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# information for your arrival

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**2009-10**

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# welcome to your new home at Columbia University!

This booklet will provide information on how to plan and pack for your first year, and the procedure for arriving on campus. Please read it carefully and refer back to it over the summer as you prepare for your arrival at Columbia. While this guide was written mostly for first-year students, we hope that all incoming students will find the information useful.

Detailed information about housing services and our residence halls is available on our website at [www.columbia.edu/cu/housing](http://www.columbia.edu/cu/housing). There you will find sections for incoming students, important announcements, housing policies, residence hall details with floor plans, exterior photographs, and a virtual tour of many of the types of rooms on campus.

Please familiarize yourself with the *Guide to Living*, which is available on our website. It provides specific housing policies and procedures, including our guest policies, Dean's Discipline process, maintenance and housekeeping information, and Check-In/Check-Out procedures.

You should have received an email from Housing in late-June with your housing assignment, roommate information (if applicable), mailbox assignment, and confirmation of your Dining Plan. If you haven't received this email, or haven't signed your Occupancy Agreement online, please email [housing@columbia.edu](mailto:housing@columbia.edu) immediately.

Also feel free to contact us if you have any questions about your arrival to Columbia.

## how to contact us

2960 Broadway, MC 3003  
New York, NY 10027  
[www.columbia.edu/cu/housing](http://www.columbia.edu/cu/housing)

FAQ's: <http://askus.columbia.edu>  
Email: [housing@columbia.edu](mailto:housing@columbia.edu)  
Phone: (212) 854.2775  
Fax: (212) 678.5224

## Living Arrangements

### YOUR ROOM

Your room is furnished with a bed, chair, chest of drawers, desk, bookshelves, and a wastebasket. Your windows are covered with miniblinds or shades. Your bedframe is 9.5 inches off the floor. Depending on the residence hall in which you will be living, the floors of your room may or may not be carpeted. In either case, you are welcome to bring your own floor covering. You will need to bring your own pillows, linens, and blankets. Your mattress is extra-long (80" x 36"), so it will require special extra-long sheets.

Please note that you must keep all furnishings in your room, including bed frames and mattresses, and that you may not bring in any additional furniture into your living space. Due to space limitations, we are unable to provide alternative storage for any furniture. Please refer to the *Guide to Living* online at [www.columbia.edu/cu/housing](http://www.columbia.edu/cu/housing) for more information.

### AIR-CONDITIONING

Carman and Furnald are equipped with central air-conditioning, while Hartley, Wallach, and John Jay are not. Central air-conditioning is active from approximately May 15 to October 1 each year, depending on the seasonal variations in outdoor temperature. Please note that personal air-conditioners are prohibited in individual rooms.

## LAUNDRY

Laundry facilities are located in each residence hall and are accessible 24 hours a day. Using Laundry View Online, you can check for machine availability and cycle timing through the Housing website (go to [www.columbia.edu/cu/housing](http://www.columbia.edu/cu/housing); click Laundry View). The washers and dryers are coin-operated, but you may find it more convenient to use your Flex Account. Please visit [www.dining.columbia.edu](http://www.dining.columbia.edu) for more details on getting a Flex Account.

## REFRIGERATORS

Refrigerators are not provided in first-year residence halls. You may keep one in your room, however, as long as its volume does not exceed 2.5 cubic feet. If you do not wish to bring your own refrigerator, you may purchase one at the Columbia Bookstore or rent one.

# Campus Security

## SAFETY IN THE HALLS

Shortly after your arrival, you will receive a University ID card with a photo. Housing residents receive encoding that allows access to all 17 undergraduate residence halls. You may have visitors and guests according to the guest policies found in the *Guide to Living*. You must sign your guests in with the security desk attendant, and they must leave a photo ID with the desk for the duration of their stay.

