PROCEDURES FOR PCP STUDENTS WITH EARLY OR LATE ARRIVAL ON OPENING DAY

We have requested that all arrivals to campus be in accordance with our check in times listed on the accepted students’ page on our website (see http://barnard.edu/sites/default/files/important_arrival_and_departure_information_1.pdf).

If your flight necessitates that you must arrive at campus prior to 10 AM:

1. Please send an email to PCP@barnard.edu letting us know of the time of your flight and expected time of arrival on campus.
2. Upon arrival, please stop at the Public Safety desk in the lobby of Barnard Hall (directly across the entrance to campus as you enter the gates at 117th Street and Broadway) and let them know that you are with the Barnard PCP group. They will direct you to the lobby of Sulzberger Hall, where you may relax in the lounge and deposit your luggage in a labelled yellow bin, under the supervision of a staff member.
3. At 10 AM, you may proceed to Altschul Atrium for check in. Your luggage may stay in the bin until you are ready to move into your room after check in.
4. PLEASE NOTE: PCP bears no responsibility for any students or their belongings prior to check in!!

If your flight necessitates that you must arrive at campus after 2:30 PM:

1. Please send an email to PCP@barnard.edu letting us know of the time of your flight and expected time of arrival on campus.
2. Between 2:30-5:00 PM, please check in with the staff member sitting at a table in the lobby of the Diana Center, which may be found if you walk to the right immediately after entering the main gates at 117th Street and Broadway. It is the modern building on your right (see map, http://barnard.edu/about/visit/campus-map). The staff member will instruct you regarding how to catch up with the check in and evening events.
3. After 5:00 PM, please stop at the Public Safety desk in the lobby of Barnard Hall and let them know that you are with the Barnard PCP group. They will call the staff member on duty, and direct you to the lobby of Sulzberger Hall, where you will be met by a staff member who will instruct you regarding check in procedures.
4. PLEASE NOTE: As head checks are a part of our check in procedure to screen for head lice, we may require special procedures for late arrivals after the departure of the screening personnel. This may necessitate additional cost.