to Your Vanderbilt Home

2016-17 MOVE-IN AND HOUSING GUIDE FOR FIRST-YEAR STUDENTS



Class of 2020!

The Office of Housing and Residential Education (OHARE) welcomes you to your campus home. We are excited about your arrival and have planned to make the move-in process quick and easy so that you can enjoy the day.

Move-in is scheduled for Saturday, August 20, 2016, and will begin at 7 a.m. This booklet contains answers to the most common questions about move-in and our residence halls. We are including maps showing locations of move-in activities and local grocery, office supply, and home goods stores. In addition, we are providing information to prepare you for the closing of residence halls in the spring and moving out for the summer.

Our 30 residence halls are organized into seven geographic residential areas, each managed by an Assistant Director (AD), an Area Coordinator (AC), a Graduate Area Coordinator (GAC), and maintained by an Area Maintenance Supervisor (AMS). The residential education staff also includes upperclass undergraduates and graduate students who serve as head residents (HRs) and resident advisers (RAs) in our residence halls. These students are supervised by eight ACs, all of whom live in residence halls and report to the Assistant Directors. These community members are some of the frontline personnel advancing our mission to provide safe, secure, comfortable, accessible, and healthy housing for our residents.

The university's residence halls, residential programs, resources, and regulations are designed to provide students with structured environments conducive to learning and personal development. Familiarize yourself with the policies and regulations provided in this booklet as well as the comprehensive list in the student handbook available online at *vanderbilt.edu/student_handbook*.

For additional information or assistance, please call OHARE at (615) 322-2591.



Important Housing Dates

August

- 1 Housing assignments mailed to students
- 12 Packages may begin being shipped to campus for Move-in
- 19 Deadline for payment of fall tuition, fees, and other charges
- 20 Move-in
- 20 CommonVU (first-year student orientation) begins
- 24 First day of classes for all undergraduate schools

November

- 19 Residence halls close at 9 a.m. for Thanksgiving Break
- 27 Residence halls open at 9 a.m.

December

18 Residence halls close at 9 a.m. for Winter Break

January

6 Residence halls open at noon

March

- 4 Residence halls close at 9 a.m. for Spring Break
- 12 Residence halls open at 9 a.m.

May

6 Ingram Commons houses close at 9 a.m.

Refer to the university calendar for additional dates.

Table of Contents

Your Housing Facilities	2
How to Prepare for Move-In	5
Time to Move	6
First-Year Move-In Instructions	8
Map of Staging Areas	10
Map of Move-In Weekend Meetings and Events	11
Nashville Area Resources	12
Going Home for the Summer	inside back cover
Campus Contacts	back cover





Your Housing Facilities

Furnishings for Each Student

Bed Wood; lofted with 60" maximum height from floor to bottom

of bed surface; height is user adjustable

Mattress 36"w x 78"l (standard twin sheets will accomodate

most padding)

Chests Two 3-drawer chests—23.5"d x 25.5"w x 29.625"h;

one with lockable drawer (bring your own padlock)

Desk 23.5"d x 26.75"w x 29.625"h

Desk Chair Two-position, metal, with upholstered seat and back

Electrical 1 double outlet per resident*

Data Port 1 per room

Cable TV Port 1 per room

Robe Hook 1 per resident

Towel Bar/Hook 1 per resident

Closet Shelves Wire shelving

NOTE: Telephone landlines are *not* provided.



Bed Lofting

To lower the height of the mattress, mallets are available by request. See the RA or HR in your building. Move Crew members will NOT be able to assist with the beds. An instructional video is available on the housing website at vanderbilt.edu/ResEd/main/facilities/video-how-to-unloft-and-loft-your-bed.

