



# SOUTH CAMPUS COMMONS CONNECTIONS

December 2014

## **BE A PART OF A WINNING TEAM!!!**

### **Community Assistant Supervisor Application**

Becoming a CAS requires an energetic personality, a willingness to learn, having a team player mentality and having the ability to be a peer leader.

Community Assistant Supervisors are responsible for creating community through their 24-hour service desk. They provide the overall management of a staff of 14-22 Community Assistants. CAS duties also include after-hours, on-call services for the South Campus Commons community. The position requires flexibility, dedication, creativity, organization, critical thinking skills and customer service skills.

We are looking for candidates who are interested in being a larger part of their community from May 2015–May 2016. Community Assistant Supervisors play a large role in the safety and security of the South Campus Commons Community.

If this sounds like you.....

#### **CAS Informational Session**

**December 10th at 6:15 p.m.**

**Building 5 SCC Seminar Room**



Online applications are due Friday, January 16th by 5pm (Please see the URL link below)

<http://bit.ly/1uArNbW>

Group interviews will take place on Friday, January 30th

Individual interviews will take place February 9th – 13th. This position requires that you be able to start in May 2015. If you have any additional questions please feel free to contact the Assistant Director of Student Services, Antonio Allen, at 301-226-3312 or at [aallen@capstoneoncampus.com](mailto:aallen@capstoneoncampus.com).

## **To Those of You Graduating in December**

**Now is the time to prepare for the real world...**

- ◇ Take a second and breathe, you will find a job
- ◇ Networking is an important tool when you are searching for a job
- ◇ Talk to your professors, go to their office hours, so you can finish off the semester strong
- ◇ Money will not always make you happy, just doing something you love will make you happy

## ALL THE LEASING INFORMATION YOU NEED TO KNOW AS SCC RESIDENTS WHO ARE STUDYING ABROAD FOR SPRING SEMESTER

### Overview

- South Campus Commons (SCC) residents who leave in December/January for spring semester study abroad or co-op experiences are eligible to return to SCC the following fall, provided they remain in good academic, judicial, and financial standing with the University of Maryland.
- Leasing for the next academic year occurs every year in February. Because you will be abroad at the time of leasing, it is important for you to discuss your plans with family, friends, or potential roommates prior to your departure. Please review this information carefully to insure a successful return.

### What do I need to do in order to return to South Campus Commons?

- Complete the South Campus Commons Intention Form, available January 21, 2015, at 9:00am EST and due February 11, 2015, by 11:59pm EST.
- To complete your Intention Form, go to [www.southcampuscommons.com](http://www.southcampuscommons.com).
- You must complete your Renewal Intention Form even if you do not plan to return to South Campus Commons for the 2015-2016 lease year.
- **Any current South Campus Commons resident that does not submit an intention form online by 11:59 pm on February 11th will NOT be permitted to sign a lease at South Campus Commons for 2015-2016.**

## I WANT TO RETURN TO SCC. WHAT ARE MY OPTIONS?

### Pull-In:

SCC residents are able to pull-in eligible students into vacant bedrooms in their apartment.

Eligible pull-ins are: 1) in good standing with the University; 2) have lived in SCC the semester immediately preceding the study abroad/co-op experience. 3) returning to SCC the semester immediately following your study abroad/co-op experience.

Residents can **only** pull-in eligible students into vacant spaces in their apartment; residents **cannot** pull-in eligible students into vacancies in other apartments.

Being listed as an eligible pull-in does not guarantee you a space, as residents may list multiple pull-ins for a single vacancy in their apartment.

The current resident has sole discretion over which of their eligible pull-ins they would like to pull-in to their apartment. If a current resident chooses you as their pull-in, a proxy will need to represent you at the pull-in appointment. The person pulling you in can be your proxy.

### Transfer:

If you are not pulled-in to an apartment, you will have the ability to select from any of our available spaces during transfer appointments.

- Transfer appointments are the times when SCC residents move/switch apartments within SCC, which occur before we conduct Open Leasing with residence hall students.
- On your Intention Form, you will be prompted to schedule a transfer appointment. These appointments are booked on a first-come first-serve basis, so be sure to complete your Intention Form early.
- Designate a proxy to represent you at your transfer appointment because you will be abroad at the time of transfer appointments. Your proxy will be able to select from any of the available spaces at the time of your appointment. The earlier your appointment, the more options your proxy will have.

## Adjusted Holiday Office Hours

The Management and Leasing offices will be closed on the following dates:

- \* Thursday, December 25th
- \* Friday, December 26th
- \* Thursday, January 1st
- \* Friday, January 2nd



## Service Desks

- \* Desk 3 and Desk 6 will close Dec. 23rd at noon, and will reopen on Sunday Jan. 4th at noon

If you need emergency assistance when the office is closed, please visit Service Desk 1 in Building 1.



“SO WHEN YOU’RE COLD FROM THE INSIDE OUT AND DON’T KNOW WHAT TO DO, REMEMBER LOVE AND FRIENDSHIP AND WARMTH WILL COME TO YOU.”

—STEPHEN COSGROVE

Contact information :

4230 Knox Rd

Suite 1101

College Park, MD 20740

301.314.2499

[southcampuscommons@capstoneoncampus.com](mailto:southcampuscommons@capstoneoncampus.com)

[www.southcampuscommons.com](http://www.southcampuscommons.com)

Need Assistance?

