

**FISCHER, O'HARA-GRACE (FOG)
GRADUATE RESIDENCES
HANDBOOK
2006-2007**

Dear new student,

On behalf of the entire Fischer, O'Hara-Grace (FOG) Graduate Residences staff, I would like to welcome you to the University of Notre Dame and the FOG community.

This handbook is designed to give you the most important information at your fingertips as you settle into your new home. Please keep it close by and refer to it often.

FOG is a unique community comprised of unmarried graduate students enrolled full-time in degree seeking programs. The community at FOG is comprised of many cultures, religions, interests and personalities. The 500+ students studying and living at FOG come from more than 40 countries. This presents you with a special opportunity to meet students that you might not otherwise. I hope you will be willing to share your experiences and culture with your fellow neighbors. It will make your time at Notre Dame that much more enjoyable and fulfilling for you and the entire community.

If there is anything FOG staff or I can do to assist you please don't hesitate to stop by my office in the Community Center.

Sincerely,

Patrick Russell
Rector

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POLICIES

The policies listed below were established to help ensure a safe, friendly and welcoming environment for all residents. Violations of any of the policies listed below will be referred to either the FOG Rector or the Office of Residence Life & Housing for disciplinary action. Please respect and honor these policies.

ALCOHOL

Alcohol is not permitted in public areas (stairwells, parking lots, grass courtyards, etc.) of the FOG community. For specific guidelines concerning the alcohol policy refer to the Graduate and Professional Student Handbook found online at <http://www.nd.edu/~orlh/standards/index.htm>. While in compliance with the rules and procedures for the use of Wilson Commons, alcohol may be permitted. Alcohol is not permitted in the Community Center.

ACCESS TO APARTMENTS

The University reserves the right, as stated in the housing contract, to enter apartments and rooms for the purpose of making repairs, maintaining security, insuring compliance with all University regulations, and examining the residences for cleanliness.

DOORS & WALLS

Extreme care is to be taken when hanging items from doors and walls. The use of nails, screws and similar objects is prohibited. Masking tape tends to work the best. Keep in mind however that you are responsible for all damages to walls and doors.

FURNITURE

University owned furniture may not be altered or removed from the residences.

FIRE

Each residence is equipped with smoke detectors and a fire extinguisher. In addition, both Fischer and O'Hara-Grace apartments are equipped with sprinkling devices. Residents should familiarize themselves with the use of the fire extinguisher by reading the directions on its label. Residents are prohibited from disconnecting or tampering with smoke detectors. This is a serious offense and violators are subject to disciplinary action. Residents should periodically check the smoke detection unit by pressing the red test button.

Take necessary precautions to guard against setting off the smoke alarm by doing the following:

- Do not leave food unattended while cooking
- Keep stoves clean and free of grease and oil
- Turn on the fan above the stove while cooking
- Open a window and/or door to help dissipate steam & heat
- Keep items that catch fire away from stove, toasters and hot plates
- Clean vent filters regularly

In case of a fire/smoke alarm sounding, make sure that all occupants are out of the apartment and call the fire department at 911. If it is necessary to use the fire extinguisher, notify the office so the extinguisher can be recharged.

Storage of any flammable material (chemicals, lighter fluid, etc.) within an apartment is prohibited. Grills must be kept outside.

GUESTS

Overnight guests are permitted but must comply with the following rules. Overnight guests may stay in a resident's apartment a maximum of four consecutive nights. Overnight guests may stay a total of ten nights during the academic year. Overnight guests must register with the FOG rector by completing a Guest Form. Guest Forms can be picked up in the Community Center office and returned to the office when filled out. Residents are responsible for the conduct of their guests. Consult the Parking section for information about parking for guest vehicles.

LOCKOUTS

In the event that you lock yourself out of your apartment call or stop by the Community Center office and a staff member will unlock your door. If the office is closed call the Duty Phone and a staff member will meet you at your apartment. As a last resort you can also contact Campus Police. There is a phone (campus and local calls only) located by the front door of the Community Center for your convenience. There is a \$5 fee for each lockout.

MECHANICAL CLOSET

The mechanical closet contains the water heater and furnace and may not be used for storage.

NEWSPAPERS

Residents that subscribe to a daily newspaper must make arrangements to have the newspaper delivered to their apartment, not their mailbox. Please contact the newspaper (subscribers to the Wall Street Journal appear to be the biggest culprits) to make arrangements for the newspaper to be delivered to your apartment. The reason for this is due to the limited size of the resident mailbox. If one or two days pass without a resident collecting his/her mail the mailbox becomes too full with newspapers to add anything else to the mailbox. Thanks for your understanding.

PARKING

All motor vehicles belonging to FOG residents must be registered with Parking Services within seven days of arrival. Failure to obtain a parking permit may result in ticketing and/or towing of your vehicle. Motorcycles must be parked in a parking space and also registered with Parking Services.

Campus Police regularly patrols the FOG community and will issue tickets as necessary, but especially for:

1. Vehicles without an "F" parking sticker.
2. Vehicles parked in "No Parking Zones".
3. Vehicles parked illegally in either reserved staff spaces or handicapped spaces.

Visitors to FOG are to park their car in the Visitor's Parking* lot located on Bulla Road across from Wilson Commons. Overnight guests must display a temporary overnight parking pass, available from at east security gate on Juniper Road.