 $[\]hbox{*We suggest a power strip with surge protector for additional plugs.}$



Room Furnishings

Window Treatment Mini-blinds

Lighting Overhead fluorescent

Full-length Mirror 1 per room

Trash Can 1 per room

Recycling Bin 1 per room

House Features & Amenities

- · Commodore Card-controlled access to your building
- ADA accessible
- · Central air conditioning
- · Fire sprinklers and smoke detectors*
- Free HD university cable television service, TeleVU**
- Free wireless and Ethernet network throughout the building
- Carpeted corridors
- Custodial service in common area baths, lounges, and corridors

Residence Life Policies

Residents assume individual and joint responsibility for cleaning their rooms, the condition of their rooms and furnishings plus that of shared spaces (e.g., corridors, bathrooms, lounges, lobbies), and for any damage or loss that may occur during their occupancy. As stated in the *Vanderbilt Student Handbook*, **university-issued**

furnishings may not be removed from residents' rooms. Likewise, common area

furnishings may not be moved into student rooms. Residents are responsible for taking their trash and recyclables to the outside dumpsters and recycling stations provided for these purposes. We expect students to leave residence hall rooms in the condition they were in upon move-in. Refer to the *Student Handbook* for these and other residential policies.

^{*}CO2, humidity, and temperature detectors are not standard in residential rooms

^{**}Reception of TeleVU signals requires a TV equipped with a "QAM" tuner. A QAM tuner is a device that enables direct reception of digital cable channels without the need for a set-top box. Most U.S. TVs sold after 2006 include QAM tuners. TVs without a QAM tuner will not work with TeleVU.

Measurements

Room sizes, dimensions, and shapes vary within buildings and among buildings. The measurements provided below represent the range of room sizes on The Martha Rivers Ingram Commons. We recommend that students wait until after move-in to purchase items where exact room dimensions are required. We cannot honor requests to measure specific rooms.

BUILDING	YEAR BUILT / RENOVATED	TYPICAL ROOM SIZE	ROOM FLOORING	WINDOW*	CLOSET
Crawford	2006	191–235 sq. ft.	Hard-surface	41"w x 67"h	Opening is 35"w x 82"h; 58"w x 23"d
East	2006	156–290 sq. ft.	Hard-surface	36.5"w x 64"h	Opening is 23"d x 54"w; Hinged door 39"d x 50"w
Gillette	2007	136–220 sq. ft.	Hard-surface	44"w x 62.5"h	Opening is 24"w x 80"h; 48"w x 32.5"d
Ingram	2008	167–269 sq. ft.	Hard-surface	41"w x 67"h	Opening is 35"w x 82"h; 58"w x 23"d
Memorial	2007	136–245 sq., ft.	Hard-surface	45"w x 65"h	Opening is 23.5"d x 61"w; Hinged door 33.5"d x 57.5"w
Murray	2007	196–315 sq. ft.	Hard-surface	41"w x 67"h	Opening is 35"w x 82"h; 58"w x 23"d
North	2006	111–310 sq. ft.	Hard-surface	47.5"w x 67"h	Opening is 23"d x 62"w; Hinged door 46"d x 50"w
Stambaugh	2007	201–310 sq. ft.	Hard-surface	41"w x 67"h	Opening is 35"w x 82"h; 58"w x 23"d
Sutherland	2006	201–290 sq. ft.	Hard-surface	41"w x 67"h	Opening is 35"w x 82"h; 58"w x 23"d
West	2006	140-235 sq. ft.	Hard-surface	34.5"w x 63.5"h	Opening is 23"d x 57"w; Hinged door 44"d x 45"w

^{*}Windows are between 28" and 34" from the floor. This measurement varies from building to building and in some cases from room to room.

