



# FYF MOVE-IN INSTRUCTIONS

## Sunday, August 25, 2019

Students should arrive to check-in based on the **floor** of their room assignment. As 600+ students will be moving in on the same day, we ask that students and families abide by the move-in times provided below. We are unable to accommodate any requests to move-in or drop off items in rooms earlier than the FYF Move-In day.

<b>8th Floor</b>	Arrive between <b>8am - 8:30am</b>
<b>7th Floor</b>	Arrive between <b>8:30am - 9am</b>
<b>6th Floor</b>	Arrive between <b>9am - 9:30am</b>
<b>5th Floor</b>	Arrive between <b>9:30am - 10am</b>
<b>4th Floor</b>	Arrive between <b>10am - 10:30am</b>
<b>3rd Floor</b>	Arrive between <b>10:30am - 11am</b>
<b>2nd Floor</b>	Arrive between <b>11am - 11:30am</b>

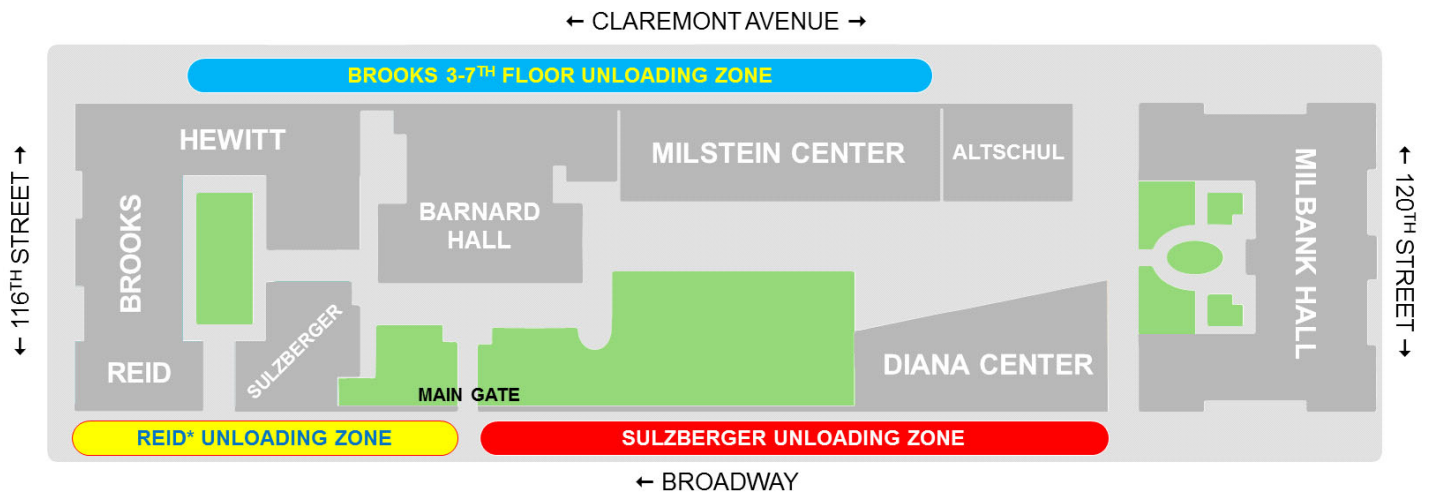
The Broadway southbound traffic lane closest to the main gate (117th & Broadway) will be blocked to regular traffic for move-in day. Cars will be permitted to unload on Broadway & Claremont Ave. during move-in but are not allowed to park there. You may be asked to wait in your car before unloading, so please be patient. If you are arriving by taxi, direct the driver to the front of the line (at 117th & Broadway) where representatives from the New Student Orientation Program (NSOP) will be available to assist you.

Please do not leave your car double-parked without someone in it. Unattended and/or double-parked cars block others from accessing the buildings and may be ticketed or towed by NYPD. After unloading, you will need to **move your vehicle** from the unloading zones. For a list of parking garages and rates, please visit <http://barnard.edu/visit/parking>.