## SAFETY OUTSIDE THE HALLS

Morningside Heights is a safe neighborhood. Nevertheless, always be alert, especially at night or when traveling alone. If you feel unsafe at any time, call Public Safety at (212) 854-SAFE and an escort will be provided. During evening hours, you may use the Morningside Heights Shuttle Bus to travel the neighborhood. See [www.columbia.edu/cu/transportation](http://www.columbia.edu/cu/transportation) for information on the shuttle.

# Moving Tips

## PACKING

- Pack your belongings for ease in handling. Use trunks, suitcases, and sealed cartons, which can be moved easily and quickly. Avoid bringing loose belongings.
- Remember to bring with you, rather than ship, the items you'll need during the first few weeks of school. Shipped items may not be immediately available.
- Every box should have your full name and address clearly labeled and securely affixed to at least two sides on the outside of the box. Put your name and address on the inside of the box as well.
- If your shipment consists of more than one box, number them "1 of 4," "2 of 4," "3 of 4," etc.
- Pack electronic equipment and other fragile items in the manufacturer's original container and padding. If this is not possible, make certain to pack each item separately and protect all sides with at least two inches of protective padding.

## SHIPPING

- Use the labels enclosed in your Student Services Welcome pack. They will help the package room staff identify your package and make it easily available.
- Do not ship any packages weighing more than 50 pounds or which have a combined length and girth of more than 130 inches.
- Make certain to employ a reputable shipping agent, insure all your packages, and use a shipping method that provides package tracking. In the event that a package is not received on time, searching by tracking number is the only way to locate your shipments.
- Remember, the insurance and shipment of your package(s) is an arrangement agreed upon by you and your shipping agent. Columbia University and its agents maintain no responsibility in these areas.

## Weather Conditions and Seasonal Clothing

For those of you who are not from the northeastern United States, we have also provided a short description of weather conditions in New York City and suggested clothing for each season (see chart below). Please be aware, however, that New York weather often varies from year to year.

SEASON	TEMPERATURE	SUGGESTED CLOTHING
Early Fall	Warm to hot.	Shorts, t-shirts, summer shoes.
Late Fall	Cool.	Lightweight sweaters, fleece, jackets, jeans, long-sleeved shirts, t-shirts for layering.
Winter	Very cold and wet with freezing rain and snow.	Rain gear, boots, gloves, winter jacket or oversized jacket with lightweight lining that allows for layering.*
Spring	Variable. Rainy and cool to sunny and warm.	Early and late fall clothing is suitable in the spring as well.

\* Since these are items you will not need in the first month or two, you may lighten your move-in load by waiting until later in the fall to ship boxes of cold-weather gear.

# Things to Bring

Please note that the following are suggestions, not absolute necessities. If you live far from New York, it will be difficult to bring everything on this list. While you might want to consider bringing some or all of the following items with you, keep in mind that there are plenty of shopping outlets in New York City, and you can buy most of the following items right here in Morningside Heights.

## BATH

- Bathrobe
- Hairdryer
- Razor
- Shampoo
- Shower caddy  
(plastic basket with holes in the bottom)
- Shower shoes
- Soap
- Toothbrush and toothpaste
- Towels

## BEDDING

- Blanket or comforter
- Linens (extra-long)
- Mattress cover (extra-long)
- Pillow

## LAUNDRY

- Iron and small ironing board
- Laundry basket or bag

## WALL DECORATIONS

If you plan to hang decorations on your walls, you must adhere them with pushpins or white wall adhesive. You may not use tape on your bedroom walls.

## ROOM

- Alarm clock
- Computer and printer
- Desk lamp
- Door message board
- Electric fan
- Flashlight
- Hangers
- Paper for lining drawers
- Radio/stereo

## SCHOOL

- Backpack
- Notebooks
- Organizer/planner
- Scissors
- Stapler
- Three-hole punch

## BICYCLES

Bicycles are allowed in the residence halls, but they must be stored in your room, not in the common areas.

# Things Not to Bring

In order to make living on campus safe and comfortable for all members of the residential community, certain possessions and activities are prohibited in the residence halls.

## **PETS**

Only fish in an aquarium may accompany you to the residence halls.

