

Welcome!

to our

Fichtenweg 17 U

Community Handbook

What's this about?

Hey there!

If you are a visitor and searching for WiFi, the kitchen is the place you are looking for! You will find a QR code by the windows that should cover your needs. And don't worry, I'll not be mad if you skip the rest of this document ;).

If you are or want to become a part of our floor-community: This document is for you!

First of all, Thank you for checking out our community handbook! Communication is the most important ingredient in a harmonizing community, and you have just made the first step!

Don't worry, this is not a page-long contract you need to sign with blood and sell your soul to the devil. Quite the contrary, actually! We are trying to build and maintain an open and respectful community with one primary rule:

Just talk! :)

Everyone is encouraged to speak their mind, bring new ideas, raise complaints, or just chat and have fun! Of course, in return, you are asked to have an open ear for others and respect their wishes.

Unfortunately, every community needs some place to dump all the organizational context, so this document is for that: a place to look up whom to ask, what to do, or where to go for your needs!

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1 I just arrived, what now?

So you have just wandered into your new home for the first time and try to figure out what organizational steps you need to take to start your life here? Don't worry, we've all been there. And while the following list may not be comprehensive for you, this „Quickstart“ can hopefully give you a starting point.

1.1 I got keys, what are they for?

You should have one key with teeth only on one side. That one is for the buildings main door and your room at the same time. Your room does not lock behind you automatically, but the front door will (except if a little switch is toggled), so don't forget them!

The other key with teeth on both sides is for your mail. You can find the mail room in the center of the WHO right next to the club „Kuckuck“. It is open during day hours and you should regularly check your mail. Have a look at section 5.1 for details.

All neighbors on one floor share one kitchen. As you can read in some later chapters, we decided to make the kitchen into a living space where we can meet and spend some time together. Just come and say hi whenever you like :). The washing machine is also on our floor, in the room at the bottom of the staircase, but is shared across the entire building. For details have a look at chapter 5.5.

1.2 How do I register my residence?

In Germany you are obligated to register in the city you are residing in, even if it is just for a few months. When you got the keys from the caretaker, you should have also received a letter. This „Wohnungsgeberbestätigung“ is a confirmation, that you are renting a room here in WHO. With this letter you need to register at the „Bürgeramt“. As with every government-institution, it is of no use going there without an appointment, and the next free appointment might be a few weeks from now. But don't worry: You are obligated to register within the first couple of weeks of getting here, but it is enough if you schedule the appointment within that timespan, noone can blame you for having to wait for a free timeslot.

You can schedule an appointment → [here](#). If you don't speak german and need help with the site, ask in chat, we are happy to help!

You can register your room as a secondary residence, but Tübingen will ask a yearly secondary-residence-tax of you if you do so. At the time of writing, this tax is ten percent of your yearly

rent. You can find the details → [here](#), though be aware that the linked PDF might not stay up to date!

1.3 What the hell is the „Rundfunkbeitrag“?

In Germany we have a special tax, that finances public media like radio, public TV channels and more. It is paid per household, it does not matter if you plan on using it or not, and it is also obligatory when you are not a German citizen and only here for studying. There are special rules for flat-sharing communities, but unfortunately our dorm does not qualify for these, because we all have independently locked rooms. So yes, you need to pay the „Rundfunkbeitrag“. They will send you a letter eventually after they receive notice of your registration in Tübingen, but if you want to get it done early, you can register on → [this site](#). You will not save any money, no matter when you register, they know exactly in what month you registered. As mentioned before, if you need help with the German site, just let us know.

1.4 What about Uni?

Since every study program is organized slightly different, we can't give you some globally applicable advice on how to register for courses etc. You will receive an account at some point and you will need to engage with the very user friendly tool (*not*) → Alma sooner or later. For the specifics just talk to us and/or look out for introduction events for newbies at the Uni Tübingen. There are some formal ones like an introduction to Alma, some events specifically for foreign students and lots of events individually organized by your „Fachschaft“ (student body of your faculty). So keep an eye out for those!

One thing we can say for sure, is that you will need your student ID card as payment method for the washing machine. If you have not received it yet or haven't had a chance to top it up with money, contact us and we can help you out :)

1.5 What recurring obligations do I need to be aware of?

For living in WHO and studying in Tübingen you need to do the following two things every semester:

- Pay the semester fee once you get notified via mail, to confirm that you want to keep studying. You can look up the details of due and completed payments in Alma > My Studies > Student Service in the tab „Payments“.

