Welcome to the City!

Spring 2007
GENERAL INFORMATION
Welcome to Teachers College! We’re happy that you decided to live on-campus. You’ll discover many of the conveniences of living in our residence halls through the duration of your time with us. As the time of your move-in approaches, we’re sure that there are a flurry of questions and anxieties that come to mind. In response to this, we’ve created this informational document which has a plethora of information that will assist in making your transition to TC and NYC as smooth as possible. This information is mainly preparatory and will help you plan your move while giving you an idea of what to expect. You’ll receive additional information upon check-in in the form of our “Guide to Campus Living” which will be more relative to your stay in our residence halls including important dates, policies and procedures, building information, and more.

THE NEIGHBORHOOD
Each of the five boroughs of New York City is broken down into neighborhoods, each with a distinctive name. Some well-known ones include: The Village, SoHo, Little Italy, Chinatown, Harlem, and the Flatiron district. Teachers College and all of its residence halls lay within the neighborhood known as “Morningside Heights”. Morningside Heights boundaries include 110th-125th streets (south and north) and Morningside Drive to the Hudson River (east and west). Morningside Heights population contains a significant amount of college students with nearby colleges including Barnard, Manhattan School of Music, Columbia, Union Theological Seminary, Bank Street College of Education, and Jewish Theological Seminary. There are many restaurants, grocery stores, and other businesses in the immediate neighborhood.

Additional neighborhood information can be found at: www.nyc.gov (information on all of NYC) and http://www.morningside-heights.net (Morningside Heights information)

CHECK-IN DAY
• Spring 2007 check-in will occur on Sunday, January 14, 2007. Check-in time is from 10:00 am – 12:00 pm. If you know in advance that you will be arriving after that time, please notify the Office of Residential Services at housing@tc.edu so that we may plan accordingly for your arrival.
• Check-in locations:
  BUILDING: LOCATION:
  517 West 121st (New Hall) 517 West 121st - South Building Lobby
  Bancroft Hall  Bancroft Lobby at 509 West 121st
  Grant Hall  Bancroft Lobby at 509 West 121st
  Sarasota Hall  Bancroft Lobby at 509 West 121st
  Whittier Hall  Whittier Lobby
• Please refer to our website at www.tc.edu/housing to find out important Check-in Day Tips. This document will provide you with locations to drop off your belongings, a map of our buildings, and Check-in Day Events.
• Carts will be available for residents to sign out at each residence hall. Please feel free to contact a staff member on move-in day if you need assistance finding a cart.
• TC ID card making will be available in the Office of Safety and Security at Whittier Hall (1230 Amsterdam Avenue) between the hours of 9:00 am and 3:00 pm. You will need a TC ID in order to access our residential and academic buildings. You must obtain your TC ID prior to check-in.
• There will be a limited number of unloading spaces blocked off in front of each residence hall for drop off. As a courtesy to your fellow residents, you will be instructed to drop your belongings off and then move your car to an alternate parking location.

**OFFICE OF RESIDENTIAL SERVICES**

Our office is located on the 1st floor of Whittier Hall (Suite 1b) at 1230 Amsterdam Avenue. Staff members can be contacted during scheduled business hours at 212-678-3235 or x3235. Our e-mail address is housing@tc.columbia.edu. Additionally, information is available 24/7 at www.tc.edu/housing. You can also fill out maintenance work orders on-line via our website.

Business Hours:

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<th>Fall/Spring hours:</th>
<th>Summer Hours:</th>
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<td>Monday: 9:00am – 6:00pm</td>
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Our office is closed on weekends and designated College holidays.

• The Office of Safety and Security shares an office suite with the Office of Residential Services. Any questions or comments regarding campus/residence hall safety, lost and found, OSHA (Occupational Safety and Health Administration), and access[ID cards can be directed to The Office of Safety and Security.