## **CONCERT SPEAKERS**

Because loud music disturbs studying and sleeping, concert speakers are prohibited.

## **TELEPHONES AND ANSWERING MACHINES**

You do not need to bring a telephone or answering machine. Rolm telephone and voicemail service is provided in each room (see Campus Services brochure).

## **FURNITURE**

All University-owned furniture must remain in your room at all times. Outside furniture may not be brought in to the space.

## **APPLIANCES/RESTRICTED USE**

The following items may be used only in designated cooking areas or kitchens. They may NOT be used in your room under any circumstances:

- Coffeemakers
- Rice cookers

## **SPACE HEATERS**

You may not provide your own space heater. If you require a space heater, however, you may request one from the Hospitality Desk in Hartley Hall.

## **HAZARDOUS APPLIANCES/ PROHIBITED**

Due to the potential risks and hazards associated with their use, the following appliances are not allowed in the residence halls:

- Air-conditioners
- Grills (including George Foreman Grills)
- Hot plates
- Immersion coils
- Oil, kerosene, and gas lamps
- Open-coiled appliances
- Steam vaporizers
- Waterbeds
- Any appliance attached to multiple extension cords
- Hot pots
- Microwave ovens
- Toasters/toaster ovens
- Other electrical appliances with heating elements

# Your Arrival

Arrival for first-year students is on **Monday, August 31** with Check-In taking place from 7:00am to 1:00pm. Please review the section "Check-In at a Glance" on page 10 for a complete schedule and specific unloading information.

Students traveling a great distance to Columbia may receive a special invitation from Housing Services to move in a day early on **Sunday, August 30**. If you receive one of these special invitations (via email), you must RSVP to let us know of your early arrival. Unless you receive a special invitation, or are participating in a special orientation program, you may not move into your room prior to **Monday, August 31**.

If you must arrive after **August 31**, please let us know in writing as soon as possible. We do advise, however, that you attend as much of your orientation as you can. It will be your introduction to Columbia and is an important time to meet new friends and prepare for the academic year.

## SPECIAL ARRIVALS

If you participate in one of the Columbia Outdoor Orientation Programs (COBOP, COHOP, COROP), Columbia Urban Experience (CUE) or the International Orientation Program (IOP), you will arrive earlier than **August 31**. Your particular program will send you instructions on housing and how to store your belongings in the period preceding orientation.

## CHECK-IN PROCEDURES

Follow these steps when checking in:

1. Obtain your check-in packet with your University ID card, room key, and Lerner mailbox key in the designated area, under the tent, on Low Plaza.
2. Pick up your orientation information at the specified location on Low Plaza.
3. Unload belongings from vehicle, if necessary.
4. Move into assigned room.

# Traveling to Columbia University

## ARRIVAL BY CAR

If you are planning to arrive by car, expect to encounter a large volume of traffic in the immediate area of the check-in locations. Public Safety personnel will direct traffic flow in unloading areas. Please cooperate by following their directions.

**Unloading the Car:** Members of the orientation staff will be on hand to assist you with unloading. Please note: a licensed driver must remain with the vehicle the entire time the car is being unloaded. Immediately after the vehicle is unloaded, it must be removed from the unloading zone. Do not leave belongings unattended. In addition, please be certain to lock your car and do not leave any valuables visible. If you park far from campus, public transportation is available and runs north and south on Broadway.

**Street Parking** is available on Broadway and parts of Amsterdam with a range of rates and restrictions. However it is extremely limited. Please check street signs for specific regulations. Parking tickets are the responsibility of the vehicle owner. No parking is available on the campus.

## GARAGES

The following parking garages are located near the Columbia campus.  
Please call for price and availability.

