Corporate Intern General Information

- **Internet**: Should be setup using a computer that is connected to the network at Ramapo College. Visit guide.ramapo.edu, click on “Technology,” click on “password change,” and enter information. ID number is listed on your check-in information sheet. Interns can also setup access at work or from a roommate’s computer if they wish.

- **Laundry**: Located in the Thomases Commons building – free machines for current corporate intern residents – just bring your own detergent. Use the Ramapo Access Card we provided to unlock the laundry room door as well as the front door to your Village apartment.

- **Gym membership**: Interns may visit the Bradley Center and ask to speak with Jan Koslowsky at (201) 684-6242 (jkoslows@ramapo.edu) about a Summer Corporate Intern gym membership. Last year there was a $25 fee to have access to the Bradley Center during your summer at Ramapo. This included the gym, pool and recreational areas. The Bradley Center will set everything up.

- **Dining Services hours**: The Birch Tree Inn is open 7:45am – 3:00pm Monday through Thursday. The Convenience Store (the C-Store) sells limited grocery items. Please check the dining services website for updates: http://ramapodining.com/index.html. Also, there is a Shop-Rite grocery store located on Route 17 South, about a five-minute drive from the College.

- **Duty hours**: From 8pm-Midnight in the Village hall office. Any general office questions can be directed to the RA on duty. Contact a Village RA for assistance. Lock-outs during 10:00am to 6:15pm can be directed to the Village hall office. For lock-outs during any time that the Village hall office is not staffed with a RA, go through the Office of Public Safety, x6666 from a Campus line.

- **Inventory**: A room inventory will be sent to each corporate intern shortly after moving in and the intern will have 48 hours from the time the email was sent to send it back with any missed concerns or discrepancies. Each Corporate Intern is responsible for any damages that are not included on their apartment/room inventory after they have checked out at the end of their stay.

- **Mail**: Mail will be received at the Village hall office located in The Thomases Commons building. If a package is mailed to you, a notification slip may be placed in your mailbox or an email may be sent to you. The package will need to be picked up at the Village hall office. As an alternative, you may request to have a package delivered to your apartment by a Village CA. Interns who wish to have this service provided must send an email to village@ramapo.edu for each package.

**Mailing address**: {Your Full Name}
Ramapo College of New Jersey
Village Corp. Intern Box {your 4-digit No.}
501 Ramapo Valley Road
Mahwah, NJ 07430

**Special Village Office Summer Hours and Contact Information for Corporate Interns**

**Hours**: Mondays through Thursdays: 10:00am – 6:15pm
Refer to the Timeline on our Website for details

**Phone**: 201-684-7104 or dial extension 7104 from an on campus phone line
**Email**: village@ramapo.edu

Always refer to our Website for detailed information: http://www.ramapo.edu/corpintern