*Special pass required on home football weekends. Speak with the FOG Rector for more information

PREMISES

The residents of each apartment are individually and as a group responsible for the proper use, care, and maintenance of the residence and furnishings. The residents are responsible for maintaining the apartment premises, furnishings, fixtures, and equipment in clean and sanitary condition and good order.

PROHIBITED ITEMS

Candles, ceiling fans, halogen lamps, laboratory chemicals, live trees (i.e. Christmas trees), pets, satellite dish, window a/c units, water beds, wireless routers

QUIET HOURS & COURTESY HOURS

In recognition of the academic demands of its residents the FOG community maintains Quiet Hours from 10 p.m. – 10 a.m. daily. During Quiet Hours, residents are required to keep all noises (conversations, stereos, televisions, etc.) to an absolute minimum.

Additionally, FOG has a more lenient noise policy, Courtesy Hours. During Courtesy Hours, 10 a.m. – 10 p.m. daily, residents need not be as concerned about noise; however please use common sense. If a neighbor approaches you during Courtesy Hours asking for the level of noise to be lowered, you are required to immediately comply. In the event you feel the Quiet/Courtesy Hours are being violated and speaking with the neighbor has not resolved the problem, please inform a member of the FOG staff immediately.

- A 24-Hour quiet period is in place beginning at 10 p.m. on the last day of class each semester and remains in effect until the end of the final exam period.
- Home football weekends and graduation week are not exceptions to the Quiet Hours & Courtesy Hour Policies.
- Wilson Commons and Community Center can be reserved to host large gatherings.
- Residents are responsible for the behavior of their guests.

RESIDENT PROPERTY

Both the living space and storage space is limited within apartments and is to be shared by residents equally regardless of the length of time a resident has lived in the apartment.

ROOM/APARTMENT CONDITION REPORTS

Room and apartment condition reports are distributed during registration. Condition reports must be returned to the Community Center Office no later than one week after FOG registration. If there is any damage to the residence, please note the deficiency on the report. Damage found to exist upon inspection of the apartment after departure that was not listed on the room and apartment condition report will result in a fine to the resident.

SMOKING

Smoking is prohibited in all apartments, Community Center and Wilson Commons. Please smoke outside and use the ashtrays located near each apartment to properly dispose of your cigarette. Certain FOG buildings have been designated as ‘non-smoking’ buildings. Smoking within 50’ of these buildings is prohibited.

SOLICITING

Soliciting of any kind is prohibited within the FOG community. Any solicitor who attempts to sell or interest a resident in a product or service should be reported directly to a FOG staff member and/or Notre Dame Security.

STAIRWELLS & ENTRYWAYS

Residents are responsible for the upkeep of the areas between the main sidewalk and the front door to their apartment. This includes proper removal and disposal of litter, leaves, snow and ice. During the winter months snow shovels and salt (melts ice) are provided to each building.

The University plows the sidewalks and parking lots. Please park your car in a manner that does not block the sidewalk (don’t pull in too far). This will make it easier for the snowplows to clear the sidewalks. Please report any trouble ice/snow spots to a FOG staff member.

VACANT BEDROOM

Use of a vacant bedroom in your apartment is prohibited.

GENERAL INFORMATION

APARTMENT & ROOMMATE ASSIGNMENTS

The University reserves the right to make roommate assignments or apartment adjustments when deemed necessary. Only the resident assigned to the apartment is to occupy the residence, which means you may not “sublet” or “house-sit”.

BICYCLES

Residents are to lock bicycles to the provided bike racks. Please do not lock bicycles to trees, shrubs, fences, railings, light poles, benches, etc. Residents are strongly encouraged to register their bicycle with Notre Dame Security. During the winter the University provides bike storage. Look for details during the later part of the fall semester. Bicycles left behind at the end of the academic year will be removed by Campus Police and donated to charity.

CABLE TELEVISION

Each apartment is wired for cable television in the living room. Call Comcast in order to receive service.

DECORATIONS

Residents are encouraged to decorate their apartment as they see appropriate. However, the use of evergreen trees and/or branches is prohibited in the residences because they dry easily and are extremely flammable. Residents are encouraged to use fireproof artificial trees and trimmings. Because certain seasonal (i.e. Christmas) decorations may cause fire safety concerns, it is up to each individual resident to use discretion in decorating the apartment.

CLEANING PRODUCTS

To avoid wax build-up, please mop the kitchen and bathroom floors with a no-wax cleaning solution. In addition, clean your kitchen/bathroom sinks and bathtub with non-abrasive cleaning products.

We suggest the use of the following cleaning products:

- Bathroom/Kitchen Sinks: *Soft Scrub / Lime Away*
- Bathroom: *Lysol Bathroom Tub / Tile*
Shower Power / Soft Scrub
Clean Shower / Tilex
- Toilet: *Sno- Bol*
- Windows, Mirrors, Glass: *Windex*
- Wood: *Murphy's Oil Soap*
- Oven, Burner Covers: *Dow Oven Cleaner*
Easy-Off / Orange Clean
- Burners: *Hot soapy water / Orange Clean*
- Stove: *409 / Fantastik / Orange Clean*
- Fabric: *Febreze*

- All products must be thoroughly rinsed off all surfaces.