- Prove to the „Studierendenwerk“ that you are still studying and therefore entitled to keep your room by uploading your „Immatrikulationsbescheinigung“ for the next semester → here. You can find the PDF in Alma > My Studies > Student Service in the tab „Requested Reports / Reports“.

1.6 That's a lot, is it all set and done now?

Well, you should definitely check for your specific case what you need to do. There is help for foreign students, talk to us or other students you know or research on your own. But I hope we were able to give you advice on the most important first steps.

And don't forget to cancel and de-register everything before you leave! You wouldn't want to pay unnecessary fees, right?

2 The folks around

Now that we took care of your arrival, let's start by introducing ourselves, shall we?

2.1 Room U13: Robin Epple

Hi, my name is Robin, and I'm 24 years old. I am currently in my computer science master's and work as a web developer besides that. I only partially live in Tübingen since my hometown is closer to my office, so I usually move there between the semesters. But during the lecture time, I am sure we'll run into each other at some point!

If you're looking for me, start in the kitchen ;). I love to cook for dinner and always appreciate some company, so if you're interested in joining someday, just react to my announcements in chat! Other than cooking, I love listening to epic music. I am a very passionate BeatSaber player, and I have probably watched the „How to train your dragon“ movies a few times too often ^^.

Oh, and one more thing: In my bachelor's, I lived in a flat by myself, that's why I came here with a lot of household equipment. So, if you need something like a screwdriver or a vacuum, feel free to ask, maybe I can help!

I'm looking forward to meeting you!

2.2 Room U09: Luke Caputo G.

Hi everyone, I'm Luke (or Lucas if you prefer), and I'm 21 years old! I'm pursuing my bachelor's degree in English and American Studies with a minor in Computational Linguistics. I also work as a tutor, helping high school students with math and physics.

While you can often find Robin in the kitchen, I'll probably be there too—not cooking, but eating Robin's latest creations. Most evenings, though, you'll find me at the cinema. I love watching movies and binge-watching TV shows as well. If you hear about a movie being screened in Tübingen, let me know—I'd be glad to join!

Oh, and I don't have as much equipment as Robin, but if you need something or want a hand with anything, feel free to ask. I'm looking forward to meeting all of you and making some great memories this semester!

2.3 Room U17: Silvy Kurzendorfer

Hi, I'm Silvy! I'm a German-Canadian in the second semester of my bachelor's in computer science. I'm often out and about. I frequent the gym, doing some combination of weightlifting and combat sports (if you want to join the best Brazillian Jui-Jitsu club in Tübingen, give me a call). I also enjoy coding and music-making.

Similarly to Lucas, I might not be the greatest cook in this kitchen, but I'm always happy to help out with any issues you might encounter, regardless of if they're sensitive or trivial. I particularly enjoy talking things out over a cup of tea!

Good luck, and see ya later!

2.4 Room U03: Andrés Herrera

Hello there, my name is Andrés, and I am 20 years old. I am currently studying history and also hang out often with the other cooking neighbours (Lucas, Robin, Silvy, etc.) I'm usually in my room, but you can talk to me; I tend to respond as soon as I'm available. In case you are a Spanish speaker you can ask me for general questions as well, if that works better for you. I also like to watch and review movies; I don't go to the cinema as regularly as Lucas, but we can chat about it. I like to learn about almost anything and discuss different topics, so feel free to share.

2.5 Room U08: Danny Löser

Hey folks, I'm Daniel, or Danny for short. I am 21 years old, and currently, I'm pursuing my bachelor's degree in history with a minor in art history.

Originally from the town of Heilbronn I moved here in late 2023 for my studies. Except for some weekends and during classes, I usually am around the dormitories for most of the day; if you need help, you can always hit me up, and I will gladly lend a hand.

My free time is mainly spent playing video games, reading, writing, playing guitar, watching movies, and listening to music. I mainly play roleplaying or strategy games, as well as well-known games like Minecraft and Counter-Strike. Books I read include a varied assortment of different genres and ages. My guitar collects too much dust, and listing my favorite musicians and movies takes too long, but those are topics I will gladly discuss over a cigarette or whenever you catch me in a talkative mood. In summary, if you have a nerdy hobby, I'll gladly hear you talk about it.

I'm looking forward to meeting you and much luck with your studies.

Yours, Danny.

