



HEADINGTON COLLEGE
The UNIVERSITY of OKLAHOMA



HEADINGTON
RESIDENTIAL COLLEGE
WELCOME GUIDE

Fall 2021

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WELCOME HOME

We are excited to welcome students to their University home. While COVID-19 creates unique challenges to our fall plans, OU is taking proactive measures to create an on-campus living experience that is supportive and welcoming. For more information, please visit <https://www.ou.edu/housingandfood/covid-19>.

POLICIES AND PROCEDURES

The information in this Welcome Guide is to assist students as they first move-in to Headington College. For full details on Headington College policies and procedures, please refer to the Residential College Policy Guide.

HEADINGTON COLLEGE LEADERSHIP TEAM & STAFF

Headington College is staffed by a team of full-time and student employees to ensure the safety and security of residents, and to support and encourage their academic success and involvement with the college and OU.

Senior Fellows

The Headington College Senior Fellows are full-time, live-in faculty who, along with the Faculty Fellows, offer social, cultural and educational experiences to the residents of the college.

Residence Life Coordinator

The Residence Life Coordinator (RLC) reports directly to the Department of Housing and Residence Life. The RLC supervises the Housing and Residence Life staff (Resident Director and Resident Advisors) in both Headington and Dunham Colleges. The RLC is responsible for the safety and security of the buildings and residents, as well as enforcing housing policies within the community.

Resident Director

The Headington College Resident Director reports to the Residence Life Coordinator and is responsible for the overall supervision, safety and security of the residents and the physical structure of Headington Residential College. The Resident Director supervises the Resident Advisors and front desk staff.

Assistant Senior Fellow

The Headington College Assistant Senior Fellow reports to the Senior Fellow and manages the daily administrative and academic operations of the college. They coordinate academic programming and other events held in the public spaces of Headington College.

Administrative Assistant

The Headington College Administrative Assistant reports to the Senior Fellow and the Assistant Senior Fellow. They assist the Assistant Senior Fellow with events and the administrative and financial operations of the college.

Faculty Fellows

The Headington College Faculty Fellows are full-time faculty who offer social, cultural and educational experiences to the residents of the college.

Resident Advisors

The Headington College Resident Advisors (RAs) are live-in staff who report to the Residence Life Coordinator and the Resident Director. They provide support, encouragement, and leadership to the residents of their floor and the college. They have prior experience with on-campus living and receive extensive training to help to facilitate a safe and positive living and academic environment. The RAs will work to establish a relationship with you and check-in on your experience here at the University of Oklahoma.

Graduate Mentors

The Headington College Graduate Mentors are graduate student staff who work with the Assistant Senior Fellow to develop programs and events for the academic and professional success of students.

TIM HEADINGTON

The benefactor and namesake of Headington College is University of Oklahoma alumnus Tim Headington.

Mr. Headington earned his Bachelor of Arts degree in history from OU in 1972. He was a member of the tennis team, and, upon graduation from OU, he went on to earn graduate degrees in theology and psychology from Fuller Theological Seminary in Pasadena. He is president and sole shareholder of the Dallas-headquartered Headington Resources, Inc., one of the premiere independent oil exploration and production operators in south Texas. Active throughout the major oil and natural gas basins in the continental United States, the company also has interests in real estate and hotel development, film production, private equity and entertainment.

He co-founded the Headington Institute, a nonprofit that supports caregivers worldwide by determining the best ways to promote the physical hardiness, emotional resilience and spiritual validity of humanitarian relief and development personnel. In addition to providing free online training materials, its team of psychologists travels to places including Japan, Haiti, Afghanistan, Pakistan, South America and throughout Africa to provide counseling, resilience training and management consultation. He was honored in 2005 with the OU Regents' Alumni Award and in 2011 with OU's highest award, an honorary degree. OU's newest athletic housing facility and tennis complex are named after Headington and his family.

He has made notable contributions to the nation and world in business, but also in architectural development and the cinematic arts. Mr. Headington has been engaged in major redevelopment work of downtown Dallas, where he owns the Joule boutique hotel. Further, he is executive producer or producer of numerous films including the Oscar-winning movies 'Argo', 'Hugo', and 'Rango', and the film adaptation of the novel *World War Z*.