COUNTERTOPS & TABLETOPS

Do not place hot pots or pans on the countertops because excessive heat will damage the surface. Also, do not cut directly on the countertops. Please make use of hot plates and cutting boards.

FISCHER: The dining room tables are extremely sensitive to heat. Please do not place any hot plate or mug directly on to surface.

EXTERMINATOR

Apartments are routinely sprayed by the exterminator. In the event that you need extermination services in addition to the regular sprayings, please fill out a Maintenance Request form.

INTERNET

If you experience any problems please contact the Office of Information Technology (OIT) helpdesk at 1-8111 from a campus phone or 631-8111 from an off-campus phone or visit their office at 111 Information Technology Center (adjacent to the Hesburgh Library).

The FOG community is not currently in the University's wireless (NOMAD) network. Use of a personal wireless router is prohibited.

As a resident of on-campus housing, your bedroom is hard wired for internet service. In order to connect to the internet you must complete the following steps while having your computer physically connected to the campus network:

- **Ethernet card:** Most new computers come with an Ethernet card. The port for an Ethernet card is usually located on the back or side of the computer and looks just slightly wider than a modem port. A regular phone cord could be inserted, but would "wiggle." An Ethernet cable (described below) will fit perfectly without any "wiggle."
- **Ethernet cable:** An Ethernet cable looks a lot like a thick phone cable and is often, but not always, blue in color. The connectors at each end look like they would fit in a phone jack, but are too big and will only fit in an Ethernet jack.
- **Ethernet port:** every bedroom in FOG is equipped with an active port.
- **NetID and password:** If you have not been issued a NetID and password or don't have it with you, visit: <https://password.nd.edu>. This site is accessible prior to registering your computer.

Register Your Computer (Or Other Network Device)

1. With your computer turned off, connect the Ethernet cable to both your computer and to the Ethernet port. Then turn your computer on and let it start up completely.
2. Launch a Web browser. Note: When you launch Internet Explorer on a Windows computer, you may be presented with the Internet Connection Wizard. Follow the steps to set it up for a manual connection using a Local Area Network (LAN).
3. Your browser should automatically re-direct to the OIT's Network Connection Registration Page. If this does not happen, go to: <http://ncr.nd.edu>
4. Select the radio button for Register Your Computer. Enter your NetID and password when prompted.
5. Read the Responsible Use Policy and click Accept at the bottom of the page.
6. On the next page, enter a unique name for a Host Name. From the pull-down list, select a domain that most closely reflects your location. Someone living at FOG would select resnet.nd.edu. Note: OIT recommends NOT choosing a host name that contains identifying information (e.g., your name or NetID) in order to protect your privacy on the Internet.
7. Click the Register button at the bottom of the page.
8. Mac Users: Be sure to follow any additional on-screen instructions.
9. Continue on to the Network Citizenship section to protect your computer from viruses, to get operating system updates, and to learn how personal firewalls help protect your computer.
10. When you receive the successful registration page, you are done. Close your browser, and then restart your computer (on Windows, go to Start > Shutdown > Restart; on Mac OS 9, go to Special > Restart; on Mac OS X, go to the Apple menu > Restart). You should now be able to reach any Web site on the Internet.

KEYS

In the event of a lost apartment or mailbox key contact the FOG office for a replacement. There is a

\$20.00 charge for each replacement key. Residents who fail to turn in keys when vacating their apartment will be charged \$20.00 for each key.

LAUNDRY

Washers and dryers are located in the Community Center and Wilson Commons and are accessible 24 hours/day. The machines require either coins or Domer Dollars.

LIABILITY

The University does not assume any liability for damage caused by conditions beyond its control such as electrical outages, fire or flood, or for the loss, damage, or theft of personal property, or the negligence of any other resident of FOG. Residents wishing to protect themselves from the possibilities of such loss should protect their belongings with appropriate insurance.

MAIL

Incoming mail is distributed Monday – Saturday. Outgoing stamped & campus mail is picked up daily (except Saturday and Sunday) and can be dropped in the mail bin in either the Community Center or Wilson Commons.

The mailboxes for Fischer residents are located on the outside wall of the Community Center. The mailboxes for O’Hara-Grace residents are located in Wilson Commons. Residents will receive a package slip in their mailbox for oversized packages. Bring the package slip to the Community Center during office hours to receive the package.

In the event that a resident is not home when UPS/FedEx/DHL attempts delivering of a package, a FOG staff member (if available) will sign for the package and lock it in the mailroom in the Community Center. These packages can be picked up during office hours.

If you will be living in a Fischer apartment, your mailing address is:

Your name
11 Fischer Graduate Res. Apt. 1A
Notre Dame, IN 46556-5676
Substitute the 11 and 1A for your specific building and apartment

If you will be living in an O’Hara-Grace apartment, your mailing address is:

Your name
9 O’HARA GRACE TOWNHOUSE RM. E
Notre Dame, IN 46556-5619
Substitute the 9 and E for your specific townhouse and bedroom

If you leave the FOG community and wish to have your mail forwarded to a different address, come to the Community Center office to complete a Mail Forwarding form. This form will be given to Mail Distribution on campus which will forward 1st class mail to you. Questions or problems regarding Mail Forwarding should be directed to Mail Distribution.