2.6 Room U07: Stellan Wendt

Hi, I am Stellan. I am 25 years old and currently doing my Bachelor of Education in English and Pedagogy (more of a thing in German, but you probably will understand once you've googled it). I love a good chat in the kitchen and sometimes enjoy a meal that is offered by Robin's great cooking :)

My Hobbies are quite limited; I usually spend my time with friends or with my girlfriend, either doing something fun, gaming, or watching TV series.

I will not be around for too long in the dorm, but hopefully, we get to know each other before I move out!

See you around! :)

2.7 Room U15: Mohamed H. Y. Abdelnour

Hello guys, my name is Mohamed. I'm 28 years old and studying medicine. I am currently preparing for a very important exam—the first state examination :). I have been living in this dorm since 2023.

Because of my studies, I often don't have much time for other activities, as there is always a lot to learn ;). However, I still try to do other things from time to time, like going for walks or watching football matches. I also often visit my family in the Black Forest on weekends, where I try to take a break from university life.

You won't often find me in the kitchen, as I hardly ever cook. But I still look forward to seeing you there, having a chat, and maybe sharing some of my mom's lovingly cooked food with you <3.

2.8 Room U12: Mona Erbach

Hi, I'm Mona from room U12!

I'm studying medicine and am also involved in some other activities at uni, so I'm not home that often. When I am, I usually like to keep to myself, but you'll sometimes find me in the kitchen cooking or at our shared dinners.

Since my room is right next to the kitchen, I'd love it if we could keep the noise down there, especially during quiet hours.

Outside of uni, I'm into reading, cycling, and I'm active in the volunteer fire department and youth fire brigade.

3 The dorm-life

In this chapter, we want to give you a quick overview of what we do as a community and how you can participate!

3.1 It's cooking time!

Let's start with our most important way of staying in contact: Chatting around dinner time! You will regularly find people announcing what and when they will be cooking in the chat. For most evenings, this is more tailored towards small groups of three or four, but there are also bigger events once in a while where eight to nine people come together. These messages are meant as an open invitation; everyone is welcome to join in. Whether you want to help with the preparations, just come by to eat or invite us to dinner yourself: Welcome to our little cooking group!

Due to different schedules, preferences, and wake rhythms, the size and constellation of people change daily. Sometimes, we also just stumble into each other while independently preparing our meals. But that just makes the conversations more interesting.

If you have intolerances, ethical restrictions, or just certain food preferences, please don't let that keep you from engaging with us! Though it might not be possible to respect all wishes at all times, we will certainly do our best to include everyone.

3.2 Do you hear the music?

The signature landmark in our kitchen is closely related to the cooking: Our speaker system in the back. Though they were purchased individually by me¹ they are meant to be free to use for everyone. We regularly play music while cooking or just hanging out in the kitchen. And the best part: Everyone brings different music from their country or individual interest! My playlist has already gotten quite a bit more colorful, I am excited to see what I can steal from yours ;)

If you want to use the speakers, I just ask you for two simple things:

1. Treat the speakers with the respect they deserve. You are looking at a ~900€ system, so please take care of it. You don't have to handle it with kid gloves; it's just some common sense: Don't throw heavy objects in the direction of the speakers, don't place drinks on top or next to them, etc.

¹Hi, Robin here writing this, look at section 2.1 if you want to get to know me better :)

2. Treat your neighbors with the respect they deserve. Everyone at every time has a veto right to demand a lower volume or even the music to be turned off. Our walls are good sound isolators, so this is usually not a problem. However, if noise spills into your room and keeps you from concentrating or sleeping, that is a horrible feeling. So please use that right, and also respect the needs of others!

As a general rule of thumb to not disturb anyone: **Keep the door closed** while you are in the kitchen makes a world of difference, we have also agreed on some loose Night-Rest-rules: Try to keep it quiet **between 10 pm and 6 am before workdays²** and **between 12 pm and 8 am on the weekend³**. These „rules“ are more meant as a loose guideline for everyone to have a similar understanding of the „default behavior“ than to restrict you in any way or form. If you plan on longer evenings for special (or not-so-special) events, just talk to us, and we will find a solution, I'm sure!

Lastly, some technical guidance: Somewhere hidden beneath the shelf is a smart receiver, so if you are connected to the WiFi (see section 3.4), it should just show up as an AirPlay, Chromecast Audio, Spotify Connect, Tidal Connect, ... target. It is named *Fichtenweg 17 U Kitchen* so I'm sure you'll find it.