LIVING IN A COMMUNITY

OU Housing & Residence Life and the staff of Headington College strive to provide a pleasant and safe community for all students. Each member of the community has a responsibility to be courteous and observe basic personal safety practices. Residents of Headington College who feel uncomfortable or unsafe should notify their Resident Director immediately.

Treat people well

A sense of community develops naturally in an environment where people are respectful, kind, curious, and open minded. By living in Headington College you have the opportunity to interact with a variety of people with different backgrounds and experiences. As a student and member of the University of Oklahoma residence hall community, you are free to be yourself as you explore the richness that the OU experience has to offer. However, issues of human dignity, equality and safety are non-negotiable. Refrain from and discourage behaviors that threaten the safety, freedom, comfort and respect all OU community members deserve.

Attend and Help with Programs and Events

There is always something happening in the Residential Colleges! Past programs and events have included study nights, film clubs, board game marathons, video game competitions, boot camp classes, live musical performances, student art exhibitions, tailgate parties, book clubs and more!

Take some time to check out the events and programs through the semester, and feel free to invite your friends and classmates; the majority of events are totally free and open for all OU students to attend. We also encourage you share your ideas for programs and events with college staff —let us know what you want to do, and we'll see if can make it happen!

Be a Good Steward

Headington College is made up of a diverse group of people sharing several lovely and useful spaces. Please act as a good steward and member of your community by respecting and caring for these spaces and each other. If you see a fellow resident or guest in need, please offer to help for find a staff member who can. If you notice something in need of repair, please notify staff. And if you make a mess, please clean it up. We are one fellowship, and we are stronger together when we care for our people and our home.

FRONT DESK ASSISTANCE

Please visit the front desk, located in the main entryway of Headington College, when you first arrive to check-in. The front desk staff are also available if you need assistance, have questions, or want to check out equipment. For help after hours, please call the number posted at the front desk.

Headington College Front Desk

(405) 325-6315

Headington.College@ou.edu

Hours: Monday – Friday 9 a.m. to 8 p.m.

Saturday – Sunday 9 a.m. to 10 p.m.

EQUIPMENT AVAILABLE TO CHECKOUT

Below are just a few of the items available for residents to check out while the Front Desk is open. Residents are responsible for the equipment while it is in their care and must return it to the Front Desk by closing on the same day. See the front desk for a full list.

- Cleaning equipment
- Tool kits
- Utility carts and furniture dollies (for move-in/move-out)
- Lawn games and sports equipment

Additional event equipment is available residents who want to plan and run events and programs in Headington College. Contact Leslie Spielman, at lspielman@ou.edu for details.

LOST AND FOUND

Lost and Found is located at the front desk. While we will try to get lost items back to their owners, Headington College is not responsible for any items left unattended.

Found something?

Please take any found or misplaced items to the front desk staff, who will log and secure the items and, if there is contact information available on the item, attempt to contact the owner.

Lost something?

Visit the front desk during their hours of operation. You will be asked to give a description of the item lost, and when you think you lost it (residents/guests are not allowed to “look through” the lost and found area). Lost items that have not been claimed by the end of the semester are turned over to OU Facilities.

SOONER CARD

The University issues you a Sooner Card, which is your University ID. You will need your Sooner Card to access the building and your room and use your meal plan, and for swiping in at events and various on-campus facilities. Keep your Sooner Card with you whenever possible to prevent locking yourself out of your room, or the building. For Sooner Card questions or replacements, contact or visit one of the Sooner Card offices.

Sooner Card Locations and Contact Information

Sooner Card, Oklahoma Memorial Union

900 Asp Avenue, Room 127
Norman, Oklahoma 73019
(405) 325-3113
soonercard@ou.edu

Sooner Card, Stubbeman Place

1107 Elm Avenue
Norman, Oklahoma 73072
(405) 325-3113
soonercard@ou.edu

Lost Sooner Cards and Community Access Cards

If you misplace your Sooner Card, a temporary Community Access Card is available to check out from the front desk, which will give you let you access your room and Headington College until you find or buy a new permanent Sooner Card. You can suspend your permanent card by visiting www.ou.edu/soonercard.