RECYCLING

FOG participates in an extremely successful recycling program. Residents are encouraged to deposit aluminum, glass (colored and clear), plastic and paper in the receptacle located next to Fischer #18. Please place everything inside of the recycling bin. Small recycling bins are available to use in your apartment. Come by the Community Center office and ask for one.

SECURITY & SAFEWALKERS

Personal safety is an important issue both on and off campus. The following security guidelines will help University of Notre Dame community members decrease their personal safety risks.

1. Always lock your door when you are sleeping or are out. Know who is at the door before you open it.
2. Do not leave valuables (like your wallet, checkbook or jewelry) in open view. Take care of your keys and ID card. Do not give them to others or allow anyone the opportunity to duplicate them.
3. Be aware of strangers, including door-to-door solicitors, in your residence facility. If you see a solicitor (or any suspicious person) jot down their description and immediately call Security.
4. When walking, plan the safest route to your destination and use it. Choose well-lit, busy pathways or streets, avoiding wooded paths, alleys, vacant lots or construction sites. Take a longer way if it is the safest route. Avoid walking alone at night, especially when off campus.
5. Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you can go to summon help if needed. Most residence halls have telephones located outside the main entrance or just inside the lobby. Emergency call boxes are located around campus, especially in peripheral areas. Pushing the button on a call box immediately provides you with two-way communication with the Security dispatcher.
6. Do not flaunt expensive jewelry, clothing or cash, especially in off-campus areas. Walk facing traffic, so you can see approaching cars. Do not overburden yourself with packages and groceries that make it hard to react.
7. Keep your car or room/house key in hand and ready as you approach your hall/home or car. Carry emergency change for cab fare or telephone calls.
8. If you suspect you are being followed by someone on foot, cross the street and head for the nearest well-lit, populated area. Walk quickly or run to an emergency call box, a residence hall, occupied building or house and call Security Police.

When walking on campus after dark, call 634-BLUE for an escort from the men and women of Notre Dame SafeWalk. A SafeWalk team member will meet you and walk with you to or from any point on campus. The service is free and confidential. SafeWalkers are student employees of the Security Police department, have photo-ID cards and are in radio contact with the Security Police Communication Center. Hours are 8 p.m. to 2 a.m. during the academic year. After hours or during breaks, contact Security Police at 631-5555 for a SafeWalk.

A resident should always make certain that the apartment is securely locked. Over break periods, all locks should be secured, windows closed, blinds/drapes pulled, and rods placed in sliding glass doors (O'Hara-Grace). Fischer 1B residents should lock the patio door.

Anyone noticing suspicious activity in or around the FOG complex should contact security at 1-5555 and a member of the FOG Staff.

TELEPHONES

The phone in each apartment is operable. Local calls may be made on this phone free of charge. A long distance calling card is required in order to place long distance calls. A long distance calling card can be purchased through Broadwing (located in Grace Hall). Broadwing can be reached on campus at 634-4150. Long distance calling cards may also be purchased at a variety of local stores in the South Bend community.

Fischer Graduate bedrooms have a phone jack next to the computer network port. In order to activate the phone jack in your bedroom, contact the Office of Residence Life & Housing.

VACUUM

Each Fischer building (6 apartments) has one vacuum stored in the 1B apartment for its residents. Please contact the residents of the 1B apartment when needing to use the vacuum. Each O'Hara-Grace apartment has one vacuum. Report problems by completing a Maintenance Request form.

FACILITIES

COMMUNITY CENTER

The Community Center is at the heart of the FOG community. It houses the FOG office, mail room, St. Catherine of Alexandria Chapel, Community Room, laundry facilities, and restrooms.

Residents are welcome to use the Community Room to watch television (DVD/VCR), listen to the stereo, and play games (pool table, foosball, board games) or study.

The Community Center office is staffed Monday – Friday, 8:30 a.m. - 4:30 p.m., and Monday – Thursday from 7-8 p.m. The Community is locked during the overnight hours; however, your student ID will unlock the front door. Swipe your ID and enter your 4 digit pin code, which is your birth month and date. For example: if your birthday is July 2nd, your pin code is 0702; if your birthday is December 22nd, your pin code is 1222.

The Community Center is available for use by FOG residents and other graduate students for private gatherings. Please contact the office for more details.

WILSON COMMONS (corner of Bulla Road and Wilson Drive)

Wilson Commons serves as a second community center. It houses the mail boxes for residents of O'Hara-Grace, a piano room, and has a nice lounge and TV room. Adjacent to Wilson Commons is the “social room” which can be reserved for large gatherings and has a pool table, ping pong table and TV. Please contact the office for more details.

Wilson Commons is locked at all times however all residents of FOG can enter by scanning their ID card by the door followed by entering their 4 digit pin code which is your birth month and date. For example: if your birthday is July 2nd, your pin code is 0702; if your birthday is December 22nd, your pin code is 1222.

GRILLS

The community has several gas grills available for use by residents at no charge. Please contact the Community Center office to make a reservation. Grills are not to be used on the front lawns. Grills that are in use should never be left unattended. When cooking, please keep grills a safe distance from the building. Properly dispose of all grilling supplies. Personal grills are permitted but must be properly maintained and stored.

COPY & FAX SERVICE

There is a copier and fax machine in the Community Center office. They are available to students in **emergency** situations (i.e. Visa, immigration, etc.) only.