3.3 Attention: Movie nerds nearby!

If you have been to the kitchen, you might have struggled to miss the big TV in the back. This is the newest addition to our little community and pretty much follows the same rules as with the speakers: Take care of the equipment and respect your neighbors, but don't forget to have fun using it! I would like to introduce two additional rules though:

1. Please do never log into any accounts on the TV itself. You should respect that out of your own interest for the sake of protecting your privacy, but we especially don't want to deal with accounts openly accessible that have payment information connected. Please just bring your own device and connect it to the HDMI cable that is available beneath the TV. It is 3m long, so just pull carefully if you need more slack and hide it again behind the shelf once you're done. The TV is only connected to the WiFi for screen casting and nothing else!
2. Please announce in chat if you want to use the TV, just so your neighbors know and we don't stumble into a situation where multiple people planned to use it at the same time. It might also give other people the chance to join in or raise a veto because they need to study or sleep early.

²Workdays are meant as Monday to Friday, so quiet down on So, Mo, Tu, We, Th evening.

³Fr, Sa

3.4 Community WiFi

Sadly, our kitchen is not equipped with LAN ports or a public WiFi router maintained by the Studierendenwerk. Fortunately, there are enough tech-savvy people around to find a solution :D.

Currently, the network *Fichtenweg 17 U Kitchen* is hosted from room U13 since that is the closest room to the kitchen. It is then bridged over using a WiFi repeater. So if something is not working correctly, please contact the responsible person as stated in chapter 6 and not the Studierendenwerk.

If you made it to this document, I imagine you have already found it, but just to be sure: to connect to the WiFi, scan the QR code in the kitchen.

3.5 Everyday needs

Of course, while living in Tübingen, you'll need to cover the basic needs, from food and hygiene to medical treatment. Luckily, the WHO is in a very good spot, and you won't need to travel far for either of these.

3.5.1 Groceries & more

For groceries, there are many different options in Tübingen, and depending on your daily schedule and food preferences, it is probably best if you look at the map yourself. I just want to list a few standard places we tend to go to:

Edeka The closest grocery shop is the Edeka right next to the WHO (→ [here](#)). It is not the cheapest option, but it offers a wide range of groceries. It is split into two parts: One sells groceries, and in the other, you will find drinks, hygiene products, and basic household needs. It also contains a little Bakery.

Penny You will find a little shopping area between the „Morgenstelle“ and the WHO. Among the shops there is a Penny (→ [here](#)). This can be a convenient stop on the way, and it is also a little cheaper than the Edeka. However, it is a little smaller and offers much less household goods. A bakery can be found a few buildings further.

Rewe Another „on the way“ option is the Rewe, which is close to the lecture buildings in the city center (→ [here](#)). Regarding groceries, it also offers a large product range, and it also has a bakery. For households, it is also less equipped than the Edeka.

Bio / Regional / ... If you care about the sources of your food and/or the environmental impact of the options above, the Edeka offers the widest range of „Bio“ labeled products, and the Rewe offers the most „regional“ labeled products. There is also a specialized Bio-shop uphill (→ [here](#)) and an „Alnatura“ shop in the city center (→ [here](#)).

Asian Food **TODO**

3.5.2 Medical

If you are looking for medicine or medical treatment, there are a few places to keep in mind:

Pharmacy

- A little bit uphill, we have a pharmacy to get your prescriptions (→ here).
- If you are downtown, you have one at the end of Wilhelmstraße (→ here).

Doctor Unfortunately, this is a topic we haven't had much contact with. Tübingen has some general practitioners, but getting an appointment with them or becoming one of their patients is challenging. Some contributing factors include the fact that many doctors do not accept new patients, and you must find one that partners with your health insurance. However, most doctors have a designated day when you can walk in for a consultation. The best tip for getting through this is to push yourself to not delay and start getting a doctor as soon as possible. The German medical system is full of bureaucracy and waiting times, and the only way through is to file the paperwork with guidance and, unfortunately, wait the needed time.

Hospital In case of more serious situations, you should pay a visit to our hospital (→ here).

EMERGENCY Remember that in case of emergencies, you should call **112**.

3.5.3 Postal services

Mail room In the center of the WHO living area, you will find a building containing the dormitory administration, the student club „Kuckuck“, and also a mail room (→ here). Inside, you will find a small mailbox with your room number, where letters will be delivered. You should regularly check your mailbox since there is no indication of when you received mail.

