



RESIDENCE HALL CHECK-IN PROCESS FOR FIRST YEAR STUDENTS

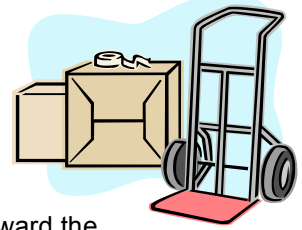
Welcome "Class of 2013!" Please read the following check-in information carefully. There are over 800 first year students moving onto campus. Your cooperation and patience will make the day operate a lot smoother.

- ✓ Check-In for First Year students will be on **Sunday, August 30th**.
- ✓ Enclosed within this letter is a list of appointment times for check-in and a detailed schedule of events sponsored by the Office of the First Year Experience. Locate your housing assignment on the attached schedule and take note of your **appointment time**. In the event that you have not received your Fall 2009 room assignment, please visit <http://www.ramapo.edu/studentlife/residencelife/index.html> (refer to appropriate link at the bottom of the page) to obtain your check-in appointment time upon receiving your room assignment.
- ✓ Please note that appointment times cannot be changed.
- ✓ Arrive no later than 15 minutes before your appointment time.
- ✓ Overnight visitors are not allowed on 8/30/09, 8/31/09, and 9/1/09. The overnight guest policy goes into effect on 9/2/09.

Information for Pine Hall Residents Only:

- ✓ Please enter campus through the South entrance. You will be directed toward Pine Hall where your car will be unloaded and then moved to the main parking lots. Check-in will take place outside of Pine Hall in a tent area. Cars will be allowed to drive up to the Pine area at the time of their appointment **only** (or soon thereafter as space becomes available.) **A driver must stay with the car AT ALL TIMES while in the unloading area. Residents will not be allowed to check-in prior to their appointment time.**
- ✓ To increase efficiency within the check-in process, color-coded cards will be provided to each first year student (2 per student). These will need to be displayed in your vehicle(s) on check-in day, as they indicate when your check-in appointment time is. These color-coded cards will be sent home via mail to the students' home addresses by mid-August.
- ✓ There will only be two cars per student allowed into the check-in area. Additional vehicles must be parked in the main lots. Please be aware that there is a significant hill leading up to Pine Hall from the main lots.
- ✓ There is no parking available near Pine Hall. At the time of check-in you will enter the Pine Hall unloading area and will be met by student volunteers with large bins to help you unload your car. A driver must stay with the car AT ALL TIMES. Once you have unloaded your vehicle, you will proceed to your Residence Hall to move in. Everyone is allotted five (5) minutes to unload your car and relocate it from the area to the main parking lots (Lots B & C). Due to numbers there is a line for the elevators. While you wait on line the check in volunteer will remain with your belongings while you go over to the tent to conduct your check in process.
- ✓ 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.

**Information for Bischoff (formerly Oak)
and
Mackin (formerly Maple) Residents Only:**



- ✓ Please enter campus through the Main Entrance. You will be directed toward the Bischoff/Mackin parking lot where your car will be unloaded and then moved to the main parking lots (Lots B & C) until 8pm. Cars will be allowed to drive up to the Bischoff/Mackin parking lot at the time of their appointment **only** (or soon thereafter as space becomes available.) **A driver must stay with the car AT ALL TIMES while in the unloading area. Residents will not be allowed to check-in prior to their appointment time.**
- ✓ To increase efficiency within the check-in process, color-coded cards will be provided to each first year student (2 per student). These will need to be displayed in your vehicle(s) on check-in day, as they indicate when your check-in appointment time is. These color-coded cards will be sent home via mail to the students' home addresses by mid-August.
- ✓ There will only be two cars per student allowed into the check-in area. Additional vehicles must be parked in the main lots (Lots B & C).
- ✓ At the time of check-in you will enter the Bischoff/Mackin Hall unloading area and will be met by student volunteers with large bins to help you unload your car. Everyone is allotted five (5) minutes to unpack your car and relocate it from the area to the main parking lots (Lots B & C) until 8pm. A driver must stay with the car AT ALL TIMES. Once you have unloaded your vehicle, you will proceed to your Residence Hall to move in. Due to numbers there is a line for the elevators. While you wait on line the check in volunteer will remain with your belongings while you go over to the tent to conduct your check in process.

Things to Remember:

- ✓ Volunteers will assist you with bins. Please make sure that you pack belongings in boxes; this makes the loading of the cart more efficient. **If you are arriving with a lot of belongings you may also consider bringing your own moving materials in order to speed up the process.** If you live on the second floor we ask that you use the stairs to get to your room to cut down on the lines for the elevators. Volunteers will help you carry items up the stairs. (Elevators may be used if necessary.) **Due to a condensed appointment schedule, first year students are provided bins for check-in, in order to expedite the process. However; please be aware that bins are not provided for non- freshman check-ins. For future check-ins, please plan accordingly.**
- ✓ Be prepared for whatever the weather is. Dress for the day is casual. 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. In addition, there will be a lunch barbeque (**more information will come from First Year Experience.**)
- ✓ **Parents** – The parents portion of the day concludes at 5:00pm. First Year Students schedule continues for the rest of the evening.



Questions? Please feel free to contact:

Angela M. Brockman

Pine Hall Residence Director at (201) 684-7213 or abrockma@ramapo.edu

PINE HALL – Fall 2009

Appointments by Time

8:30 AM	101, 501, 502, 513
8:45 AM	103, 503, 504, 511
9:00 AM	104, 505, 506, 512
9:15 AM	507, 508, 509, 510
9:30 AM	401, 402, 403, 413
9:45 AM	404, 405, 412, 411
10:00 AM	301, 406, 407, 408
10:15 AM	409, 410 302, 303
11:00: AM	304, 305, 312, 313
11:15 AM	311, 310, 306, 307
11:30 AM	308, 309, 201, 202
11:45 AM	203, 212, 213, 204
12:00 PM	205, 211, 210, 209
12:15 PM	206, 207, 208

Bischoff Hall-Fall 2009

Appointment by Times

8:30 AM 110, 111, 112, 311, 312, 303, 304
8:45 AM 203, 113, 114, 120, 121, 305, 306
9:00 AM 204, 205, 206, 207, 208, 307, 122
9:15 AM 209, 210, 211, 212, 213, 123, 310
9:30 AM 214, 215, 216, 217, 218, 124, 125
9:45 AM 219, 220, 221, 222, 223, 126, 128
10:00 AM 224, 225, 226, 227, 228, 229, 129

MACKIN HALL - Fall 2009

Appointment by Times

8:30 AM 503, 504, 505, 506, 507, 515, 516, 517, 518
8:45 AM 508, 510, 511, 512, 513, 514, 519, 520, 522
9:00 AM 403, 404, 523, 524, 525, 526, 527, 528, 529
9:15 AM 405,406, 407, 408, 415, 416, 417, 418, 419
9:30AM 410, 411, 412, 413, 414, 420,422, 423, 424
9:45AM 303, 304, 305, 306, 425,426, 427, 428, 429
10:00AM 307, 308, 310, 311, 312, 313, 314, 315, 316
10:15AM 203, 204, 205, 317 318, 319, 320, 322, 323
11:00AM 206, 207, 208, 324, 325, 326, 327, 328, 329
11:15AM 210, 211, 215, 216, 217, 218, 219, 220, 222
11:30AM 212, 213, 214, 223, 224, 225, 226, 227, 228, 229
11:45AM 105, 106, 107, 108, 120, 121, 122, 123, 124
12:00PM 109, 110, 111, 112, 113, 114, 125, 126, 127, 128