furniture and paint color  
may vary by unit*



# NORTHVIEW 2/2 APARTMENT CORNER



## EXAMPLE

**NV-501A BEDROOM A**

**NV-501B BEDROOM B**

*Bldg. Room Bed*

You are assigned a specific bedroom. Be sure you are moving into the correct room to **avoid charges to your account** upon check-out! If you have questions, please call the community office.

*\*These numbers can be found on your key packet. These will be the last letter after the number.*



*\*Furniture and paint color  
may vary by unit*



# NORTHVIEW 2/2 APARTMENT SLANT



## EXAMPLE

**NV-501A BEDROOM A**

**NV-501B BEDROOM B**

*Bldg. Room Bed*

You are assigned a specific bedroom. Be sure you are moving into the correct room to **avoid charges to your account** upon check-out! If you have questions, please call the community office.

*\*These numbers can be found on your key packet. These will be the last letter after the number.*



# DESK HOURS & SERVICES



## ***Our staff is available to you 24/7.***

Your community office is your go-to when looking for resources. You can always go to your community office whenever you need help or have questions. In the office, you'll find your community coordinator, or their office staff, who can help you with:

- Lockouts from your room
- Questions about moving in or out
- Help with submitting a work order

## **KEYS & COMMUNITY ACCESS**

***Your UCF ID card serves as your apartment key.***

***Each bedroom is secured with a separate hard key for added privacy.***



Community access is restricted to those who live in the building. Do not hold doors open for other students – though the Knight Way is to always be a good neighbor, each resident is responsible for their own access to the building to keep us all as safe as possible.



# MAIL & DELIVERIES

- You can request a P.O. box from Mail Services and receive a mail key- this key must be returned at the end of the year.
- You will receive an email when your packages are ready for pick up. Please do not come to the mail center prior to receiving that email!
- Each community is assigned a mail center. Residents of that community will not be able to pick up their packages at any other mail center.
- Grocery deliveries such as Hello Fresh are accepted by our mail centers when delivered through a traditional package carrier (USPS, FedEx, UPS, DHL, etc.)



## Mail Key Drop

(Room Keys **MUST** be returned to you)

- Mail key must be in an envelope include your:
  - Full Name
  - PO Box #
  - Key Code (the # engraved)
- Seal envelope and drop in the slot in the top.

*(You can use the original envelope if you wish.)*

Food deliveries like Uber Eats or Door Dash are **NOT** accepted at our mail centers or community office front desks. Students **MUST** meet the delivery driver outside of the residence hall to receive their order, such as the nearest parking lot.



# AMENITIES

## INTERNET & CABLE

- Wi-Fi is available throughout NorthView and does not require device registration.
- Ethernet ports are also provided in each unit (residents must supply their own Ethernet cable).
- Cable TV service is not included.

## LAUNDRY

Each unit in NorthView includes a side-by-side washer and dryer. For any maintenance concerns or issues, please submit a work order through the designated portal.

## BIKE STORAGE

NorthView offers a dedicated bike cage located in the parking garage. Access requires a separate key, which can be checked out at the Community office by showing your UCF ID.

- Use at your own risk: Residents are responsible for securing their own bikes.
- Personal locks are strongly encouraged.
- The bike cage includes electrical outlets for charging e-scooters.
- For NorthView residents only.





# AMENITIES

## POOL

- Pool hours are from 8 am - 11 pm
- No glass around the pool area

## GYM

- Gym from 8 am - 11 pm
- Shirt and always closed toed shoes
- Gym equipment cannot be removed from the space
- Please report any equipment issues to the community office
- Open containers (cups or cans) or glassware are strictly prohibited
- Residents can only bring two guests into the space
- Residents are required to wipe down equipment after use
- Entry door cannot be propped

## GAME ROOM

- Open 8 am - 11 pm
- The game room is a community space with no reservation required
- Residents must clean up after any guests in their party. Storing food, snacks and supplies in the kitchen area of the game room is strictly prohibited
- Doors cannot be propped



## SAUNA

- Towels and shoes required
- Sauna hours are from 8 am - 11 pm

## TIKKI BAR

- Quiet hours apply
- Residents must clean up after any guests in their party. Storing food, snacks and supplies in the kitchen area of the tiki bar is strictly prohibited
- Alcohol is prohibited in the tiki bar/patio area
- Guest policy still applies to all open spaces

## GENERAL GUIDELINES

- Outside groups and entities are not permitted to utilize NorthView amenities and resident spaces
- Alcohol is strictly prohibited from all community spaces
- NorthView amenities are for NV residents and their guests





# PARKING

## BEFORE YOU PARK

- Register your car at the NV office or risk towing and fines.
- One parking permit per resident.