Postal office A little uphill in the small „Nordring“ shopping center, there is also a postal office (→ here). There you can send parcels and find essential office products like different pens, markers and everything necessary to send your parcels like packaging tape.

3.6 Cool places around

Of course, your life in Tübingen should not only be about survival; you can rest assured there is enough to do. The following list is supposed to give you an idea and will hopefully be ever-growing. So, if you have an incredible experience you want to share with your room neighbors, we would love to add a section!

3.6.1 Kuckuck

The closest you can find someplace to go is the student club „Kuckuck“ just next door. They offer different events with special music and are open most evenings. Next to the Kuckuck is a little area where you can hang out and play table tennis.

3.6.2 Public pool

One of the closest activities around is the public pool right across the street (→ here). It's nothing special, so don't expect a waterpark or many different pool categories, but if you just want to swim a few rounds, that is the place to go. It also offers a sauna. The prices are not necessarily cheap for what it offers, but also not too overpriced, so considering the proximity, it is a good choice. If you want to make swimming your primary sport, you might be interested in looking into a yearly ticket, but that is only worth it if you go swimming at least once a week for most of the year.

3.6.3 Cinema(s)

Tübingen has three cinema theaters that cooperate and have a shared program. They offer a lot of different movies in different languages and subtitle versions (OmdU = Original audio with German subtitles and Omeu = Original audio with English subtitles), so if you're interested, just look around their program (→ here). If you are very much into movies, they also offer a subscription to visit the cinema as often as you like. But of course, that is only worth it if you plan on visiting the cinema at least twice a month. (For questions about the cinema in Tübingen, you can refer to Luke; he'll be very happy to assist :))

If you are looking for a special experience, you might be interested in the IMAX in Leonberg. At the time of writing, this movie theater boasts the largest screen in the world and offers truly special image quality, 3D, and exceptional sound. So, if you find a movie that can take advantage of that, you will have a great time. You can find their program here (→ here).

3.6.4 Bowling

There are multiple places you can go to for bowling or billiards. I personally have only been to „Riverside Bowling“ (→ here), and it was definitely good fun :).

3.6.5 Botanical Garden

Right next to the Morgenstelle, there is a big botanical garden. I'm sure you'll come across it some time, but it might be worth it to go and take a closer look around. It is a beautiful place to walk and enjoy some fresh air. There is also a tropical house with a cool feature: From the back to the left, there is a staircase to a little viewing platform that lets you view the jungle landscape from above.

4 How we organize ourselves

Now that you know us and what life is like around here, let's look at how we organize ourselves.

4.1 Keeping the kitchen clean

Ah, yes, the kitchen. Keeping order with 15 students sharing one room is definitely a challenge.

But rest assured, we will do our best to keep the chaos at bay. Our organization's main objective has to be keeping the kitchen clean continuously and not relying on frequent cleanups. I can assure you that there is no way to maintain a cleanup schedule that would keep up with the paste; the kitchen will drown in misery.

That's why the first rule for the kitchen is: Ignore the official cleaning schedule; it's nonsense. Or would you like to clean up half a year's worth of built-up mess that no one cared about before and schedule your work and free time activities around cleaning duty? Told you it was nonsense.

Instead, we ask you to take one simple rule to heart: **Please clean up the mess you made yourself, and make sure to leave the kitchen *at least* as clean as you found it.**

I want to emphasize the „at least“ part in the above statement because the kitchen has gone through some unhealthy phases under the wrong mindset. Imagine the following situation: You go to the kitchen and find the stove a little dirty, so obviously, someone before you did a bad job at cleaning up. If you take care of it before or after using the stove, the situation is cleared within five minutes. But if you use the stove yourself and refuse to clean up afterward, because „you don't want to do someone else job“, you are not just leaving the problem to someone else, you made it worse. Because no matter how careful you are, some sprinkles probably snuck out of the pot. And even if not, the heat will have led to the previous mess drying and being harder to clean. The following person would have to commit even more to cleaning up to clear the situation. That's why this mindset spreads incredibly quickly, and in the end, everyone is angry at each other and unhappy with the situation.

So please, be forgiving with your room neighbors. I'm sure they will return the favor and have your back when you have a long day and miss a spot yourself. If you feel unhappy about something, please communicate and not build up anger. We all use the kitchen differently, and different cultural backgrounds can lead to other priorities. But so far, everyone I have met in this community has been willing to work towards betterment once an issue has been addressed.