E&B Operating Group 137 West 108 <sup>th</sup> Street Between Amsterdam and Columbus (212) 865-8315	Riverside Church Parking 120th Street Between Claremont and Riverside (212) 870-6736
GGMC Garage 520 West 112th Street Between Broadway and Amsterdam (212) 865-1754	St. Luke's Hospital Parking 114th Street Between Amsterdam and Broadway (212) 523-1051
HRF Garage 151 West 108th Street Between Amsterdam and Columbus (212) 865-2314	

## ARRIVAL BY BUS OR TRAIN

**Subway:** From both Penn Station and Port Authority Bus Terminal, you can catch the 1 uptown subway line to the 116th Street/Columbia University station. From Grand Central Station (E. 42nd St.), you can take the Shuttle (S subway train) to Times Square/Port Authority (W. 42nd St.), where you can board the 1 subway to 116th St. The fare is \$2.

**Taxis** are also available and are a preferable means of travel when you are transporting luggage. The fare to Columbia is approximately \$20.

## ARRIVAL BY AIRPLANE

**Taxi:** The easiest and recommended way to travel to campus is to take a yellow medallion taxicab directly from the airport. We highly recommend that you use this method of transportation if you are relatively unfamiliar with New York City. Taxi fare should be about \$30 from LaGuardia, \$45 from JFK, and \$70 from Newark. You will also have to pay for tolls and tip.

**City Bus** service is available directly from LaGuardia Airport only. The M60 bus picks up passengers at every LaGuardia terminal every 20 minutes. It stops on Broadway at West 116th Street. The fare is \$2 (Metrocard required). It takes approximately one hour to reach campus.

**Subway** service is available from Kennedy Airport, and while the entire trip costs \$2, it takes at least 90 minutes and is very difficult with luggage. Take the airtrain to the nearby subway station, where you can then take the A subway toward Manhattan. Transfer to the 1 uptown subway at the 59th St./Columbus Circle station.

**Shuttle Buses** from Newark, JFK, or LaGuardia Airport to Manhattan are available for approximately \$12. A bus will bring you to the Port Authority Terminal, where you can transfer to the subway or take a taxi to reach Columbia.

# Check-in at a Glance

Check-In on Monday, August 31 begins at 7:00am and will end at 1:00pm. Despite our many efforts to make move-in a smooth and orderly process, you should expect it to take a decent amount of time. You're welcome to arrive anytime between 7:00am and 1:00pm, but as you plan your own schedule, keep in mind that the Convocation ceremony begins at 2:00pm and no move-in or check-in will be allowed to take place once it has started. This welcome ceremony for new students and families includes addresses by the President of the University and the Deans of the Colleges, and is a special tradition that you won't want to miss, so please plan accordingly.

## UNLOADING AREAS AND TRAFFIC

Public Safety personnel will direct traffic for unloading. Please follow their directions as you arrive.

**Carman:** Unload at the campus gate on 114th Street between Broadway and Amsterdam Avenue. Traffic flow is one-way on 114th Street; you must approach from Broadway.

**Furnald and John Jay:** Unload on College Walk, 116th Street between Broadway and Amsterdam Avenue. Traffic flow is one-way on College Walk; you must approach from Broadway.

**Hartley and Wallach:** Unload on the southbound side of Amsterdam Avenue, just above 115th Street. Amsterdam Avenue is a two-way street, but you must use the southbound lane to unload.

## UNLOADING INFORMATION

In order to speed everyone's move-in, we request that you observe the following:

- Movers and orientation staff will be available to help with unloading. Please follow their directions.
- The movers will provide cardboard bins and dollies to assist in unloading and transporting belongings to your room. A maximum of two large bins (48"x24"x26") will be issued to each resident.
- Because of limited elevator space, only the resident and one parent or guardian may ride in the elevator with the resident's belongings during move-in. Friends and family may wait in the lounges of each building.
- Please be courteous of other residents who are still moving in by using the stairs when going down.
- Additional trips require waiting in line again for the elevator.
- Expect the move-in process to take a considerable length of time. Dress casually and wear comfortable shoes.



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 **COLUMBIA UNIVERSITY**  
IN THE CITY OF NEW YORK

[www.columbia.edu/cu/housing](http://www.columbia.edu/cu/housing)

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