Welcome!

Dear Residents,

On behalf of the Office of Residential Services, welcome to the beginning of a new academic year at Teachers College! I hope that you had a terrific summer and that you are as eager to get this year started as we are.

This issue will help you become acquainted with the Residential Services staff. The TC Residential Campus is divided into two areas:

**North Campus**- Bancroft, Grant, Sarasota and 517 West 121st

**South Campus**- Whittier

Each area is staffed by a professional Area Director (AD) and an Assistant Area Director (AAD). In addition, there are several Community Assistants (CAs) that live in the residence halls.

The CA staff have some great programs and activities planned for you. Feel free to also let your CA know if you have ideas for events that you would like to see happen.

We wish you a very productive year and look forward to seeing you around campus.

Warm regards,

Christina Montville, Area Director-South Campus

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**Maintenance Requests Online**

If you have a maintenance request please visit our web page at [http://www.tc.edu/housing](http://www.tc.edu/housing). Our web page will allow you to submit a maintenance request online 24 hours a day, seven days a week.

**To submit a request:**

- Go to the Residential Services home page ([http://www.tc.edu/housing](http://www.tc.edu/housing)); select “Maintenance Request” from the link options.
- You are now at the iServiceDesk site. Click on “Submit a Request” on the left side of the page.
- Select “Residence Halls” as your facility.
- In order to submit a request form you need to provide the required information including name, phone number, email address, Residence Hall, area and a description of the maintenance request.
- Please submit only one repair per request. Be as detailed as possible.
- Immediately after you have submitted a request you will be given a request number. Once your request has been accepted by Facilities they will email you a work order number that allows you to track your request online.

**We hope you will take advantage of this great resource.**
Meet the CA Staff of Whittier Hall

**Whittier Hall** is located at 1230 Amsterdam Avenue (at the corner of 120th Street). There are several different types of housing accommodations offered in the building. All assignments offer a private bedroom. Room sizes vary in all accommodation types. In the single rooms, approximately 20 students of the same gender share kitchen and bathroom facilities. Suite rooms have kitchen and bath facilities shared by three to six individuals of the same gender. All student housing is furnished. The efficiency, one and two bedroom, and studio units have a private kitchen, with a kitchen table and chairs provided. Microwaves are provided for students in suites, efficiencies, studios and one- and two-bedroom apartments. Combination microwave and refrigerator units are provided in the single rooms. A telephone with voice mail, cable TV service, unlimited local calls, caller identification, and computer data service are also included in each room.

Meet the CA Staff of 517 West 121st

**517 Hall** is located on 121st Street. The building contains 252 efficiency apartments with shared common kitchens distributed throughout the building. Each apartment contains a private bathroom. The larger efficiencies contain a private kitchen. A telephone with voice mail, cable TV service, unlimited local calls, caller identification, and computer data service are also included in each room. A security desk at the north entrance is staffed 24 hours a day.

Meet the CA Staff of Bancroft, Grant, and Sarasota (BGS)

Bancroft, Grant, and Sarasota offer one bedroom, two bedroom and three bedroom apartments. Some of our single students and all of our families reside within these three residence halls.

Bancroft Hall is an eight-story residence with 108 apartments. Each unit has a bath, kitchenette, and bedroom(s). The front apartments face 121st Street. The back apartments face a large courtyard, which joins Bancroft to Grant and Sarasota. A desk clerk is on duty 24 hours a day in Bancroft Hall. The desk clerk at Bancroft Hall monitors the entrances of Grant and Sarasota via closed-circuit television.

Sarasota and Grant Halls at 512 and 514 West 122nd Street, respectively, are each six-story buildings with four apartments on each floor. Family housing-designated apartments have a living room, bedroom, kitchen, and bathroom. Single student housing-designated apartments have two bedrooms, a kitchen, and a bathroom.

Meet the CA Staff of Whittier Hall

Left to Right: Franca Faustini (South 2-8), JoEllen Malveaux (North 5-11), Leonda Whitaker (South 9-11 and North 2-4) and Tonio Verzone (North 12-18)

Left to Right: Janine Rudder (Floors 7 & 8), Vickie Ndibo (Floors 3 & 4), Damien LaRock (Floors 1 & 2), Matt Marsters-D’Urso (Floors 9 & 10) and Aisha Burrell (Floors 5 & 6)

Left to Right: Franca Faustini (South 2-8), JoEllen Malveaux (North 5-11), Leonda Whitaker (South 9-11 and North 2-4) and Tonio Verzone (North 12-18)