## WHERE NOT TO PARK

- Residents and guests of NorthView are not permitted to park in Hillel or CCM spaces or lots without designated parking permits — violators may be towed.
- Car must occupy one parking space.
- Park and Ride to campus for non-NorthView residents is strictly prohibited.
- No trailers, RVs, campers (find clearance) are prohibited from parking in the garage.
- No EV charging in the garage.

## GUESTS

- Guests and visitors of residents must park in visitor parking.
- Guests cannot park in a visitor spot longer than 72 hours.

## OTHER RULES

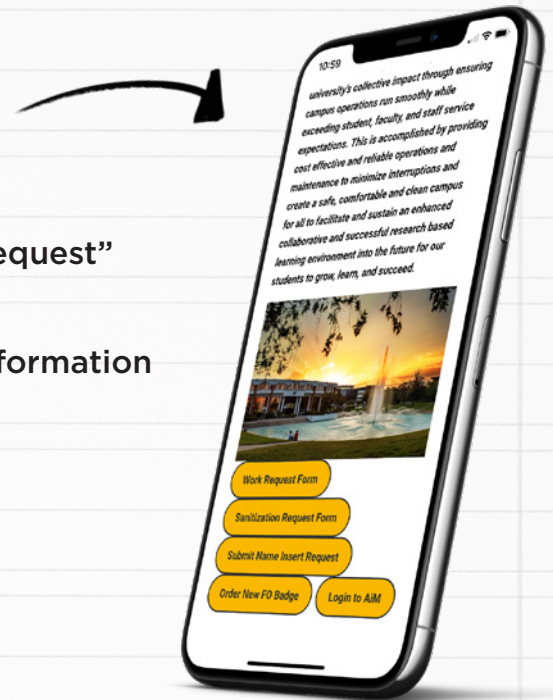
- No EV charging in the garage.
- NorthView/ DHRL is not responsible for any damages, theft or loss of property in the garage.
- Tempering with the garage gate arm is strictly prohibited and can result in a minimum of a \$250 fine or potential legal action.
- Parking in an ADA parking place without a DMV issues placard or license plate will result in a \$250 fine and potential towing of the vehicle.





# SUBMITTING A WORK ORDER

- 1 Visit **fo.ucf.edu**, click “Work Request Form”
- 2 Log into your account, click “Submit a Work Request”
- 3 Click “Next” if not an emergency, enter your information
- 4 Enter Location Info
  - ☐ Building 8136 - Northview
  - ☐ Enter description (include room)
  - ☐ Always put ‘no’ for chargeable offense
- 5 Review and Submit



**EMERGENCY?**

**Call 407-823-5223**

*Scan the QR code to submit a request*



# MAINTENANCE 101

## Top 5 maintenance tips

**1.**

Leave thermostat in AUTO. Placing the system to ON will create air quality issues.

**2.**

Make sure you submit a work order for all issues. Do not rely on roommates or RA.

**3.**

Bring cleaning supplies to maintain a healthy space. Clean the toilet, shower & sink weekly for best results

**4.**

If you experience a water event, flooding, leaks, etc. quickly pick up your belongings and put them on a higher surface such as your bed.

**5.**

For maintenance best practices, refer to the Community Living Guide section "Your Room, Your Rights, Your Facilities."





# WHO TO CALL & WHEN

## **RA on Call/Community Office**

Call the RA on Call/Community Office when you're locked out, have time sensitive questions or concerns, or if there is an urgent issue. This number is answered 24 hours a day, 7 days a week if you need anything. You can find this number on the first page of this guide. If you have an emergency, call 911.

## **Your RA**

Your RAs are here to help you when they can, but remember, they are also UCF Students. If you have general questions that are not time sensitive, feel free to ask your RA. You should always call the Community Office number if there is an elevated issue, or if it's late at night.