Due to announced track work, the 1, 2, & 3 subway lines will not be running over move-in weekend. For more information on how this may impact your travel to campus (or within the city), please check out [https://barnard.edu/sites/default/files/reslife-2019\\_fall\\_fyf\\_move-in\\_subway\\_information.pdf](https://barnard.edu/sites/default/files/reslife-2019_fall_fyf_move-in_subway_information.pdf).

## A. UNLOADING MAP \* Students on Brooks 8<sup>th</sup> & Hewitt 8<sup>th</sup> Floor should unload in the Reid Zone



### Step 1

Please pull up your car to the areas marked above depending on your room assignment for **unloading only**

- Sulzberger residents should unload along the southbound side of Broadway north of the Main Gate.
- Reid (and Brooks 8<sup>th</sup> & Hewitt 8<sup>th</sup> Floor) residents should unload along the southbound side of Broadway south of the Gate.
- Brooks residents on the 3 - 7<sup>th</sup> Floor should unload along Claremont Ave.

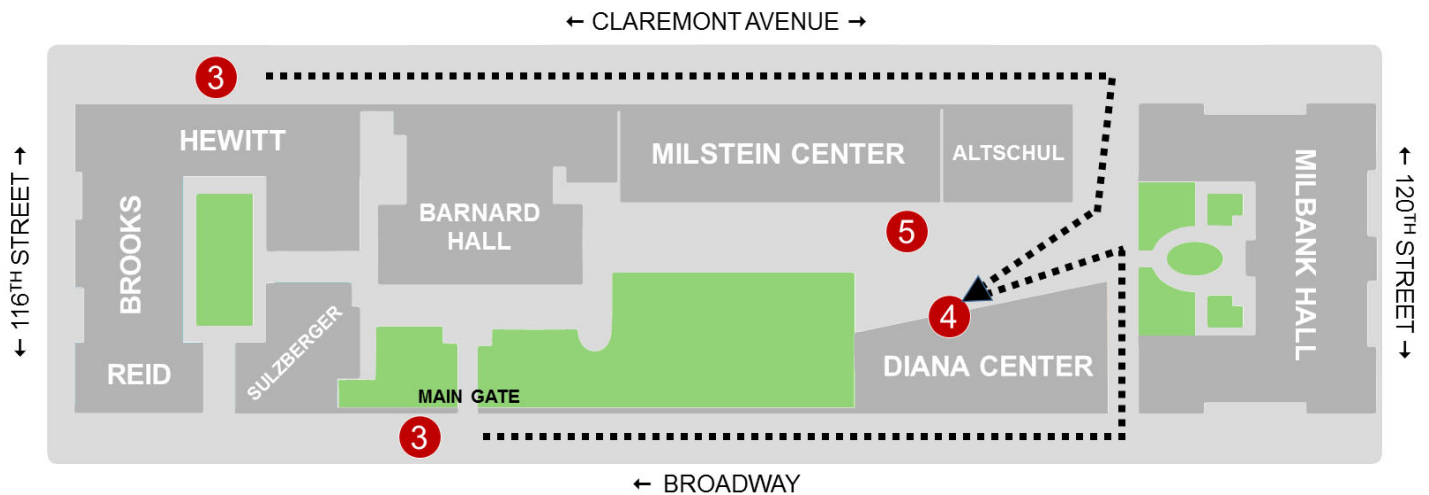


### Step 2

You will unload your belongings into a **numbered box** outlined on the sidewalk in chalk. Barnard staff will assist you with finding an empty box. You will then need to move your vehicle from the unloading zone.

- Please make sure someone **stays with your belongings** while the student goes to the Diana Center to check-in.
- **Write down the box number** and take it with you!

## B. CHECK-IN MAP



### Step 3

Check In at the Family Table (#3 on the map above on Broadway or Claremont Ave) to get GUEST stickers for the family or friends who will be helping you move in.