Where Things Are Located

BUILDING	KITCHENS	STUDY SPACES	MUSIC PRACTICE	LAUNDRIES*	BATHROOMS
Crawford	Floor 2	Floors 1, 3, 4, 5, 6	Floor 1	Floor 1	Corridor
East	Floor 2	Floors 1, 2, 3, 4	Floor 1	Crawford House	Corridor
Gillette	Floor 1	Floors 1, 2, 3	Floor 1	Floor 1	Corridor
Ingram	Floor 2	Floors 1, 2, 3, 4, 5, 6, 7	Floor 1	Floor 1	Corridor
Memorial	Floor 2	Floors 2, 3	Floor 1	Stambaugh House	Corridor
Murray	Floor 2	Floors 1, 3, 4, 5, 6	Floor 1	Floor 1	Corridor
North	Floor 6	Floors 1, 2, 3, 6	Floor 2	West House	Floors 3, 4, 5, 6 Corridor**
Stambaugh	Floor 1	Floors 1, 2, 3, 4, 5	Floor 1	Floor 1	Corridor
Sutherland	Floor 1	Floors 1, 2, 3, 4, 5	Floor 1	Floor 1	Corridor
West	Floor 1	Floors 1, 2	Floor 1	Floor 1	Corridor

^{*}Self-service laundries have both washers and dryers. Each wash and dry cycle is \$1.25 per cycle. The machines are operable by either Commodore Card or cash.

^{**} First and second floor rooms have private bathrooms.

How to Prepare for Move-In

Suggestions On What To Bring

- · Cell phone
- Standard twin sheets, blankets, mattress cover or pad, bed topper, pillows, and pillowcases
- Shower caddy, towels, bathrobe, shower shoes, and personal items
- · Apparel that is appropriate for the season
- Laundry basket, detergent, fabric softener, and spare change for unexpected card reader outages
- Desktop or laptop computer and associated cables (Wireless routers, wireless printers, game consoles, and Google Chromecast are prohibited.)
- · Alarm clock
- Headphones
- · Folders, pens, paper, stapler, tape, lock for desk, etc.
- Desk lamp (Halogen lamps are prohibited due to fire hazard.)
- Iron and ironing board
- Refrigerator that is less than six years old with no more than 4.0 cubic feet capacity
- · Microwave that is 800-watt with an interior capacity of no more than one cubic foot
- Digital-ready TV* with stand (Wall mounting is not permitted.)
- Removable, putty adhesive for mounting posters, etc.
- Tension rods and curtains to hang at windows and closet openings
- Multi-outlet strips with surge protection and minimum ratings of 115 amps and 1800 watts
- Bicycle and "u-lock" (Chain and cable locks are easily cut and do not prevent theft.)
- Cleaning supplies, cloths, air freshener, broom, dust pan
- Snacks and beverages, air-tight food storage containers to keep food fresh and avoid attracting pests
- · Plates, bowls, and silverware

These are among the items that will make your residence hall room more like home. Feel free to decorate, but remember that holes in the walls and painting are not permitted. See the university handbook for more: *vanderbilt.edu/student_handbook*.

Due to limited closet space, we suggest bringing clothes appropriate to the season. We also recommend coordinating with your roommate on larger items when possible. Refer to page 12 for a list of Nashville businesses that carry many of these items.

In addition to insuring your belongings, register your bike and laptop with the Vanderbilt University Police Department at *police.vanderbilt.edu/register_possessions*.

*Reception of TeleVU signals requires a TV equipped with a "QAM" tuner. A QAM tuner is a device that enables direct reception of digital cable channels without the need for a set-top box. Most U.S. TVs sold after 2006 include QAM tuners. TVs without a QAM tuner will not work with TeleVU.

What Not To Bring

- Wireless printers (They degrade VU's Wi-Fi and are not needed. Each house has a network printer on VU Print Service.)
- Bed risers or loft (Beds at The Ingram Commons are ready made for lofting to various heights up to 4'.)
- Powerful stereo system (Personal-size systems with headphones are fine.)
- Mattress (University-issued mattresses may not be removed.)
- Furniture (University-issued furniture may not be removed from your room.)
- Hot plate, toaster oven, portable grill, popcorn popper, or any utensil with an exposed heating element.
- Waterbed
- Wall-mounted shelves, TV brackets, or pictures
- · Pets (except fish)
- · Halogen lamps
- Over-the-door hangers
- Fireworks, dart boards, or concrete blocks
- · Firearms and other weapons

Insure Your Belongings

Vanderbilt strongly recommends that students insure their personal property. Should your agent inquire, all houses have a brick exterior and include sprinklers for fire safety. When insuring your belongings, your agent may ask you for the year the building was built or the capacity. Refer to the housing website for these details at vanderbilt.edu/ResEd.