## **Work Control**

You can submit work request online, but if there is a more urgent maintenance concern, you should call the number below. Examples include when there is a severe leak in your room, if your electricity goes out, or if an elevator isn't working properly.

**407-823-5223**

## **UCF IT**

For questions about the WiFi, how to set up a smart TV, and anything related to technology, you should contact UCF IT. You can submit tickets online by visiting **it.ucf.edu**.

## **UCF PD**

Due to joint jurisdiction in certain areas, your call may be transferred to the Seminole County Sheriff's Office. In that case:

- A deputy from the Seminole County Sheriff's Office may be dispatched to assist.
- An officer from UCF PD may also respond

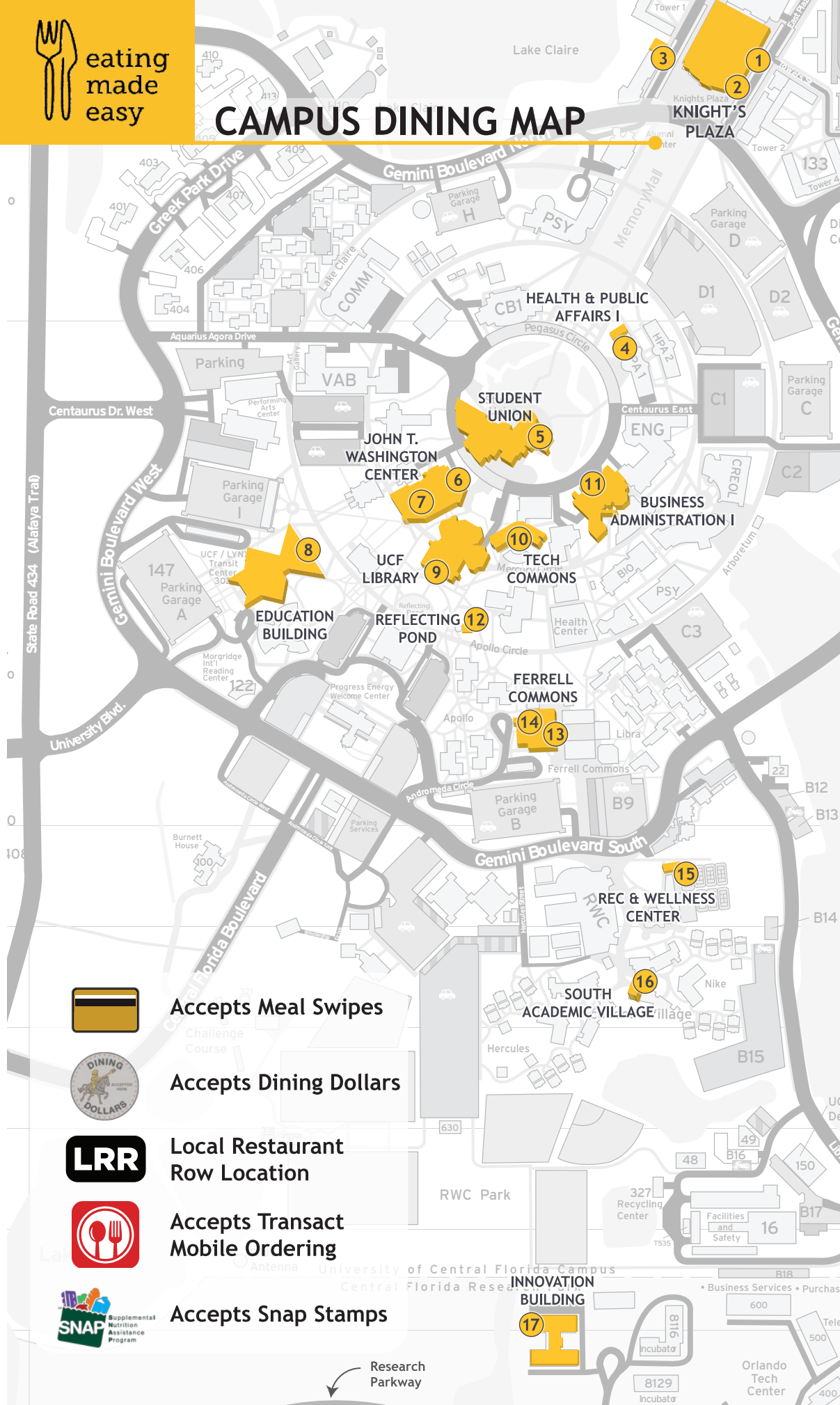
**Non-emergency line: 407-823-5555**





eating  
made  
easy

# CAMPUS DINING MAP



Accepts Meal Swipes



Accepts Dining Dollars



Local Restaurant  
Row Location



Accepts Transact  
Mobile Ordering



Accepts Snap Stamps



Dining Services



CONNECT WITH US  
@UCFDINING

## KNIGHT'S PLAZA

- 1 KNIGHTRO'S
- 2 JIMMY JOHN'S
- 3 NEW LOCATION COMING

## HEALTH & PUBLIC AFFAIRS I

- 4 STARBUCKS

## STUDENT UNION

- 5 WHICH WICH
- HUEY MAGOO'S
- PANDA EXPRESS
- QDOBA
- STARBUCKS
- STEAK 'N SHAKE
- KNIGHTSTOP
- KNIGHTCADE
- BENTO SUSHI

## JOHN T. WASHINGTON CENTER

- 6 CHICK-FIL-A
- 7 KNIGHTS ON THE GO

## EDUCATION BUILDING

- 8 EINSTEIN BROS BAGELS

## UCF LIBRARY

- 9 BARNIE'S COFFEE

## TECH COMMONS

- 10 CAFÉ BUSTELO

## BUSINESS ADMINISTRATION I

- 11 EINSTEIN BROS BAGELS

## REFLECTING POND

- 12 TOPPERS

## FERRELL COMMONS

- 13 '63 SOUTH
- 14 UCF DINING SERVICES