PICNIC TABLES & BENCHES

Several picnic tables and benches are available for resident use. The picnic tables and benches are for the use and enjoyment of the entire FOG community so please keep them in common areas.

VOLLEYBALL COURT

A sand volleyball court is located near 15 Fischer and is available to all residents. Check with office for use of a volleyball.

COMMUNITY LIFE

CAMPUS MINISTRY

FOG Campus Ministry is led by the Graduate Student Chaplain, Fr. John Pearson, who resides in the community. Please contact Fr. Pearson if he may be of assistance, especially in cases of personal emergency. Notices of various activities are posted on the Spiritual Life bulletin board in the Community Center.

Catholic Mass is celebrated every day except Saturday in the St. Catherine of Alexandria Chapel located in the Community Center. Check the Spiritual Life bulletin board for the Mass schedule. If you are interested in serving as a Eucharistic Minister, lector, musician, or planner, please contact a member of the FOG staff for more information.

Confessions are heard on Tuesday nights. Retreats, prayer services, and penance services are offered throughout the year.

Notre Dame is a Catholic University welcoming persons of all faiths. At FOG, we will endeavor to support and facilitate the spiritual needs of all residents.

FR. GERBER LIBRARY

The Father Gerber Library is housed in FOG Rector's office inside the Community Center. The library was named for the first chaplain at FOG, John Gerber, and consists of about 300 books relating to spirituality, theology and literature. Most of the books are from Fr. Gerber's own personal collection although residents have made donations. The collection is selective and many of the books reflect the life-long values and interest of Fr. Gerber and the other contributors. You are welcome to browse and borrow any of these books.

INTERNATIONAL COMMITTEE

The International Committee is responsible for attending to the interests and needs of the international residents of FOG.

SERVICE COMMITTEE

The Service Committee is responsible for organizing opportunities for the FOG Community to participate in service work. Past activities have included neighborhood clean ups and adopt-a-family programs and Habitat for Humanity.

SOCIAL COMMITTEE

The Social Committee is responsible for organizing various social events for FOG residents. All committee members are invited to participate in both planning and preparing for the event.

SPIRITUAL LIFE COMMITTEE

The Spiritual Life Committee is responsible for meeting the spiritual needs of all FOG residents. A sub-committee of the Spiritual Life Committee is the Liturgy Committee. The Liturgy Committee is for anyone who is interested in planning, singing, playing an instrument, being a lector, and/or serving as a Eucharistic Minister for the Catholic services held in the FOG chapel.

More information concerning the above committees will be given at orientation. If you are interested in these committees please contact a staff member.

MAINTENANCE INFORMATION

A full-time maintenance person serves the FOG community. If you experience a problem with something in your apartment, come by either Wilson Commons or the Community Center and complete a Maintenance Request form. Most requests are handled within 24 hours.

EMERGENCIES

If you have a maintenance emergency, contact a staff member immediately at either 1-8607 or 876-1765.

DOOR LOCKS

Fischer apartment bedroom doors can be unlocked using a paperclip. Insert the paperclip into the small hole in the door handle and press forward until the lock mechanism releases.

FURNACE/WATER HEATER CLOSET

The closet containing the water heater and furnace is not to be used for storage. This usage constitutes a fire hazard. If the water heater is leaking contact a staff member immediately.

GARBAGE DISPOSAL

Please do not place bones, corn husks, egg shells, onion or potato skins, large chunks of vegetables, paper, plastic, glass, wood, grease, oil, flowers, or any type of metal in the disposal. Always run cold water down the disposal before turning it on and leave the water running while it is turned on. If your disposal stops working try depressing the red button on the bottom of the unit for several seconds. If this does not restore power, submit a Maintenance Request form. Use ice and baking soda to clean the disposal. Be extremely careful not to stick a finger or utensil in the disposal while it is running.

HEATING & AIR-CONDITIONING

All FOG apartments have central heating. During the winter months, leave the heat on at all times and moderate the temperature by adjusting the thermostat. This will help keep the pipes from freezing.

Fischer apartments have central air-conditioning. During warmer months, set the thermostat to "AUTO" and adjust the lever on the right hand side to a desired temperature. Be aware however, that if the outside temperature drops to 55 degrees (or lower), turn off the air-conditioner. Using an air-conditioner at that time can cause mechanical problems. If mechanical problems occur, you may be responsible for repair costs.

LIGHT BULBS

Replacement light bulbs for desk lamps and table lamps are available in the Wilson Commons laundry room and do not require a Maintenance Request form. Please help yourself to these bulbs. Residents should not try to replace any light bulb located in an overhead light fixture. Submit a Maintenance Request form for these types of bulbs.

TOILETS

Each apartment should have a plunger. If not, contact the office. If your toilet clogs, use the plunger and follow these instructions:

1. Do not use the toilet once you notice a problem. This will help prevent overflow and water damage.
2. Insert the plunger into the toilet, making sure the rubber globe/cup is fully sealed over the drain opening.
3. Push down firmly on the plunger handle and then let the handle come back up. Do this rapidly (3 strokes/second) for approximately 10 seconds. Be sure to keep the rubber globe/cup fully seated over the drain opening the whole time.
4. If this does not resolve the problem, complete a Maintenance Request form.