Time to Move

Packing Instructions

To ensure a safe and secure move-in experience, please follow these guidelines:

- 1. Hang clothes in plastic bags for easy transport and move into building.
- 2. Mark all belongings (every box and individual item) with your name, house name, and room number.
- 3. Wrap all breakables in bubble wrap or other protective wrap and mark them "Fragile."
- 4. Pack so that each container is a reasonable weight for a single individual to carry.
- 5. Pack and tape all boxes securely.
- 6. If you have a roommate, check with her or him so that items are not unnecessarily duplicated.
- 7. Wait until you move into room to buy additional storage units and room accessories. At that time you can determine what you need and what space is available.

NOTE: In case of rain, we suggest that you bring a light tarp to cover items as they're transported into the building.

Vanderbilt Move Crew

The Move Crew comprises student volunteers who will help you unload your vehicle and carry items to your room. However, please remember that:

- Move Crew cannot rearrange room furniture for you.
- Move Crew cannot loft or unloft beds for you.
- Move Crew members are not responsible for broken items or lost boxes.

Following the packing instructions greatly reduces the chance of accidents or misplaced items.

Houses Open to First-Year Students on Saturday, August 20.

Each student is assigned a specific move-in time between 7 a.m. and noon to ensure an efficient move-in. Your specific move-in time, room assignment, and other housing information will be mailed on August 1. To safeguard students' privacy, housing assignment information is not available by phone.







Package Pick-up

For move-in only, Vanderbilt Mail Services will operate a package pick-up site on The Ingram Commons from 8 a.m. to 4 p.m. on Saturday, August 20. Ship packages to campus on/after August 11 via UPS Ground or FedEx Ground ONLY. For shipping address, packaging suggestions, and more mailing information, visit *vanderbilt.edu/mailservices*.

NOTE: Although students cannot move in on Friday, families are allowed to pick up their packages on that day.

Recycling

Vanderbilt makes every effort to reduce waste generated during move-in. Water stations will be located outside of your house on move-in day. Although we will provide paper cups with the highest possible recycled content for you to use that day, we also encourage you to bring and use re-useable drink containers. Think creatively while packing. Try using T-shirts as padding instead of packing peanuts!

After the Move Crew helps get your belongings to your room, they will leave to assist the next student. The Cardboard Crew (also student volunteers) will assist you in recycling cardboard boxes, molded Styrofoam, and plastic bags, leaving little or no waste behind! If you want to keep some empty boxes, do <u>not</u> put them in the hallways.

Today and throughout the year, we will provide a recycling bin in your room as well as at locations in proximity to every house for you to recycle cardboard, paper, plastic, and aluminum. There is also a glass recycling drop-off location behind The Commons Center. Please see the map on page 10 for recycling container locations, and go online to *vanderbilt.edu/SustainVU* for more information on green initiatives at Vanderbilt.

First-Year Move-In Instructions

The Move-In Process in a Nutshell

- 1. As you arrive on campus at your scheduled move-in time, Vanderbilt police will direct your vehicle to a staging area where you will receive your room key.
- 2. From the staging area, we will escort your vehicle to an unloading area near your house.
- 3. In the unloading area, Move Crew volunteers will help you unload your vehicle and, as available, assist you and your family in moving your belongings to your room. Look for their brightly colored shirts! *Move Crew volunteers cannot stay to assist with room setup. They must help move in the next student.*
- 4. After unloading, your vehicle will be directed to long-term parking areas. Shuttles will run between the parking areas and The Ingram Commons.
- 5. Pick up your student ID on the second floor of The Commons Center once you finish moving in.