Once you have found or bought a new Sooner Card, return your Community Access Card to the Front Desk of the college during their hours of operation. For the security of your fellow residents, do NOT leave your Community Access Card at the front desk when it is closed or unattended.

BUILDING ACCESS AND KEYCARDS

The safety and security of our residents and staff is very important. Please do your part by following the safety and security guidelines outlined below and in the Residential College Policy guide.

Access to Residential Halls and Rooms

Residential halls and rooms are only accessible with an authorized keycard (your Sooner Card or a Community Access Card), and access is limited to Headington College residents and staff. Keep your Sooner Card or Community Access Card with you at all times, do not “lend” it to anyone, and notify the Sooner Card Office immediately if it is lost.

Locked Out

If you or another resident gets locked out of their room, visit or call the front desk for re-admittance. If the front desk is closed, students should call the phone number posted at the front desk.

Visitors and Guests

For questions about visitors and guests, please refer to the Housing & Residence Life Community Living Guide at https://www.ou.edu/housingandfood/about_us/forms_policies.

Front Building Entrance

The front/North entrance to Headington College is open and unlocked Monday - Sunday from 6 a.m. to 10 p.m. Afterhours access is with keycard only.

Courtyard Gate and Building Entrances

The courtyard gate at the back/South of Headington College and the double door entrance in the courtyard are unlocked Monday – Friday 8 a.m. – 5 p.m. All other doors are keycard access only.

Elevator and Stairs

Use of the first-floor elevator and stairs requires keycard access at all times, as they lead to residential areas.

ROOMS AND AMENITIES

Room Furnishings

Each room in Headington College comes furnished with a bed, closet, dresser, nightstand desk and desk chair for each student. Residents are responsible for supplying their own linens and toiletries. For information about room layouts, dimensions, and mattress sizes, please visit <http://ou.edu/residentialcolleges/headington/rooms-and-amenities>

Decorations and Appliances

Details about appliances and decorative items that are allowed under Fire and Safety codes can be found in the Housing & Residence Life Community Living Guide at https://www.ou.edu/housingandfood/about_us/forms_policies.

Laundry Room

The Laundry Room is in the basement of Headington College and is accessible by the elevator and stairs. Residents will have credits for eight (8) laundry cycles preloaded to their Sooner Card each week (4 wash, and 4 dry). One additional dollar for drying credit is also available in case students need it. The credits will expire at 11:59 p.m. each Saturday and will not roll over to the next week. The laundry machines are not to be used for dyeing clothing or fabric.

Please be considerate of others and promptly remove your laundry from the washers and dryers once clean/dry. Courtesy laundry baskets are provided for residents if they need to remove another person's laundry from a washer/dryer. Headington College is not responsible for any items left unattended, and at the end of each semester unclaimed items are turned over to OU Facilities. If you have a problem with a washer or dryer, or if a machine needs maintenance or repair, please notify the front desk or email sgterry@ou.edu.

Dining Hall

The Headington College dining hall and servery is located on ground floor of the building and offers a variety of healthy and delicious choices to meet the diverse tastes and dietary needs of the student population. Dining hall hours are posted at the entrance and may vary depending on events and holidays/campus breaks.

The dining hall is open to the public and accepts cash, credit card, meal exchanges, meal points, Sooner Cents, and departmental charges. If you have any dietary restrictions or need other dining accommodations, please contact the Operations Manager, Doug Milliken, at dmilliken@ou.edu.

Private Dining Room

The Private Dining Room is located in the Dining Hall and is available by reservation for meals and events. There is no charge for residents to reserve the space. Contact Headington.College@ou.edu for details.

Residential Colleges Dining Hall Hours of Operation

Monday-Friday

8 a.m. - 2 p.m., 4:30 p.m. - 8 p.m.

Saturday-Sunday

11 a.m. - 2 p.m., 4 p.m. - 7 p.m.

If you have any dietary restrictions or need other dining accommodations, please contact the Operations Manager, Doug Milliken, at dmilliken@ou.edu.