Contact your Service Desk

Desk 1 (Buildings 1 and 2)

301-226-0001

Desk 3 (Buildings 3 and 4)

301-226-0003

Desk 6 (Buildings 5, 6, and 7)

301-226-0006

## Tips for a Sustainable Holiday

- When buying presents, keep an eye out for those with minimal packaging, or items packed in recycled or recyclable materials.
- Buy recycled wrapping paper and holiday cards. Send an e-card instead.
- If you are buying toys or electronics that need batteries, buy rechargeable ones, then add a battery charger to your shopping list.
- When buying your food, buy local, organic or fair-trade.
- Recycle your beverage containers.
- If you receive electronics this season, don't throw your old ones away. Recycle or donate them!
- Take your own reusable shopping bags when you do your shopping.
- Take any unwanted gifts to a Goodwill location.
- Make your New Year's resolution to live more sustainably in 2015!



## Leaving College Park for the Break?

Tips for leaving your apartment secure and save energy!

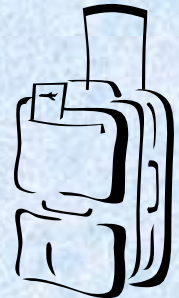


If you are planning to leave South Campus Commons during the Winter Break, doing a few small things in your apartment can help ensure that you return to a safe, secure, clean apartment and that you save energy in the process!

- Close all windows and lock all doors (front door and bedroom).
- Remove all trash and dispose of it in the trash chutes or exterior dumpsters.
- Thoroughly clean your apartment before departing for break. This includes the kitchen, bathroom, common area and bedrooms. You should plan to vacuum, take out the trash, sweep/mop floors, etc.
- Unplug nonessential electrical items such as small refrigerators, TVs, computers and other appliances.
- Turn down your thermostat to conserve heat while you are away.



*Before you leave your apartment, place work orders on the resident portal for any items that may need maintenance attention while you are away.*



## Smart Maintenance Section

### HELP MAINTENANCE TIPS BEFORE YOU LEAVE FOR THE WINTER BREAK

Turn the heat to 70 degrees

Close all windows

Open cabinet doors under the sinks to allow heat to flow around the pipes

When water overflows in a resident's apartment, they should turn off the water source, call the service desk and start cleaning up the water immediately.

Emergency exit doors are for emergencies only, not for everyday use.



The Title IX office is hosting a bystander training available to students, faculty, and staff on Dec. 5th. They have also put out a mandatory training module for students regarding the new sexual misconduct policy.

## Holiday Decoration Guidelines

As we begin to decorate for the holidays, it's time to revisit the guidelines.

Decorations may not be placed in a manner that obstructs or obscures any fire protection system components (manual pull stations, smoke detectors, bells/ horns/strobes, sprinklers, fire extinguishers, etc.), exit signs, emergency lighting, or any means of egress.

Only artificial trees, plants, and flowers labeled as flame retardant/fire resistant may be used. Candles or other open flames of any type are prohibited.

Flame retardant/fire resistant treated materials must have proper written documentation indicating that they meet the requirements of NFPA 701 or equivalent.

### ELECTRICAL

Extension cords must be of heavy gauge and approved by Underwriters Laboratories (UL) or some other nationally recognized testing laboratory. Only extension cords approved for outdoor use can be used to provide power to outdoor equipment or from an outdoor electrical source.

For assistance, please contact: The DES Fire Marshal's Office at 301-405-3970 or 301-405-3960. The City of College Park Department of Public Services at 240-487-3570.

## SOUTH CAMPUS COMMONS STAFF

### *Management Staff:*

*Regional Director- Gina Brasty (gbrasty@capstoneoncampus.com)*

*Associate Director-Alexandra Baker (abaker@capstoneoncampus.com)*

*Assistant Director of Maintenance-Chris Adams (cadams@capstoneoncampus.com)*

*Assistant Director of Facilities- Tracy Jones (tjones@capstoneoncampus.com)*

*Assistant Director of Operations- Amanda Pelar (apelar@capstoneoncampus.com)*

*Assistant Director of Student Services- Antonio Allen (aallen@capstoneoncampus.com)*

*Assistant Director of Leasing- Anwar Cruter (acruter@capstoneoncampus.com)*



### *Resident Life Staff:*

*Community Director- Amber Dees (adees@umd.edu)*

*Resident Director of 1 & 2- Payne Hiraldo (phiraldo@umd.edu)*

*Resident Director of 3& 4- Sarah Mruz (smruz@umd.edu)*

*Resident Director of 5 & 6- Sarah Longwell (slongwel@umd.edu)*

*Resident Director of 7- Ray Ward (rward125@umd.edu)*

# December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> AIDS Awareness month	<b>2</b>	<b>3</b>	<b>4</b> Hug Day	<b>5</b>	<b>6</b> Ugly Sweater 5k
<b>7</b> Pearl Harbor Remembrance	<b>8</b>	<b>9</b>	<b>10</b> National Human Rights Day	<b>11</b>	<b>12</b> Last day of classes	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Hanukkah begins	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Fall Graduation
<b>21</b>	<b>22</b>	<b>23</b> Desks 3 and 6 closed at noon	<b>24</b> Hanukkah ends	<b>25</b>  UMD and SCC offices closed	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> New Year's Eve			

## December Fun Facts

### Zodiac Signs:

Sagittarius: November 22nd–  
December 21st

Capricorn: December 22nd–  
January 19th

### Birthstone of the Month

Blue Topaz

## What's going on in the month of December

International Hug Day – Dec. 4th

National Human Rights Day – Dec. 10th

Hanukkah – Dec. 16th -24th

Christmas Day – Dec. 25th

Kwanzaa – Dec. 26th – Jan. 1st

New Year's Eve – Dec. 31st

