

# PROCEDURES FOR BISCHOFF (Formerly Oak), LINDEN, and OVERLOOK CHECK-IN



FALL 2009 Please read carefully

Over 1500 students will be checking into the residence halls on Monday, August 31, 2009. This year residents will be afforded the opportunity to check in at their leisure between the hours of 12noon to 10pm on August 31, 2009. There will be **NO APPOINTMENT TIMES** allotted to residents during Fall 2009 check-in. **Please note: the first opportunity to check in for Fall 2009 housing is 12noon on Monday, August 31, 2009. We are unable to grant requests to check in prior to this date and time.** In the event that you arrive prior to the designated check-in time, you will not be allowed to check in until check-in officially begins.

In order to ensure that you experience a productive and structured check-in process, we must adhere to ending check-in at 10pm. In the event that you are unable to check –in by 10pm, your hall office will be open from 11am-10pm the following evening for your convenience. However, we ask that you inform us as soon as possible if you are unable to check in on August 31, 2009, to ensure that your housing assignment remains available.

If your check-in date is inconvenient for you to physically move all of your belongings into your housing assignment, you are more than welcome to bring an overnight bag and transport the rest of your belongings at a later date.

Residents checking into Bischoff Hall and the Overlook must use the Main Campus Entrance. Residents checking into Linden Hall must use the South Entrance. In efforts to ensure that you undergo a smooth check-in process, it is extremely imperative that you enter through the correct entrance in order to minimize significant delays.

## **Bischoff Hall (Formerly Oak Hall) Residents ONLY**

- ✓ All Bischoff Hall residents **MUST** enter campus through the main entrance. You will be directed toward Bischoff Hall where you will complete the check-in process in Bischoff Hall Lobby area.
- ✓ After you have completed the check-in process, you will have **20 minutes to unload** your car and then move it to designated area in the Bischoff/Mackin Parking Lot if you are a resident, and the B and C Lots if you are a visitor. **There will be a designated unloading and parking area on check-in day in efforts to control traffic flow. NO ONE** will be allowed to park in the unloading area except for the brief period it takes to unload the vehicle.
- ✓ In efforts to accommodate you during your move in process we have structured an open appointment check-in process. We are unable to supply flat dollies for you to transport your items. **So please come prepared with your personal dolly and tarp in case of inclement weather. Also refer to page 2 for locations to purchase dollies.**

## **Linden Hall Residents ONLY**

- ✓ You **MUST** enter campus through the south entrance of campus. You will be directed to the Laurel Hall Parking Deck, where you will have 20 minutes to unload your vehicle and then move your vehicle to the main parking lots (Lots B & C).
- ✓ For your convenience, we have instituted an open appointment check-in process. We are unable to supply flat dollies for you to transport your items. **Please come prepared with your personal dolly and tarp in case of inclement weather. Also refer to page 2 for locations to purchase dollies.**
- ✓ The Laurel Hall Parking Deck is reserved for Laurel Hall residents. This deck will be used for unloading purposes only. All Linden residents must park in the B and C Lots once they have finished unloading their vehicles.
- ✓ Please keep in mind there is a significant hill leading from Linden Hall to the parking deck. So please ensure that your belongings are secured when transporting.

# PROCEDURES FOR BISCHOFF (Formerly Oak), LINDEN, and OVERLOOK CHECK-IN

FALL 2009 Please read carefully

## Overlook Residents ONLY

- ✓ You MUST enter campus through the main entrance. **The entire Overlook parking lot is considered the unloading area on check-in day due to the limited number of spaces.** No one will be allowed to park in the unloading area except for the 20 minutes you will be allotted to unload your vehicle. Once you have unloaded your vehicle, you must relocate it from the area to the **Gravel Parking lot behind Tamarack in the College Park Apartments. The parking lot in the College Park Apartments is reserved for College Park Apartments residents only.**
- ✓ **All students can begin moving their cars from the gravel lot into the Overlook parking lot at 11:00 p.m.**
- ✓ For your convenience, we have instituted an open appointment check-in process. We are unable to supply flat dollies for you to transport your items. **Please come prepared with your personal dolly and tarp in case of inclement weather. Also refer to page 2 for locations to purchase dollies.**

## THINGS TO REMEMBER

- Please do not park in handicapped parking spaces. Parking policies will be strictly enforced.
- We will have elevator service workers on site for move-in. However, in the event that we should need to direct you to use the stairwells, we suggest that you bring your belongings packed in ways that easily allow you to transport them utilizing the staircases.
- There is a significant hill leading from the main parking lots to Linden Hall.
- Driving on walkways is strictly prohibited at all times. Public Safety will be patrolling these areas and tickets may be issued.
- **We are unable to supply flat dollies.** Please make sure that you pack belongings in boxes/secured containers; this makes the loading of your belongings more efficient. Dollies and packing equipment can be purchased at retail hardware supply stores such as Lowes and Home Depot. A Home Depot store is located near the College on Route 17 North.
- This process works only if everyone cooperates. If even a couple of cars or additional vehicles are left in the area while residents bring items to their rooms, the entire line slows down and hundreds of students and their family members are inconvenienced. When followed, our check-in process has proven to be extremely efficient.
- Be prepared for whatever the weather may be. If rain is expected, be sure to bring a tarp or large plastic garbage bags to shield your belongings.
- Complimentary beverages will be available outside of each of the residence halls throughout the day for students and their family members.

**Questions:** Contact Kamisha Sykes, Residence Director, at [Ksykes@ramapo.edu](mailto:Ksykes@ramapo.edu)

**PROCEDURES FOR BISCHOFF (Formerly Oak), LINDEN, and OVERLOOK  
CHECK-IN**

**FALL 2009 Please read carefully**