Classroom, Seminar Room, and Conference Room

Located on the ground floor, the Classroom (D127), Seminar Room (D125), and Conference Room (D106) can be reserved by residents for study groups, meetings and other events, at no charge, when available. See information posted outside of these rooms for details.

Library

The Boren Library is a gift of Margaret McDermott, the Helmerich Foundation, and Molly Shi and David Boren. The library is located on the ground floor next to the front living room and contains a wide selection of books published by University Press, study and reference guides, books on leadership and professional development, classic works of literature, and resident/faculty/staff favorites.

We are always looking for input from our residents, so please send suggestions for additional books and study materials to Headington.College@ou.edu.

Use of the library is intended for reading, studying, and other quiet activities. Please keep conversations quiet and use headphones or earbuds for watching videos and listening to music.

Mailboxes

Mailboxes are located across the hall from the Library. Additional details about resident mail can be found in the Student Mail section of this guide.

Meditation Room

The Meditation Room is located on the ground floor in room D133. This room is designed for those seeking a space for meditation, reflection, prayer, privacy, and quiet thinking. Please use this space for its intended purpose, not for socializing or studying, and do not disturb others while they are using this room.

Creative Commons

The Creative Commons is located on the east wing of the ground floor in room D125 and is accessed with your keycard. A variety of equipment and materials are available in the Creative Commons for residents to use, including computers, art and crafts supplies, tools, a sewing machine, basic office supplies, and more.

Please review user information and policies posted in front of and inside the Creative Commons. Residents and guests who fail to follow the safety rules and policies may have their access revoked.

Music Room

The music room is located on the ground floor in room D123. This room features an upright piano, music stands, reference books, sheet music, and other equipment. Use of the room is currently available 24 hours a day, 7 days a week, and reservations are not needed.

Senior Fellow Lounge

The Senior Fellow Lounge is outside of the Senior Fellow Family's apartment, next to the Music Room, and is often used for social and academic events hosted by the Senior Fellow Family. It's also highly rated among residents for studying, napping, and movie marathons.

Study Rooms

Multiple study rooms and reading nooks are located on each floor. These spaces are located next to resident's rooms, so please be mindful of noise levels while using these spaces to study or hang out.

TV Lounges

TVs and TV lounges are located on every floor, including in the basement. Please be mindful of noise levels after hours and when classes or events are in progress nearby.

STUDENT MAIL

Student mail is delivered Monday through Saturday during the academic year, excluding days the university or the U.S. Postal Service is closed. For questions about mail and packages, contact or visit the Student Post Office.

Student Post Office

Stubbeman Place
1105 Elm Ave.
Phone: (405) 325-1755
spo@ou.edu

Mailboxes

Mailboxes are located on the first floor near the front living room. Your mailbox number is the same as your room number, and residents sharing a room or suite will also share a single mailbox. Mailbox combinations will be emailed to you by your Resident Advisor and are also available the front desk (with proof of ID).

Residents will receive letters and flats (magazines, newspapers, etc.) in their assigned mailbox. Use the following mailing address for items to be sent to you:

Your full name
Your room number
Headington College, 200 West Lindsey Street
Norman, OK 73072

Outgoing mail with postage can be dropped off at outgoing mail slot at the mailboxes, or at the Student Post Office. Residents must supply their own postage.

Packages

Students that receive a package are ONLY able to pick it from after they have received an email and/or text notification from the Student Post Office (SPO@ou.edu). USPS, FedEx, and other shipping companies deliver packages directly to the Student Post Office, where they are processed for on-campus delivery.

Please be aware that delivery notifications from the company your ordered from or shipped through do NOT mean the package has been processed by the Student Post Office.

Once you have received a package notification from the Student Post Office, they will be available for pick up at the Student Post Office or at the Postal Locker located behind Headington and Dunham College (see notification for pickup details).

Deliveries

Residents who are expecting a delivery (food, groceries, flowers, etc.) are responsible for meeting workers outside of the building to accept delivery. Delivery workers are not allowed on residential halls/floors, and, depending on the day/time, may not have access to the building. Headington College staff CANNOT accept mail or deliveries on behalf of residents and are not responsible for any missed or missing deliveries.