**WHAT ITEMS TO BRING TO YOUR TC HOME**

• Alarm Clock
• Air Conditioner unit (optional for residents of Bancroft, Sarasota, Grant, and Whittier)
• Bathrobe
• Bedspread
• Sheets
  o Each family housing apartment in Bancroft, Grant, and Sarasota contains a full-sized bed (if you have requested the unit furnished).
  o Single student housing in Whittier contains regular twin size beds.
  o Single student housing in Grant contains regular twin size beds.
  o Single student housing in 517 West 121st:
    ▪ Small efficiencies (no private kitchen) contain extra long twin-sized beds
    ▪ Large efficiencies (private kitchen) contain full-sized beds
• Camera
• Can Opener
• Carpet or Scatter Rugs
• Cleaning Supplies
• Clothing for all seasons
• Computer
• Fan (if you don’t plan on having an a/c unit installed)
• First aid kit
• Flashlight and extra batteries
• Hangers
• Insurance card
• Iron/Ironing Board
• Laundry Basket and Detergent
• Microwave safe dishware and dish detergent/sponges
• Pictures/Posters
• Pillow(s)
• Phone cards
• Planner/organizer
• Postage Stamps
• Power Strip(s) (multi-outlet with surge protection)
• School Supplies (Notebooks, Pens, Pencils)
• Sewing kit
• Slippers
• Shower Shoes (thongs or flip flops) for those who will be sharing a bathroom (Whittier)
• Stereo (with headphones)
• Storage Boxes (useful for storing summer/winter clothing)
• Telephone – a corded telephone is provided however you may choose to bring a cordless (voicemail is provided)
• Television
• Television cable cords
• Toiletries
• Towels/Washcloths
• Umbrella/rain gear/winter wear
• Utensils
• VCR/DVD player
• Window coverings (for family-designated apartments only)

WHAT NOT TO BRING TO YOUR TC HOME
• Everything you own. Spaces are limited and there is no storage in our residence halls. If you need storage, please contact an off-campus storage location for rates and availability. Local storage space can be found at: http://yp.yahoo.com/py/ypResults.py?stx=8294794&stp=v&tab=B2C&desc=Self+Storage+and+Rentals&city=New+York&state=NY&zip=10027&uzip=10027&msa=5600&country=us&cs=5&ed=.whVSAlo2TxPlwlZUeG0P0qv77E_D33I.xYg4G FoX6MC
• Candles and incense
• Fire arms and other weapons
• Drugs and paraphernalia
• Halogen lamps

-Courtesy of Teachers College, Columbia University Office of Residential Services
• Pets (Pets are allowed in family housing designated apartments in Bancroft, Grant, and Sarasota and must be registered with the Office of Residential Services via your Housing Contract)
• Extension Cords; please use surge-protected power strips instead

TRANSPORTATION
Getting around is pretty easy once you learn the MTA (Metropolitan Transportation Authority). This includes the public city buses and subway system. From the TC campus area you will find the following routes/lines very convenient:

Bus routes:
• Get on via Amsterdam Avenue: M11, M60
• Get on via Broadway: M4, M104, M60

Subway lines:
• The nearest stops are the 116th/Broadway entrance and the 125th/Broadway entrance. Both entrances lead to the 1 train.
• You can pick up the A, C, B or the D at 125th/St. Nicholas or via transfer from the 1 at 59th St/Columbus Circle.

General transportation information:
• To transfer means to change from one train to another or from a bus to a train or vice versa. This is free as long as it’s an MTA mode of transportation, you’re within the required transfer time period, and you don’t leave the train station (if you’re transferring trains).
• Trains run in two directions. In Manhattan these usually are defined via signage as “downtown” and “uptown”. From TC, “downtown” means that the street numbers go down. “Downtown” also includes Brooklyn, Queens, and streets on the Lower side of Manhattan that are recognized via name and not number (Spring Street, Delancey Street, Bleecker Street, Canal Street, etc.). “Uptown” means that the street numbers go up and also includes the Bronx and northern Manhattan areas such as Washington Heights and Inwood.
• Buses and trains usually come every 5-10 minutes during the day. Late at night, they run less frequently, every 15-20 minutes.
• Cabs are plentiful in NYC. Always note that your cab is a licensed cab and remember the cab ID number. This is not only for your safety but should you need to report a missing item, complaint, or any other information about your ride, you will need this ID number. There are two types of cabs. Your well-recognized yellow cab and independently owned cabs. Independently owned cabs do not run on meters; hence, it is recommended that you negotiate your rate prior to traveling.
• Thinking of bringing a car? Please note, parking is limited to street parking and parking garages which can be extremely expensive. Traffic can also be aggravating. Public transportation is inexpensive and convenient. If you do bring a car, please be sure to read street signs to note alternate side street cleaning, no parking/standing, and other important signs. This will help you avoid expensive parking tickets.
• Thinking of bringing a bike? Many New Yorkers enjoy riding through local parks and along the Hudson River. There are a few things you need to consider regarding owning a bike in NYC though. Bikes can often be difficult to store and dangerous to ride through traffic, and subject to theft. If you choose to keep a bike on campus, the bicycle should be stored in your room/apartment or chained to bike racks.
They should not be left in the common area of your suite, in public hallways/areas, or placed in front of or near access ramps and railings used by students with disabilities.