Before You Arrive on Campus

- Room assignment packets will be mailed on August 1. This packet contains your room assignment, a building-specific hang tag for your vehicle's rear-view mirror, a key authorization card/registration card, and other important information.
- Please complete the key release authorization card/registration card in its entirety. The completed card must be exchanged in the staging area for your room key on Move-In Day.
- The hang tag, which is color-coded according to your house assignment, should be hung from your rear-view mirror with the house abbreviation facing out.
 This will enable officers to direct you to the proper areas.



Driving Directions to The Ingram Commons

From the North:

- Take I-65 S, continuing on I-24 E.
- Travel toward Huntsville to continue to I-65 S.
- · Take Exit 81 for Wedgewood Ave.
- · Turn right onto Wedgewood Ave.
- Take Wedgewood Ave. to 16th Ave. South and turn right.
- Take 16th Ave. South to Edgehill Ave. and turn left.

From the East:

- Take I-40 W or I-24 W, continuing on I-40 W.
- Travel toward Huntsville to merge onto I-65 S.
- Take Exit 81 for Wedgewood Ave.
- · Turn right onto Wedgewood Ave.
- Take Wedgewood Ave. to 16th Ave. South and turn right.
- Take 16th Ave. South to Edgehill Ave. and turn left.

From the West:

- Take I-40 E to Exit 206 to merge onto I-440 E toward Knoxville.
- Take Exit 5 to merge onto I-65 N.
- Take Exit 81 Wedgewood Ave.
- Turn left onto Wedgewood Ave.
- Take Wedgewood Ave. to 16th Ave. South and turn right.
- Take 16th Ave. South to Edgehill Ave. and turn left.

NOTE: As you proceed west on Edgehill Avenue, Vanderbilt Police will direct your car to your designated staging area. Please be sure to hang your colored hangtag (provided in our August 1 mailing to you) from your rearview mirror, house abbreviation out, so that officers know where to direct you.

If You Will Arrive by Taxi:

Please visit the OHARE website after August 1 and print the taxi hangtag for the rearview mirror. Please instruct your taxi driver to follow the above directions to The Ingram Commons. Vanderbilt Police will direct your taxi to the correct staging area.



Upon Arrival

Staging areas will open at 6 a.m. We recommend that you arrive at your staging area 15 minutes prior to your assigned move-in time.

When you arrive at the perimeter of the university, Vanderbilt University Police Department officers will direct you to your designated staging areas. Please see the map on page 10.

Signs will also direct you to your assigned staging area:

- East, Crawford, Memorial, Murray, Stambaugh, and Sutherland Houses:
 Parking Lot 77
- Gillette and Hank Ingram Houses: Parking Lots 78a, 79, and 81
- North and West Houses: Parking Lot 96 (Magnolia Circle)

In the Staging Area

- Staff members will meet incoming student vehicles in the staging areas to issue room keys.
- The key-release authorization card/registration card should be completed in its entirety and handed to the staff member in exchange for the student's room key.
- If the student is not present to accept her or his key on Saturday, the student must sign the key-release authorization card permitting staff to issue the key to her or his designee.
- Vehicles may not leave the staging area until the student or designee has received the room key.
- Staging areas will close by noon and the Move Crew will be dismissed. After noon, room keys will be available at the Hank Ingram House information desk.