Left to Right: LeLaina Romero (Bancroft 7 & 8), Nani Pease (Sarsota Hall), Jessica Collado-Castillo (Bancroft 4, 5, & 6), Paul Kim (Grant Hall), and Gregory Payton (Bancroft 1, 2, & 3).
Meet the Office of Residential Services Staff

Central Office and Area Director Staff
Top (left to right): Amy Rothberg, Area Director-North Campus, Jim Mitchell, Director of Residential Services and Campus Safety, Dewayne White, Associate Director of Residential Services, and Avina Gupta, Assistant Area Director-North Campus.
Bottom (left to right): James Alford Jr., Administrative Coordinator, Christina Montville, Area Director-South Campus, Orla NicDomhnaill, Assistant Area Director-South Campus, and Kenny Nienhusser, Assistant Director of Residential Services.

Support Staff
Top (left to right): Isabel Boyd, Residential Services Administrative Assistant, Violet Idehen, Safety and Security Secretary
Bottom (left to right): Evelyn Murray, BGS Desk Attendant, Lisa Pina, Mailroom Clerk

Mail

Mail
Mailboxes are located on the first floor of each residential building. Any mail delivered to the wrong box should be returned to the Residential Mailroom or the Bancroft front desk for redistribution.

Local Mail
In Bancroft, Grant, and Sarasota halls, local mail (which includes grade reports, telephone bills, and other mail from Teachers College offices) will be left in the resident’s local mail folder. Local mail folders are situated behind the Bancroft desk. It is imperative that residents check their local mail folders in the filing cabinet on a daily basis.

Packages
517 121st and Whittier Hall
A package notification slip informing the resident of the delivery of packages will be placed in students’ mailboxes and/or the resident will receive a phone call that a package has arrived. Packages may be picked up at the Residential Mailroom (Whittier Hall 1st floor) by presenting the package slip and picture ID. The hours of operation for the mailroom are posted on the mailroom door, and in the eTcetera monthly newsletter. Due to the limited space available in the mailroom for storage, packages should be claimed within 4 days of delivery or the package will be returned to its sender.

Bancroft, Grant, and Sarasota Halls
The procedure for distributing packages is:
- The desk staff will log all packages on the Package Received/Pickup Log.
- The desk staff will call residents to notify him/her that they have a package at the Family Housing desk. If the resident is not home, a message will be left on their voicemail.
- The desk staff will check TC ID and may only give a package to the person or affiliate of the unit the package is addressed.
- Any package not claimed within 4 days of receipt will be returned to sender.
New Student Experience (NSE) Week
Office of Residential Services

New Resident Orientation
Thursday, September 1, 2005

Whittier Hall
Location: Sage Dining Hall
Time: 7:00 pm

Bancroft, Grant, and Sarasota Halls
Location: GDH 179
Time: 6:00 pm

517 West 121st
Location: Milbank Chapel
Time: 7:00 pm

8:00 pm Family Friendly Social: Private Dining Hall
9:00 pm New Resident Welcome Social: Sage Dining Hall

Friday, September 2, 2005

Block Party
Time: 12:00 pm—7:00 pm
Location: 120th between Amsterdam and Broadway
Contact: Office of Student Activities and Programs (OSAP)

Saturday, September 3, 2005

Target Trip
Time: 9:00 am, 10:00 am, and 11:00 am
Location: Depart from Whittier Hall Lobby
Contact: Vickie, LeLaina, or OSAP

Ikea Trip
Time: 9:00 am, 10:00 am, and 11:00 am
Location: Depart from Whittier Lobby
Contact: Aisha, JoEllen, or OSAP

Sunday, September 4, 2005

“Sundae” Night Social
Time: 4:00 pm
Location: Sage Dining Hall
Contact: Janine, Nani, or OSAP

Kids and Family Waling Tour
Time: 1:30 pm—4:00 pm
Location: Depart from Bancroft Lobby
Contact: Paul, Jessica, or OSAP

Monday, September 5, 2005

West Indies Day Parade
Time: 9:00 am, 10:00 am, and 11:00 am
Location: Depart from Whittier Lobby
Contact: Greg, Leonda, or OSAP

Harlem & Morningside Heights Walking Tour
Time: 11:30 am
Location: Depart from Whittier Lobby
Contact: Tonio, Matt, or OSAP

Thursday, September 8, 2005

TC Fall Social “Around The Town”
Time: 9:30 pm
Location: Depart from Whittier Hall Lobby
Contact: Damien or Franca

Friday/Saturday, September 9/10, 2005

Insomniac Night*
Time: 12:00 midnight—8:00 am
Location: Whittier 10th Floor Lounge and Whittier Café
Contact: Damien
*Movies, Games, Breakfast and more!