Looking for MTA maps and general information about riding the subway/buses? Visit http://www.mta.nyc.ny.us/nyct/maps/index.html for a listing of all subway and bus maps and other helpful information. It is also recommended that you purchase a convenient transportation map to keep in your apartment/room and to take with you when you travel. You can find laminated copies of these at any newspaper stand or bookstore (including TC’s). Buses and train stops often have copies of these as well. These are non-laminated copies and are free.

Traveling from the airport? Taking a train from out of town?
- If you are arriving at LaGuardia airport, you can conveniently take the M60 right to campus.
- Shuttle and other transportation options from LaGuardia can be found at: http://www.panynj.gov/aviation/lgtsfram.htm
- For JFK, visit: http://www.panynj.gov/aviation/jgtsfram.htm
- For Newark, visit: http://www.panynj.gov/aviation/egrtsfram.htm
- Taxis from the airport can often be expensive.
- If you are arriving via bus in to Port Authority or via Amtrak in to Grand Central or Penn Station, you can take an MTA subway from either location to campus.
- Need to go to Long Island or north of the city (Westchester, Rockland, etc.)? The LIRR (Long Island Railroad) and many buses from Port Authority travel these directions.

THE BASICS
Below are some locations/services/general information that you may need to utilize during your first few days at TC. With businesses, please call the exact location to verify current hours/specials/etc. You can find most of these listings and more at http://yp.yahoo.com (Yahoo’s Yellow Pages).

Grocery stores
- **Appletree Supermarket & Deli** (1225 Amsterdam) This small grocery store across the street from Whittier Hall is a TC tradition. Whether you stop by for a quick noon sandwich or a midnight snack, you’ll see familiar faces at the checkout. Appletree is open 24 hours.
- **C-Town Supermarket** (3320 Broadway) This larger market located on 125th street between Broadway and Amsterdam has weekly circular and coupons specials as well as more extensive selections of meats, produce, and dry goods.
- **Fairway** (2350 12th Ave) A haven for hard-core gourmets. Located along the Hudson (left off 132nd Street) this is the place if you’re looking for acres of vegetables, dozens of exotic oils, or a special cut of meat from the giant walk-in meat cooler.
- **Met Foodmarket** (1316 Amsterdam Avenue) – The Met is a medium-sized grocery store, right around the corner from TC. It’s got a little bit of everything and a lot of local flavor.

Eateries
- **Columbia Dining Services:** (Note: hours may vary during the summer and holidays)
  - **John Jay Dining Hall** – First Floor of John Jay Hall; Mon-Sun (Brunch) 10:30-1:30pm, (Dinner) 5pm–8pm.
• **Ferris Booth Commons** – Third/Fourth Floors Alfred Lerner Hall; Mon-Thurs 10am–9pm, Fri 11am-5pm, Sat-Sun closed.
• **Café 212** – In Alfred Lerner Hall; Mon-Thurs 8am-2am, Fri 8am-9pm, Sat 9am-9pm, Sun 9am-2am.
• **The Food Court at Wien Hall** – Mon-Thurs 11am-7:30pm, Fri 11:00am-6:30pm, Sat-Sun closed.
• **Uris Deli** – Main Floor of the Business School in Uris Hall – Mon-Wed 7:30am-7pm, Thur-Fri 7:30am-5pm, Sat-Sun closed.
• **Lenfest Café** – Third Floor of Jerome Green Hall – Mon-Fri 8:30am-4pm; Sat-Sun closed.
• **Carleton Lounge** – Fourth Floor of Mudd Building – Mon-Fri 8am-4pm; Sat-Sun closed.
• **JJ’s Place** – Basement of John Jay Hall – Mon-Thurs 8pm-4am; Fri-Sat Closed; Sun 3pm-4am.
• **Hartley Kosher Deli** – First Floor Hartley Hall; Mon-Thurs 11am-3pm; Fri-Sun closed. Closed for Jewish Holidays.
• **Sage Dining (TC Cafeteria)** – Basement of Grace Dodge – Mon-Thurs 7:30am-7:30pm; Fri-Sat 7:30am-2pm.