WATER

Your water may develop an unpleasant smell from sulfur. There is no reason to be alarmed, the water is still safe to use. To eliminate the odor, drain the hot water tank by turning on the hot water in your bathroom tub and letting it run for about 30 minutes (or until the water is no longer hot). You may want to close the bathroom door and turn on the fan. If the water continues to smell, submit a Maintenance Request form.

HOUSING INFORMATION

ORIENTATION

First-time FOG residents must attend a mandatory orientation session at the beginning of the semester in which they arrive. Dates and times will be posted during registration.

TERMINATION OF RESIDENCY

If a resident wishes to terminate residency prematurely, the Office of Residence Life & Housing and the Rector must be notified in writing. In the event a resident is dismissed from the University, the housing contract is automatically terminated and the resident must vacate the apartment within 24 hours. Students leaving the FOG community in the ordinary course of their leases need only follow the procedures for vacating the residence.

VACATING THE RESIDENCE

Students not needing housing for the next semester (fall, spring or summer) are required to vacate their apartment within 24 hours after their last final exam or by the date established by the Office of Residence Life & Housing, which ever comes first. Residents who have not departed by the appropriate date are subject to monetary fines. Each resident is responsible for leaving the bedroom and common areas in good order.

The following must be done when vacating the residence:

1. Vacuum carpet and mop tile floors
2. Thoroughly clean bathroom(s), especially shower/tub & toilet
3. Thoroughly clean kitchen, especially the oven/stove and refrigerator;
4. Return furniture to its original room
5. Close and lock all windows; close and lock patio door (O'Hara-Grace apartments & Fischer 1B residents)
6. Close and lock apartment front door
7. Apartment and mailbox keys must be returned to the Community Center office in an envelope marked with the residence name and apartment number. The date keys are received in the office will serve as the official day of departure. A charge will be assessed for each day that a resident remains after the deadline.
8. Submit a mail forwarding address form. ONLY first class mail will be forwarded. Contact Mail Distribution for more information.

The apartment will be checked after departure. Cleaning and/or damage fines will be assessed if warranted. These fines will not be limited by the amount of the housing deposit. Students will be charged the amount necessary to restore the residence to good order. Appeals of these fines should be directed to the Office of Residence Life & Housing. Once it is established that the apartment is in good order, the Office of Residence Life & Housing will notify Student Accounts to credit the account or refund the housing deposit. This typically takes 6-8 weeks after the departure date.

SOUTH BEND COMMUNITY RESOURCES

GROCERY STORES

Kroger	6325 University Commons	277-8200
Martin's	2081 South Bend Ave.	272-6922
Meijer	5020 Grape Rd.	273-3500
Super Target	155 E. University Drive	243-7442
WAL-MART	316 Indian Ridge Rd.	243-9188

HOSPITALS

Memorial Hospital	615 N. Michigan Street	234-9041
St. Joseph's Medical Center	801 E. LaSalle Street	237-7111
Med-Point Urgent Care Center	1815 E. Ireland Road	647-1750

PHARMACIES

CVS	2210 Edison Road	472-3236
OSCO	18111 State Road 23	273-0080
Walgreen	52482 State Road 933	271-0215

RELIGIOUS INFORMATION

Olivet African Methodist Episcopal	287-2672
First African Methodist Episcopal Zion	232-6872
Grace African Methodist Episcopal Zion	232-4665
Layman Chapel Christ Methodist Episcopal	287-2500
Antioch Missionary Baptist Church	233-7933
Bethlehem Baptist Church	233-5345
Faith Baptist Church	233-6428
Mt. Olive Baptist Church	233-1943
Macedonia Missionary Baptist Church	234-0876
Mt. Carmel Missionary Baptist Church	287-1451
New Hope Missionary Baptist Church	287-3480
New Jerusalem Baptist Church	232-4314
New Life Baptist Church	674-2868
New Salem Baptist Church	287-6069
New Testament Baptist Church	233-6399
Pilgrim Baptist Church	234-6698
Second Baptist Church	287-3000
St. Paul Bethel Baptist Church	288-6667
Greater Friendship Missionary Baptist	288-7487
Greater St. John Missionary Baptist	232-6700
Progressive Missionary Baptist Church	288-7000
Hebrew Orthodox Congregation	291-4239
Sinai Synagogue (Conservative)	234-8584
Temple Beth-El (Reform)	234-4402
Believer's Church of God in Christ	233-3353
Christ Temple Church of God in Christ	233-9033
Elizabeth Memorial Church of God in Christ	232-7786
Faith Temple Church of God in Christ	232-1719
St. Paul Gospel Mission Church of God in Christ	288-2093
Islamic Society of Michiana	234-9842
St. Michael & All Angels Episcopal Church	243-0632
Trinity Evangelical Free Church	291-4741
Holy Trinity Lutheran	271-2000

First Presbyterian Church of South Bend	234-4159
First Seventh Day Adventist Church	234-3044
First Nazarene Church of South Bend	272-6466
Clay United Methodist Church	272-8068