MAINTENANCE AND HOUSEKEEPING

Like all University of Oklahoma staff, our maintenance and custodial staff are a vital part of our community. Residents are expected to treat everyone with respect and kindness, regardless of department or title.

In addition to treating others courteously, please care for the spaces you share with others by cleaning up after yourself and your guests, putting equipment and materials away where they belong, and promptly reporting any damages or needed repairs.

Maintenance

For routine repairs to your room or community spaces, submit an online maintenance request by going to https://www.ou.edu/facilities/maintenance_requests and clicking on **Submit Request**. For emergency repair (items which, if not promptly repaired, may result in personal injury or damage to property) visit the front desk or call the number posted there after hours.

Housekeeping

Housekeeping and custodial staff clean the public/community areas lounges, hallways, and the public and community bathrooms. Residents are responsible for cleaning their rooms, and those living in a room or suite with a private bath or shared living space are responsible for cleaning them as well.

Please make sure all of your trash is secured in a bag before leaving it in the trash rooms (trash bags are available in the trash rooms by the light switch), break down all cardboard boxes, and safely secure broken glass or other sharp objects to prevent injuries to custodial staff or other residents.

Please notify staff if there is something that requires the attention of the custodial staff.

INTERNET

Due to the wireless internet system in the Residential Colleges, residents are not permitted to use personal routers/wireless adapters, as it causes internet disruptions for other residents on the floor. If you are having

problems with your Wi-Fi connection in Headington College, call OU Information Technology at (405) 325-HELP or visit <http://itscnorman.ou.edu/contact/>.

COX CONTOUR

Cable TV "Contour on Campus" is the new OU campus-wide streaming Cox cable television service. Cable television is now provided to students through their individual OU campus network connections. In some cases, you will need to contact Cox yourself to request cable and it is out of your own pocket. Your RA or another staff member can help you with this and Cox knows the procedures.

VEHICLE AND BICYCLE PARKING

The Parking Services office is in the south-west corner of the Jenkin's Garage, and they should be contacted directly for any questions about parking permits, tickets, or towing.

OU Parking Services

1332 Jenkins Ave.
Norman, OK 73019-2451
(405) 325-3311
<http://www.ou.edu/parking>
parking@ou.edu

Resident Parking

To avoid parking citations for yourself, visitors, and guests, please pay close attention to all parking signage on campus and around the Residential Colleges. Priority Housing Permit Parking is available in the Jenkin's Parking Garage and behind the Headington and Dunham College.

Visitor Parking

Paid meter parking is available directly behind Headington College. Single day [visitor parking permits](#) are available online and from OU Parking Services. Only actual visitors (non OU students/faculty/staff) are eligible for visitor parking permits and may park in designated visitor parking between 7 a.m. and 5 p.m. weekdays. Visitor permits cannot be used for Reserved/Tow-Away/Service parking spots.

Disability and Reserved/Tow-Away Parking Spots

Disability and Reserved/Tow-Away parking spots require the display of appropriate parking permits. Failure to pay attention to parking signs may result in you or your guests' vehicle being ticketed or towed by Parking Services.

Football Game Parking

Due to the location of the football stadium, parking behind Headington/Dunham College and access to the Jenkins Parking Garage may be restricted the evening before and the day of any home football games. Parking Services will share additional gameday parking details instructions in advance.

Bicycle & Scooter Parking

Bicycle racks are located behind Headington College. Bike and scooter parking in front of the college and in the courtyard is prohibited, and items secured to fixtures other than the designated racks (parking signs, handrails, lampposts) are subject to removal without prior notice. For additional information about commuting and parking on campus, please refer to the University of Oklahoma Residential College Policy Guide.

EMERGENCY EVACUATION

Emergency evacuation instructions are posted on the door inside your room, as well as throughout the building. Please familiarize yourself with these instructions as soon as you move in. If there are not evacuation instructions in your room, please notify the college staff immediately. Additional plans and instructions for emergency situations can be found in the OU Housing and Residence Life Community Living Guide.

QUESTIONS? COMMENTS? CONCERNS?

Please let any of our staff know if you have any questions, concerns, suggestions, or if you want to get involved. You can also contact headington.college@ou.edu. We appreciate your feedback!