Some final words to conclude this section: Even if some inhabitants don't care about the kitchen at all, as long as a majority is working together, the situation is manageable. So, let's join forces, shall we?

4.1.1 Kitchen responsibilities

Unfortunately, the kitchen does not only consist of flat surfaces that can be wiped clean after every use, and the job is done. There are some bigger jobs that need to be taken care of once in a while. Frequency and effort are very dependent on the kind of job and how much the object in question is used.

We devised a responsibility system to distribute the workload as fairly as possible. Let's go through the basics of this system, using the oven as an example:

1. Everyone who uses the oven is still obligated to clean up the immediate mess they have made. For example, that includes rinsing the oven tray and getting rid of bigger splashes or drips from boiling food.
2. If you don't clean up after yourself properly, the responsible person is not only allowed but even encouraged to contact you and demand that you take care of that issue.
3. In turn, the responsible person will take care of a more thorough oven cleaning once in a while, e.g., getting rid of small splashes and the layer of fat that will build up over time on all oven surfaces from the food vapors.
4. If someone finds the oven unacceptable, they can turn to the responsible person listed below.
5. If you leave for longer periods (let's say, more than 4 days?), you should organize a stand-in that will take care of your responsibilities until you are back. Of course, you shouldn't leave the big tasks to them ;)

If you read this the first time, you might be thinking „This just sounds like a blaming system!“, and I agree that wrongly executed this could lead to firing blame at each other. But the intention is quite the contrary. „Keeping the kitchen clean“ can be daunting because there is a lot to do, so where do you start? The list below is supposed to show you that you are not alone in this effort and to break down this big task into small, manageable chunks that we can distribute and limit the workload of single people. I hope you can see the vision and maybe take responsibility for yourself!

The current responsibility distribution is in table 4.1.

Responsibility	Person	Room Number
Couch & Speaker Area	Robin Epple	U 13
Dishes & Washing Utilities	Silvy Kurzendorfer	U 17
Floor & Window Sill	Robin Epple	U 13
Shelves		
Freezer	Luke Caputo G.	U 09
Fridge	Luke Caputo G.	U 09
Microwave		
Oven	Danny Löser	U 08
Cooking Surfaces	Michael Stengel	U 06
Pans, Pots, etc.		
Table & Chairs		
Toaster, Kettle & Sandwich Maker	Silvy Kurzendorfer	U 17
Garbage & Area around	Luke C. and Bogdan T.	U 09 & U 16
Sink & Wall behind		

Table 4.1: The current kitchen-responsibility distribution.

4.2 Keeping track of finances

I hate to break it to you, but living costs money. Wouldn't it be awful to shift around cents every day for groceries, a trip to the cinema, etc.?

At least we felt like it was, so we decided to do things differently and open a group in the app „Splitwise“. If someone pays the expenses for multiple people, we don't immediately pay each other out. Instead, the total costs are entered in the app (mostly with even distribution among the participants, but individual amounts are also possible).

Ideally, expenses level out over time. But even if they don't, we can at least pay out debts at less frequent intervals.

If you want to participate in our cooking or other activities, we kindly ask you to download the app from the → Play Store (Android) or → App Store (iOS). You can find the invitation link to our group as a QR code in the kitchen.

4.3 Where your groceries go

The kitchen is divided into public and private storage areas. The area under the stove and the two unlabelled cupboard sections on the far left over the drying area are for public utilities, and

everyone is free to use dishes.

Every room has a labeled cupboard section for private dishes and groceries that don't need cooling, either above the working area or in the back next to the couch. These are not very big, though, so if your items exceed the space in the kitchen, you either have to keep some in your room (which is what most of us do) or make individual arrangements with the other inhabitants to share spaces.

We have two fridges next to the door for groceries that need cooling. Every room has one section. To find yours, start counting from the top in the left fridge with room two (yes, there is no room one on our floor) and count until you find your room number. The bottom tray is included in the counting and continued in the right fridge accordingly.

The compartments in the door are less organized, so just be sensible and don't use all of them. It is usually not an issue to find a spot for your items.

TODO Picture

On the other side of the door, you find the freezer, which follows a similar approach. Since we only have one, each compartment is shared by two rooms. So start with (2/3) and count up from that.