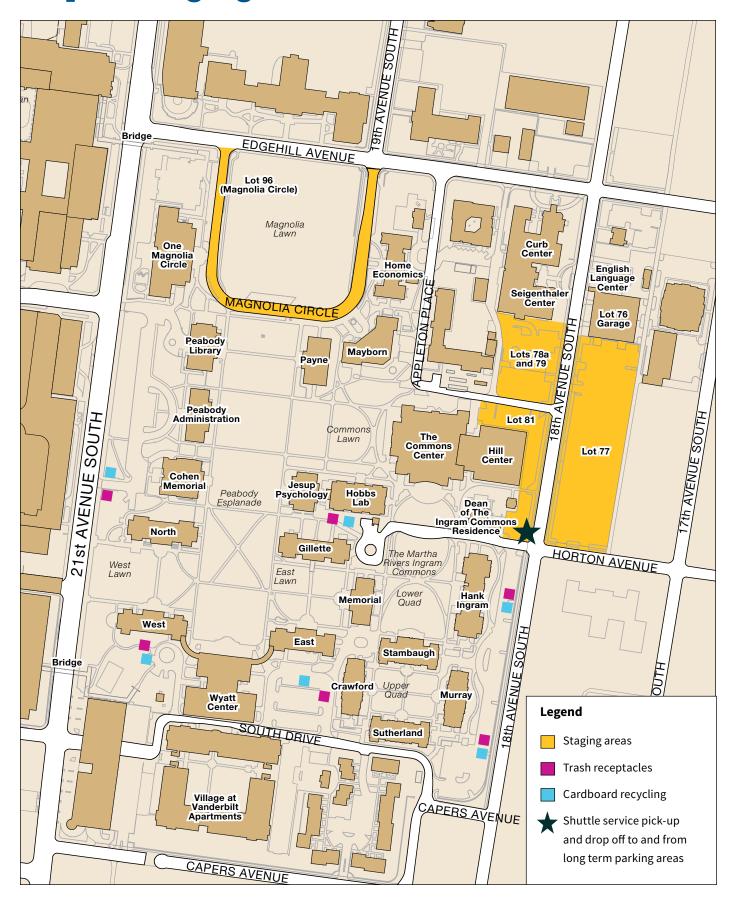
Unloading and Moving In

- We will lead your vehicle from your staging area to an unloading area near your house.
- At your house, Move Crew members in brightly colored shirts will be on hand to greet and assist you in moving your belongings from your vehicle to your room.
- A member of the student's family should remain with the belongings.
- At the time of unloading, return the hang tag to a member of the Move Crew.
- After all belongings have been unloaded from the vehicle, the driver must move the vehicle to one of the designated long-term parking areas. Vehicles may not park at The Ingram Commons during move-in hours, because all parking lots on The Ingram Commons will be used for the move-in process.
- As available, Move Crew members will assist you and your family in moving your belongings to your room.
- Commons lots will open for parking beginning at 2 p.m.

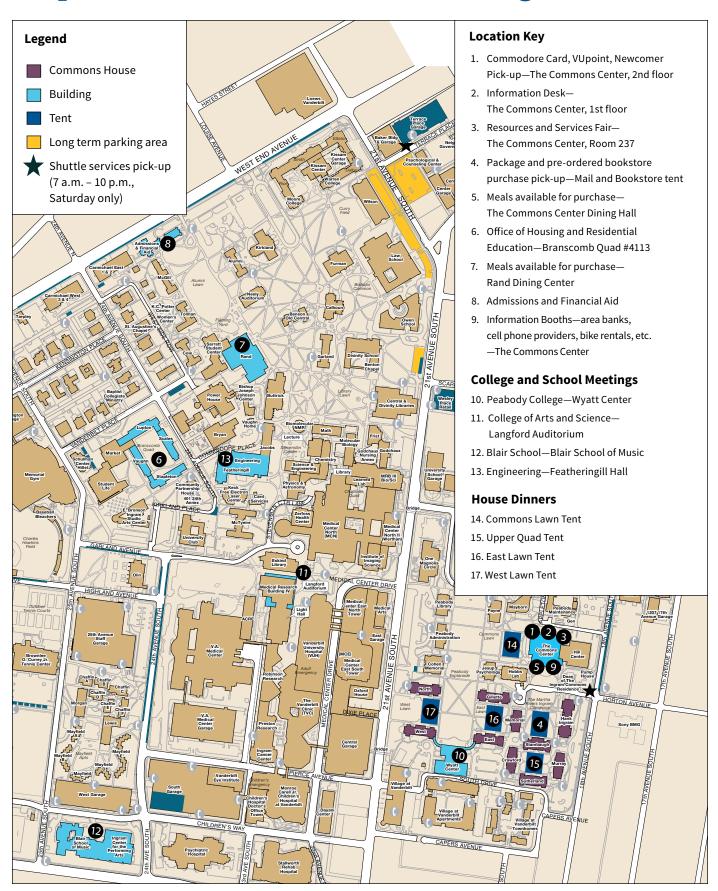
Important note to students:

