



## **FALL 2009 CHECK-IN PROCEDURES for The College Park Apartments, The Village, & Laurel Hall**

Welcome Ramapo College Residents to your home for the 2009-2010 academic year. We hope you had an enjoyable summer and we are awaiting your arrival.

**Please read the below information in order to completely understand returning student check-in. If you have any further questions, e-mail addresses for your specific residence area are listed at the end of this information sheet.**

Over 1600 students will be checking into the residence halls on Tuesday, September 1, 2009. Just as last year, residents checking into housing assignments located in the College Park Apartments, the Village and Laurel Hall will be able to check in at their respective residence hall on **Tuesday, September 1, 2009 at any time from 10am to 10pm!** If you have not yet received your housing assignment, you will need to wait for this information to be able to check in.

**Important note: Your very first opportunity to check in for Fall 2009 housing is at 10am on Tuesday, September 1, 2009. We are unable to grant requests to check in prior to this date and time.** Please plan to arrive before 10pm because the hall office hours end at 10pm. Community Assistants (CAs) in the College Park Apartments and the Village or Resident Assistants (RAs) in Laurel Hall will be scheduled to cover office hours in their respective hall offices on Tuesday, September 1, until 10pm. If you are unable to arrive before 10pm, we will gladly check you in on the first day of classes during the hall office hours from 11am to 7pm. However, it is imperative that you let us know of your late arrival so we can hold your housing assignment and you can avoid the \$75 late check in fee.

If your check-in date is inconvenient for you to physically move all of your belongings into your housing assignment (work and scheduling conflicts with family members who will assist you or for any other reason) we suggest that you bring an overnight bag with belongings to carry you through the first few days of classes so you can still check in on the assigned check in day. As you know, Fall 2009 classes begin on Wednesday, September 2, 2009. With access to your assignment, you can move the bulk of your belongings into your assignment at your leisure.

**Do you need to check-in after the first day of classes?** Please be sure to contact your hall office by Wednesday, September 2, 2009 to inform the office staff of your alternate check-in date and time. This is the best way to prevent having your room assigned to another resident from the large housing waitlist and avoid the \$75 late check in processing fee.

Residents checking into the College Park Apartments must use the Main Campus entrance. Residents checking into either the Village or Laurel Hall must use the South entrance. Depending on the distance your home is from campus and your individual circumstances, it may be a good idea to move in your larger items on check-in day and then move in other items at a later date.

Please be advised that on check in day you will probably have to park farther away from your housing assignment as we have a substantial amount of students checking into each area simultaneously.

Due to the open check in times and the limited number of dollies on campus we are not able to provide dollies for residents to sign out on check in day, so we very strongly recommend that you obtain your own carting equipment for moving in your belongings. Such equipment can be purchased at retail hardware supply stores like Lowes and Home Depot®. A Home Depot store is located near the College on Route 17 North.

### Things to Know:

- College Park Apartment residents should proceed to the Lodge for check in.
- Village residents check in at the Thomases Commons Lounge.
- Laurel Hall residents are to proceed to the parking garage to park their cars and then go to the first floor lobby of Laurel Hall to check in.
- Remember to bring your Ramapo College ID card with you so it can be encoded to access your housing assignment. If you lost your ID card, please be sure to visit the Office of Public Safety to purchase or obtain a replacement prior to checking in at your hall office. You may contact the Office of Public Safety at 201-684-7432 for information about replacement ID charges.
- Obtain carting equipment from a hardware supply store to transport your personal belongings from your vehicle to your housing assignment. It may be a good idea to pack your belongings in boxes to make loading more efficient. Using bungee cords may also be helpful.
- Please do not park in the handicapped parking spaces unless you have the proper permit to do so. Public Safety will be issuing state parking citations. Parking policies will be strictly enforced.
- **Unauthorized vehicles are never permitted to drive on any walkways**. Doing so poses a danger to pedestrians and significant damage to the landscaping and the sprinkler system. Public Safety Officers will be patrolling these areas, issuing citations where appropriate.
- Be sure all payments have been made well in advance. Students will not be permitted to check-in unless their accounts are up to date prior to check-in day.
- Be prepared for whatever the weather may be. If rain is expected, we suggest that you bring a tarp or large plastic garbage bags to shield your belongings.
- Complimentary bottled water will be available throughout the day while supplies last.

If you have questions after reading any of the above information, please contact your hall office staff via email:

College Park Apartments (CPA): [cpa@ramapo.edu](mailto:cpa@ramapo.edu)

The Village: [village@ramapo.edu](mailto:village@ramapo.edu)

Laurel Hall: [laurel@ramapo.edu](mailto:laurel@ramapo.edu)

For more housing information, please go to:

<http://www.ramapo.edu/students/reslife/index.html>

We are excited to provide the below information regarding Sustainability at Ramapo College:

Residence Life supports the College's Mission to Sustainability. Every year we team up with the President's Climate Commitment Task Force, "1Step," to present "The Green Fact's Challenge," where each Residence Hall competes to see which Hall can save the most in energy!

Furthermore, the state of the art Sustainability Center is expected to be opened this Fall!

You will receive an e-mail shortly for when your door to door recycling program will begin.

For more detailed information, please visit the Sustainability Center Website:

<http://www.ramapo.edu/ramapogreen/sustainabilityctr>

We look forward to your arrival this Fall!