- **Barnard:** (Note: hours may vary during the summer and holidays)
  • **McIntosh** – Lower level McIntosh – Mon-Fri 10am-8am (Breakfast); 11:30am-4pm (Lunch); Sat-Sun closed.
  • **Java City** – Second floor McIntosh Student Center – Mon-Thurs 8:00am-12am; Fri 8:00am-5pm; Sat closed; Sun 5:00pm-12am.
  • **Hewitt Dining Hall** – Mon-Fri 8am-10am (Breakfast); 11:30am-2pm (Lunch); 5pm-7:45pm (Dinner); Sat-Sun 11am-2pm (Brunch); 4:30pm-7pm (Dinner).

- **Banks**
  - CARVER FEDERAL SAVINGS BANK 75 W. 125th Street (212) 876-4747
  - CHASE MANHATTAN BANK 2824-26 W 109th St (212) 961-2050; 2898 W 113th St (ATMs)
  - CITIBANK 1310 Amsterdam Avenue (212) 663-2390
    2861 Broadway (212) 663-5500
    (Citibank also has an ATM in the Commuter Lounge in the basement of Main Hall at Teachers College)
  - EUROPEAN AMERICAN BANK 201 W 125th St (212) 663-3282
  - WASHINGTON MUTUAL 2438 Broadway (212) 873-3020
    2875 Broadway (212) 866-0293

- **Post offices/mailing addresses**
  • A few days before or after you move in, don’t forget to forward your mail from your previous address. You may either complete a handwritten form, available at any post office or you may complete their on-line form at [www.usps.com](http://www.usps.com).
  • The mailing addresses for our buildings are:
    • **Whittier**: 1230 Amsterdam Ave., Room #, New York, NY 10027
    • **Bancroft**: 509 W. 121st St., Apt. #, New York, NY 10027
    • **Grant**: 514 W. 122nd St., Apt. #, New York, NY 10027
    • **Sarasota**: 512 W. 122nd St., Apt. #, New York, NY 10027

-Courtesy of Teachers College, Columbia University Office of Residential Services
• **New Residence Hall**: 517 W. 121st St., Room #, New York, NY 10027

• Local post offices:
  - Morningside Station - 232 W 116th St, New York, NY 10026
    - Business hours: Weekdays 8:30am-5:30pm, Saturday 9-4
    - Last collection: Weekdays 6pm, Saturday 4pm
    - Phone: 212-864-3158
  - Columbia USPS Post Office - 534 W 112th St, New York, NY 10025
    - Business hours: Weekdays 9am-5pm, Saturday 9am-4pm
    - Last collection: Weekdays 5pm, Saturday 4pm
    - Phone: 212-864-7813
  - Manhattanville Station - 365 W 125th St, New York, NY 10027
    - Business hours: Weekdays 8am-6pm, Saturday 8am-4pm
    - Last collection: Weekdays 6pm, Saturday 4pm
    - Phone: 212-662-1540

• There is also a TC post office located in the basement of Main Hall. This post office has a stamp machine located nearby. The post office itself does not sell the stamps nor stamp packages with postage. They can weigh your package, tell you how much postage to put on it, and you can purchase stamps from the machine. You can also drop off TC and off-campus mail at this location.

➢ Picking up packages
  - If you have a package delivered to your residence hall address, a member of our staff will either call your apartment or place a notice in your student mailbox informing you that you have received a package for you to retrieve. When you pick up your package, you will need to sign for it and will need to show ID. Package location pick-ups are:
    - Residential Mailroom for **Whittier** and **New Residence Hall** residents
    - Bancroft front desk for **Bancroft**, **Grant**, and **Sarasota** residents

➢ **Utilities/Telecommunications**
  - 517 West 121st, Whittier, and single-student designated units in Grant are all-inclusive. This means that you do not receive nor pay additional utility bills. Cable and internet are also included.
  - For all residents, if you experience difficulties with your phone, cable modem, or cable service, you may contact the Office of Telecommunications at x3456.