## REC & WELLNESS CENTER

- 15 CHICK-FIL-A

## SOUTH ACADEMIC VILLAGE

- 16 P.O.D. MARKET

## INNOVATION BUILDING

- 17 NEW LOCATION COMING



# LOCAL GUIDE

Whether you're on or off campus there is always a place for your needs. Everything here is a short walk, bike or car ride away!

## GENERAL

Target  
Walmart  
Big Lots  
Dollar Tree  
Dollar General

## FOOD

BurgerFi  
Bar Louie  
Noodles & Company  
Bento Asian Kitchen + Sushi  
Habaneros  
4 Rivers Smokehouse  
Lazy Moon  
Huey Magoo's  
Tijuana Flats  
Domu Ramen  
Just Salad  
Fresh Kitchen  
Tin & Taco  
King Bao  
Night Owl Cookies  
White Rabbit Dessert

## SHOPPING/ CLOTHING

Old Navy  
Famous Footwear  
T.J. Maxx  
Sephora  
Ulta  
Office Depot  
Michaels Crafts  
Macy's  
Kohl's  
Plato's Closet

## GROCERY

Publix  
Winn-Dixie  
ALDI  
Walmart Neighborhood Market  
Sprouts Farmers Market  
BJ's Wholesale Club  
Indian Market  
Eastside Asian Market  
Fancy Fruit and Produce

## TECH

Best Buy  
T-Mobile  
Verizon  
AT&T Store  
Target Electronic  
Walmart Electronic  
GameStop

## FURNITURE

Ashley  
Mattress Firm  
Rooms-To-Go  
La-Z-Boy  
At Home  
Hudson's Furniture

## HEALTH/FITNESS

LA Fitness  
Planet Fitness  
YouFit  
24 Hour Fitness  
Iron Body Fit  
GNC  
Vitamin Shoppe  
Max Muscle

## BANK SERVICES

Bank of America  
Fairwinds Credit Union  
Wells Fargo  
TD Bank  
Chase Bank  
Regions Bank  
Trustco Bank  
VyStar Credit Union

## POSTAL SERVICES

USPS  
FedEx Print & Ship Center  
The UPS Store  
The Spot

## CLINIC/PHARMACY

CVS Pharmacy  
Walgreens Pharmacy  
Walmart Pharmacy  
Publix Pharmacy  
Rite Care Pharmacy  
Centra Care  
WellMed  
First Choice Urgent Care  
Ideal Dental  
Smile Dental