TODO Picture

As always, if you need more space, talk to us. There will be a solution. Please monitor your items and don't start experiments on growing new lifeforms in our fridge.

5 How to do ... ?

If you're new here and don't have any questions on how some things work in the WHO, you'd be the first. In fact, even most of our longtime residents stumble into questions once in a while.

In the following, we try to answer some of the common questions in a Q&A form. But don't worry if your question is not answered below; just ask us in chat, and we will try to help!

5.1 Pick up your mail

You will find the mail room in the center of the WHO area, directly next to the entrance to the club „Kuckuck“. Just go through the rows and find the mailbox labeled with your address. The key for the mailbox should be part of the bundle you received at the beginning.

Unfortunately, there is no indication of when you received mail, so make sure to check regularly so you don't miss important letters.

5.2 Receive parcels

If you ordered a parcel, it is a little inconsistent where you can find it. But these are the four main spots:

Personal handover: For bigger or more valuable parcels, the delivery service will probably ring your doorbell and hand them to you in person.

Mail room: Smaller or less valuable parcels might get deposited in the mail room in front of your mailbox.

Entrance area: Another spot to look for the parcels is the main entrance to the house. They might deposit the parcels next to the doorbell panel or inside the hallway.

Kitchen, floor or room door: It's less likely, but the delivery service might bring the parcel down to our floor and deposit it in front of your door or in the kitchen.

If you are not home when a parcel is delivered, you can, of course, always ask one of us to accept the delivery, take it from the mail room/entrance area to your room door, or even store it until you are back.

5.3 Top up your student-id card

The student-id card is the main payment method for everything related to the university or the Studierendenwerk, e.g., the mensa and cafeteria, the washing machine, or the printer. There are multiple ways to top up your card:

Digital top-up stations: In most university buildings, you will find a station to top up your card; for example, at the Morgenstelle, there is one next to the staircase to the mensa. However, most of these only accept digital payment by card and are pretty picky about what they take. Give it a try with yours since this is the most convenient way! But don't be afraid if your card is rejected; there are other methods.

Cash register in the Mensa: If you eat at one of the university offerings (mensa, cafeteria), at least some cash registers allow payment by bank card. You can also top up your student ID card there, and the cash registers accept more cards than the digital top-up stations.

Cash top-up stations: As far as I know, only one top-up station accepts physical cash. You can find it in the main university library (→ here) in the city center, to the back in the ground floor area.

5.4 Revalidate your student-id card

Since it is possible to end your studies after any semester, your student-id card is only ever valid for the current semester. So when the new semester starts, you need to re-validate the card before you use it as a payment method again.

To do that, you need to head to the main university library (→ here) in the city center. On the ground floor, head straight through to the back area. After you pass the first wall, head right. There, you will find some automatic stations to revalidate the card. You can check that the process was successful by looking at the blue-ish printed text on the front of your card: It should have been updated for the next semester.

5.5 Use the washing machine

The washing room of Fichtenweg 17 U is right on our floor. Head to the bottom of the main staircase, and then (coming from the stairs), there is a metal door to the left.

The washing machine and dryer are shared between all inhabitants of the entire house, not just our floor. To use it, follow this procedure:

1. Check that the washing machine is not in the middle of an ongoing program, then press the "open door" button and put it in your laundry.

2. Afterwards, you can enter the program you want and put in washing detergent. Important: To the right is a shelf where a lot of washing detergent is standing around. These are not public; please get your own or ask one of us to share, and don't steal from others. Of course, you can deposit your own on that shelf as well.
3. For those new to German washing machines, the settings may look complicated but relatively simple. The options near the top-right of the wheel (like 40-60 in the "Buntwäsche" section) will suffice for most batches of general clothes. You may want to press the "Feinwäsche" option for more delicate fabric. Remember to separate your loads into light and dark loads.
4. Next to the shelf, there is a little metal box on the wall. Enter your student ID card, and it will briefly display the remaining amount of money in your student card. Select either the washing machine or the dryer (in our building, option 1 corresponds to the washing machine and 2 to the dryer) and pay for the program you selected. Every washing machine run costs 1.50, and every dryer runs for one euro.
5. Now, you can start washing by pressing the "start" button. Don't worry. The machine is locked during the process, so feel free to go and do something else. Just come back in time and get your laundry once the program finishes.
6. If you leave your laundry in one of the machines after the program has finished, there is a standard agreement that someone needing the machine can pull it out and put it next to or on top of the machine to start their laundry.
7. Open the washing machine door, remove the laundry, and close the door again. Be sure to turn the knob back to the "off/end" setting so the washing machine does not stay stuck in "Knitterschutz."
8. For drying, please use the dryer or hang your clothes in the back part of the laundry room. The Studierendenwerk doesn't want you to dry it in your room because our rooms are not resistant to high humidity levels and might start to grow mold.