➢ **Laundry**
  - Washing machines and dryers can be found in the basements of all of our residence halls. Laundry is $1.00 to wash and $1.00 to dry. These machines can either be operated by quarters or by adding money to your TC ID card via value add card machines located in the laundry room of the following buildings: **Bancroft**, **517 West 121st**, Grant, and Whittier halls. If your card isn’t recognized by the value add card machine, you may have it programmed by the Office of Safety and Security located at 106 Whittier. Once money is added to your card it is non-refundable. If your TC ID card is lost or stolen, the funds on the card cannot be retrieved or refunded.
  - TC laundry machines are linked to a website that will enable you to check the status of the washers and dryers to see when they will be available and/or to see how much time is left for your laundry. Please refer to your copy of the Guide to Campus Living for the exact link.
Renters Insurance

- It is highly recommended that all residents purchase Renter’s Insurance to cover the property they bring into their room/apartment. Renter’s Insurance will protect your property in the event of fire, water damage, etc. The College is not responsible for property belonging to the resident that incurs damage or loss in the event of fire, water, or any other circumstance. For more information please contact National Student Services, Inc. at www.nssinc.com or 1-800-256-6774.

Residential Services staff in your building

- Community Assistants (CA)
  - CAs help foster an environment that is supportive and beneficial to all Teachers College residential students. CAs organize social and educational activities, address student concerns, assist in the administration of residence halls and make themselves available for students’ personal and confidential matters. CAs live in the residence halls and are on rotating duty on weekends (24 hours) and weekday evenings from 5:00pm to 9:00am. During the summer months of June, July, and August, Friday duty hours begin at 3:00pm. For your convenience, CAs hold weekly office hours for one-on-one meetings with residents. Office hours are posted on bulletin boards located on each floor of the residence halls. You should always contact your CA for any concerns, questions, or suggestions. To contact a CA please call the following numbers:
    - Bancroft, Grant & Sarasota: 347-236-6036
    - Whittier: 347-408-7686
    - 517 West 121st: 646-773-2651

- Area Directors (ADs) and Assistant Area Directors (AADs)
  - ADs and AADs serve as the administrative liaisons between residents and the Office of Residential Services. In addition, they are an important part of the Office of Residential Services staff, assisting the CAs and residents. If you need assistance that a CA is not able to provide or you unable to reach your CA, your AD or AAD will be happy to help.

Guest accommodations

- There are 14 rooms available, including an ADA room. Guest housing accommodations are available to friends and family of students, faculty, and staff of TC. All rooms feature one full size bed (ADA room has a twin size bed), central a/c and heat, television with cable, data connections, micro-fridges, irons and ironing boards, hair dryers, basic toiletries, and linens. If you would like to inquire about availability please call our office at 212-678-3235 or x3235. A credit card is necessary to reserve a room.

Comment boxes

- Comment boxes are located at the front desks or entrances of all buildings. Praise, recommendations, and general comments are appreciated. For immediate concerns, please call our office. Each month, 1 winner will be selected to receive one complimentary night of guest housing. Please see our office for complete rules.

HELPFUL WEBSITES

-Courtesy of Teachers College, Columbia University Office of Residential Services
- Looking for furniture, a baby-sitter, a job, anything at all? Craigslist (www.craigslist.com) has it all. As with any other on-line site, always be aware of the person posting the ad.
- Citysearch (www.citysearch.com) has the scoop on everything to do in NYC and surrounding areas. You can organize your search by type of restaurant, price range, music, etc.
- New York’s MTA website (http://www.mta.nyc.ny.us) will help you to navigate the city streets by providing helpful maps of subway, bus, and train routes.

FREE ENTERTAINMENT
- There are constantly free events going on in NYC parks and open spaces. Search the web for street fairs, concerts, movies in the park, and whatever your interests may be. Tickets to talk shows, music video shows, and other live audience TV shows are usually available to the public as well. You usually must request these a few weeks or months in advance, depending on the show. Morning shows like the Today Show also have live audiences outside their studios.