SHOPPING CENTERS

University Park Mall	6501 Grape Road	277-2223
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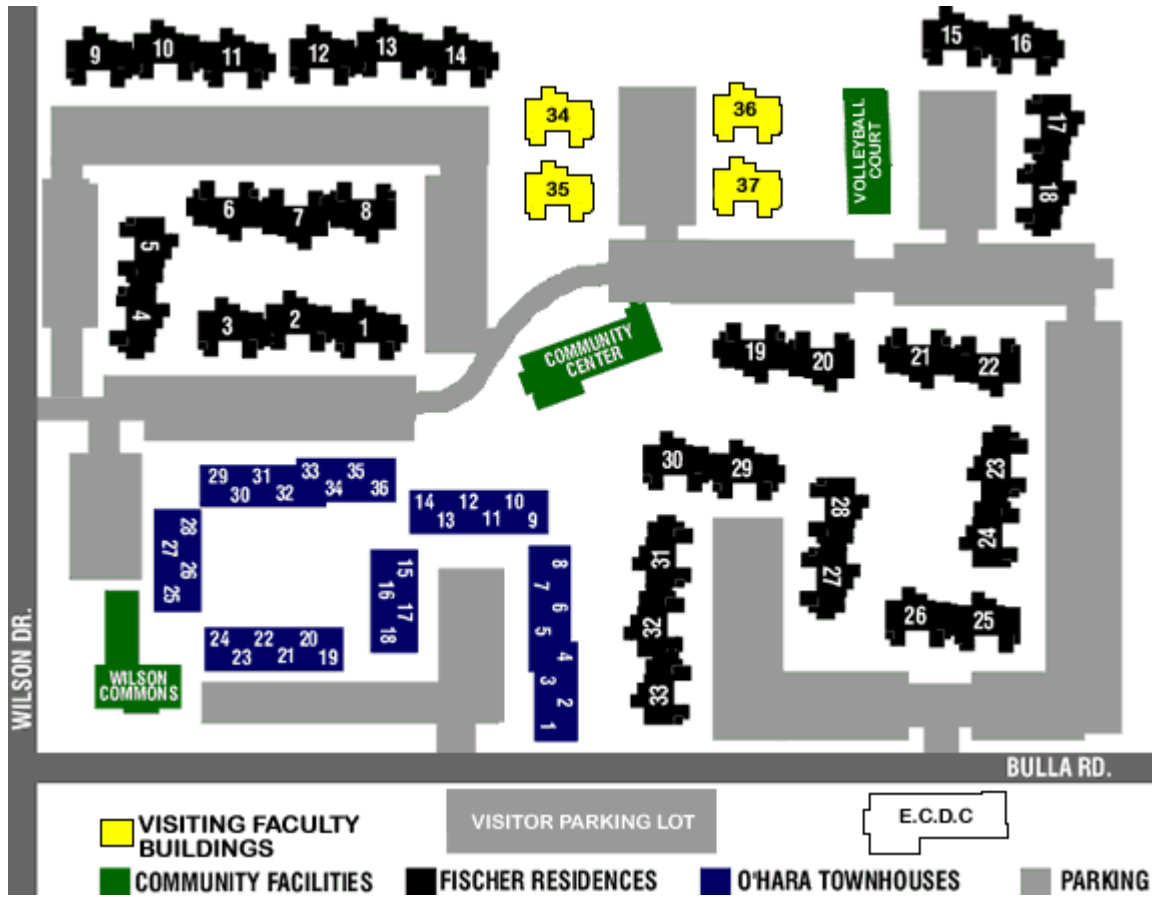
TRANSPORTATION SERVICES

Amtrak		288-2212
Coach USA Tri State United Limo (airport office)		234-6600
Coach USA Tri State United Limo (terminal)		254-5000
Michiana Regional Airport		233-2185
Michiana Taxi		233-4040
South Shore Train		233-3111
Transpo Bus		233-2131
Yellow Cab		233-9333

MISCELLANEOUS NUMBERS

Driver's License Bureau		255-9620
Local Event Information		674-0900

Fischer, O'Hara-Grace Graduate Residences Community Map





map of grape/Douglas

PHONE NUMBERS

Duty Phone (FOG staff at night & weekends): 574-876-1765

Rector:	Pat Russell (6-2C Fischer)	1-2733 (office) & 1-8640 (home)
Sr. Admin. Assistant:	Annette Beck	1-8607 (office)
Assistant Rectors:	Steve Molvarec (23-2A Fischer)	1-8095 (home)
	Monica Patankar (32-1B Fischer)	1-8404 (home)
Priest In-Residence:	Fr. John Coughlin, O.F.M.	1-5573 (home)
Telephone & Voicemail Help Desk		1-9000
Campus Information		1-5000

When calling *from* a campus phone *to* a campus phone, dial a “4” (student residence) or “1” (administrative office) then the four digit extension. Calling *from* a campus phone *to* an off-campus number, dial an “8” then the number.

O'HARA-GRACE TOWNHOUSE TELEPHONE #s

<u>TOWNHOUSE #</u>	<u>PH #</u>	<u>TOWNHOUSE #</u>	<u>PH #</u>
1	634-1290	19	634-3090
2	634-4350	20	634-4348
3	634-2616	21	634-3197
4	634-2628	22	634-3195
5	634-2629	23	634-3215
6	634-2692	24	634-3295
7	634-4346	25	634-3294
8	634-2689	26	634-3229
9	634-2795	27	634-3411
10	634-2876	28	634-3409
11	634-2823	29	634-3422
12	634-2994	30	634-3517
13	634-2925	31	634-2291
14	634-2938	32	634-3503
15	634-2898	33	634-3514
16	634-3029	34	634-3536
17	634-3227	35	634-3576
18	634-3144	36	634-3582