### Step 4

The student should follow the path drawn above to the Diana Center (#4 on the map above). This is where students will check-in and sign for their room keys and receive their Student IDs & NSOP materials.

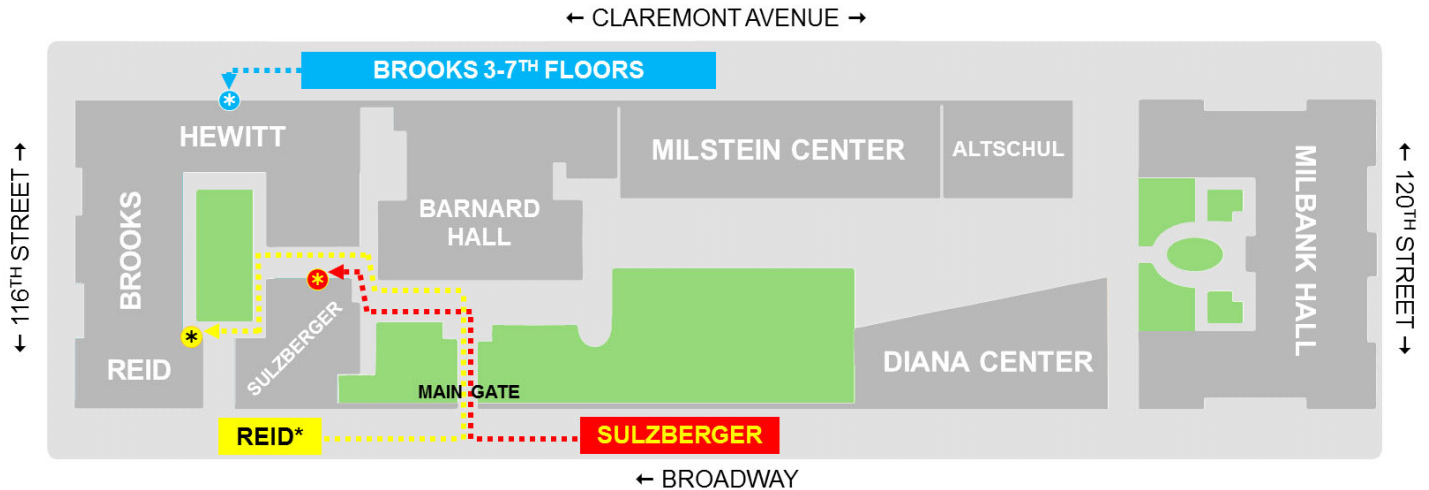


### Step 5

After checking-in, the student will go to the Cart Table (#5 on the map above). Tell them which numbered chalk box your belongings are in. This will add you to the queue for an Orientation Leader to bring a cart and help you move in.

## C. MOVE-IN MAP

\* Students on **Brooks 8<sup>th</sup> Floor** & **Hewitt 8<sup>th</sup> Floor** should move-in via the Reid path



### Step 6

If you requested a move-in cart to be dispatched to your number chalk box, wait with your belongings for a Barnard Move-In Staff Member to arrive with a cart.



### Step 7

All carts (or hand trucks, wheeled dollies, etc.) will need to follow the paths drawn on the map above to access ramps and ensure a smooth flow of traffic.



### Step 8

Start your Orientation Week! Information about and schedules for the New Student Orientation Program (NSOP) will be emailed to students by the Student Life office. There will be a few activities for families in early afternoon; afterwards they may leave campus.

**Students are encouraged to bring their own hand truck, dolly, or cart** if you have them to help your move-in (as the number of moving carts available from the Orientation Leaders will be limited). Personal carts should be labeled with your name and phone number to help prevent loss.

**Plan for the weather!** It will be hot, so please wear comfortable clothing and remember to drink lots of fluids. If rain is in the forecast, consider weather proofing items with trash bags and/or plastic containers since it is a certainty that items will be exposed to the elements before they are moved to your room.

*We hope you have a safe trip to campus and we look forward to meeting you when you check-in!*