Using the dryer follows the same procedure: Put in your laundry, select a program (similarly, the top right options of the wheel will work fine for most cases), pay for the program, start the machine, and return in time.

5.5.1 Known issues and solutions

As with every public technology, it only works most of the time. Fortunately for you, many people around you have been using these machines for a while and probably already have experience with the issue you are facing. In the following section, we will add known issues and how they can be resolved when we encounter a new one:

Stuck in the previous program: Sometimes, you find the washing machine unlocked, open, and empty, but it won't let you select a program because it is stuck in the end-phase of the previous program, "Knitterschutz." The issue usually resolves if you just rotate the barrel manually for a few turns and turn the knob of the washing machine off the previously selected option. You can then choose your desired option and proceed as explained above.

5.6 Use the printer

In the back of the main room is a public printer for all WHO residents. It can only print on A4 paper format, yellow-ish recycling paper, and black-and-white, but for most use cases, that is enough.

To use it, do as follows:

1. Export the file you want to print as a PDF and save it to a USB device.
2. On the left side of the printer, there is an extension sticking out. Enter your student card there. PS: If you find another person's student card in there, please bring it to the „Wohnheimverwaltung“. You can find it in the same building, the entrance is precisely on the other side, towards the parking garage.
3. Now look at the right side of the printer. You will find a USB Slot where you can enter your device.
4. Finally, look at the screen of the printer. Select the option to print from USB and navigate through your folders to the desired file.
5. After selecting the file, some options are displayed, but don't bother looking for too long; there is not much to choose from. The only relevant options are one- or two-sided print and the number of copies.
6. Once you are happy with your settings, press the big green button below the screen to start printing.
7. After the print is complete, eject your USB device before pulling it out to ensure no files get corrupted!
8. **Please don't forget your student card!** To eject it from the slot, press the corresponding button on the extension.

5.7 Set up your internet

Our rooms are part of the university network. That means you don't need an internet contract or do much setup work. Just buy a router to connect it to a LAN port. Almost every router can do that, though it might be labeled as „WAN“ instead of „LAN“. If you are interested in the difference, ask one of the techies on the floor ;).

You don't need DSL or fiber optics compatibility, so you might want to save money. If you don't have any idea on what to get, go to a local tech store (e.g. the Media Markt → [here](#)) and ask for a router. The most common router company for home use in Germany is „FRITZ!Box“ by AVM.

Setting up your WiFi depends on the router you bought. Follow the instruction manual or just click around the user interface. Routers for home use are usually pretty self-explanatory and have sensible default settings.

If you want or need help again, just ask one of the techies on the floor; I'm sure someone will be happy to assist you.

5.8 Find a parking spot

Parking in Tübingen, in general, is not an easy task. If you own a vehicle and need a permanent parking spot, contact the „Wohnheimverwaltung“; they manage the parking garage. As of 2025, the monthly fee for a place in that garage is 20€.

There are multiple options if you only need a temporary spot to move in or have a visitor. The Fichtenweg street offers quite a few parking lots on the side. They are all subject to a charge, though, so make sure to get a ticket from the vending machine, which you can find → [around here](#).

Depending on your plans, you might also want to use the public parking lot in the shopping area across the street, next to the Edeka and the public pool. However, be aware of the time and usage restrictions!

6 Whom to ask for ... ?

To wrap things up, in the following, you'll find a list of responsibilities: What belongs to whom, who is in charge, who has the credentials, etc.:

Item	Responsible Person	Room Number	Remarks
GitHub Account	Robin Epple	U 13	username: fichtenweg17u
Google Account	Robin Epple	U 13	fichtenweg17u@gmail.com
Speakers	Robin Epple	U 13	I bought them, but they are supposed to be free to use for everyone. See section 3.2 for details.
WhatsApp Group	Florian Franitza	U 11	(Group Admin)
WiFi	Robin Epple	U 13	By default we wouldn't have WiFi in the Kitchen, so I extended my guest-WiFi over there. See section 3.4 for details.