FISCHER GRADUATE APARTMENT TELEPHONE #s

<u>APT #</u>	<u>PH #</u>	<u>APT #</u>	<u>PH #</u>	<u>APT #</u>	<u>PH #</u>	<u>APT #</u>	<u>PH #</u>
1-1A	634-1359	10-1A	634-3996	19-1A	634-4386	28-1A	634-4479
1-1B	634-1444	10-1B	634-3997	19-1B	634-4389	28-1B	634-4480
1-1C	634-1446	10-1C	634-3998	19-1C	634-4400	28-1C	634-4483
1-2A	634-1447	10-2A	634-4005	19-2A	634-4401	28-2A	634-4484
1-2B	634-1448	10-2B	634-4106	19-2B	634-4402	28-2B	634-4485
1-2C	634-1905	10-2C	634-4146	19-2C	634-4403	28-2C	634-4486
2-1A	634-2069	11-1A	634-4185	20-1A	634-4799	29-1A	634-4487
2-1B	634-2404	11-1B	634-4193	20-1B	634-4406	29-1B	634-4488
2-1C	634-2655	11-1C	634-4195	20-1C	634-4407	29-1C	631-5573
2-2A	634-2657	11-2A	634-4196	20-2A	634-4409	29-2A	634-4507
2-2B	634-2730	11-2B	634-4211	20-2B	634-4410	29-2B	634-4516
2-2C	634-2957	11-2C	634-4218	20-2C	634-4411	29-2C	634-4517
3-1A	634-2972	12-1A	634-4219	21-1A	634-4413	30-1A	634-4518
3-1B	634-2974	12-1B	634-4227	21-1B	634-4417	30-1B	634-4519
3-1C	634-3004	12-1C	634-4247	21-1C	634-4422	30-1C	634-4522
3-2A	634-3190	12-2A	634-4249	21-2A	634-4425	30-2A	634-4524
3-2B	634-3298	12-2B	634-3158	21-2B	634-4426	30-2B	634-4527
3-2C	634-3393	12-2C	634-4260	21-2C	634-4427	30-2C	634-4529
4-1A	634-3421	13-1A	634-4261	22-1A	634-4428	31-1A	634-4532
4-1B	634-3497	13-1B	634-4262	22-1B	634-4429	31-1B	634-4535
4-1C	634-3545	13-1C	634-4263	22-1C	634-4430	31-1C	634-4536
4-2A	634-3547	13-2A	634-4275	22-2A	634-4433	31-2A	634-4537
4-2B	634-3548	13-2B	634-4303	22-2B	634-4435	31-2B	634-4539
4-2C	634-3557	13-2C	634-4309	22-2C	634-4437	31-2C	634-4540
5-1A	634-0499	14-1A	634-4310	23-1A	634-4438	32-1A	634-4542
5-1B	634-3616	14-1B	634-4312	23-1B	634-4439	32-1B	631-8404
5-1C	634-3703	14-1C	634-4313	23-1C	634-1012	32-1C	634-4551
5-2A	634-3730	14-2A	634-4315	23-2A	631-8095	32-2A	634-4552
5-2B	634-3026	14-2B	634-4316	23-2B	634-1014	32-2B	634-4554
5-2C	634-3917	14-2C	634-4317	23-2C	634-1015	32-2C	634-4556
6-1A	634-3918	15-1A	631-0383	24-1A	634-1016	33-1A	634-4557
6-1B	634-3937	15-1B	634-1705	24-1B	634-1017	33-1B	634-4562
6-1C	634-3953	15-1C	634-3103	24-1C	634-4451	33-1C	634-4564
6-2A	634-3954	15-2A	634-3104	24-2A	634-4452	33-2A	634-4566
6-2B	634-3955	15-2B	634-3105	24-2B	634-4453	33-2B	634-4574
6-2C	631-8640	15-2C	634-3106	24-2C	634-4454	33-2C	634-4575
7-1A	634-3959	16-1A	634-3107	25-1A	634-4457		
7-1B	634-3967	16-1B	634-3108	25-1B	634-4458		
7-1C	634-3971	16-1C	634-3110	25-1C	634-4459		
7-2A	634-3973	16-2A	634-3112	25-2A	634-4460		
7-2B	634-3974	16-2B	634-3113	25-2B	634-4461		
7-2C	634-3975	16-2C	634-3114	25-2C	634-4462		
8-1A	634-3976	17-1A	634-3115	26-1A	634-4463		
8-1B	634-3978	17-1B	634-3116	26-1B	634-4464		
8-1C	634-3979	17-1C	634-3117	26-1C	634-4465		
8-2A	634-3980	17-2A	634-3121	26-2A	634-4466		
8-2B	634-3981	17-2B	634-3122	26-2B	634-4467		
8-2C	634-3984	17-2C	634-4287	26-2C	634-4468		
9-1A	634-3985	18-1A	634-4325	27-1A	634-4469		
9-1B	634-3986	18-1B	634-4337	27-1B	634-4471		
9-1C	634-3987	18-1C	634-4338	27-1C	634-4472		
9-2A	634-3992	18-2A	634-4367	27-2A	634-4475		
9-2B	634-3993	18-2B	634-4378	27-2B	634-4476		
9-2C	634-3994	18-2C	634-4385	27-2C	634-4477		