- You should accompany the Move Crew members on the first trip to the room to unlock the room.
- You or a family member should remain in the room to receive your belongings.
- Please do not detain Move Crew volunteers; they need to help the next students who arrive.
- Your Resident Adviser (RA) will be on the floor to answer questions.
- Your RA will ask you to complete a Room Condition Report (RCR) indicating that you have received a key to your room and that you agree with the recorded room condition.

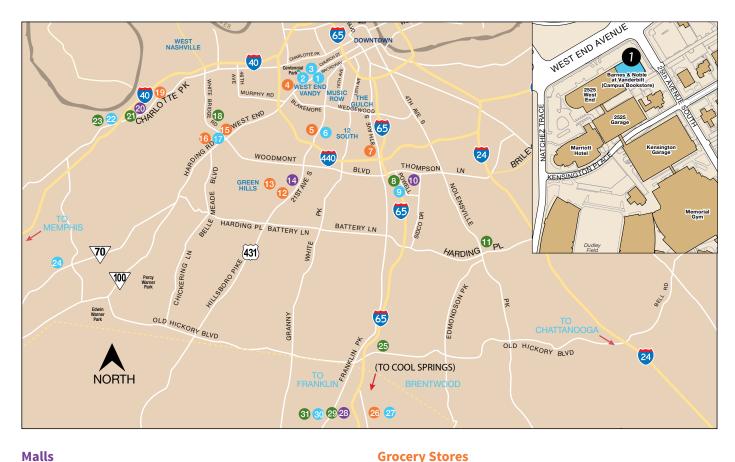
Map of Staging Areas



Map of Move-In Weekend Meetings & Events



Nashville Area Resources



Malls

- 100 Oaks Mall: 719 Thompson Lane: Burlington, Electronic Express, HH Gregg, Michaels, Ross, TJ Maxx, etc.
- **Cool Springs Galleria:** 1800 Galleria Blvd.: Belk, Dillard's, JC Penny, Pottery Barn, etc.
- Mall at Green Hills: 2126 Abbott Martin: Container Store, Macy's, Nordstrom, Williams-Sonoma, etc.
- **Washville West:** 6716 Charlotte Pike: Best Buy, Costco, Staples, Target, World Market, etc.

Super Stores

Target: 1026 White Bridge Rd. 201701 Galleria Blvd.

4 6814 Charlotte Pike 4 780 Old Hickory Blvd.

Wal-Mart: 4 7044 Charlotte Pike 3 3600 Mallory Lane 4040 Nolensville Rd. 8 2421 Powell Avenue

Kroger: 6 2201 21st Ave. S. 6 4560 Harding Rd.

1 2131 Abbott Martin Rd.

2615 Franklin Rd.

Piggly Wiggly: 4 2900 West End Ave.

Publix: 4324 Harding Rd.

6614 Charlotte Pike

Whole Foods Market: 4021 Hillsboro Pike

Misc.

Barnes and Noble at Vanderbilt University Bookstore:

1 2501 West End Ave.

Electronic Express: 100 Oaks Mall–719 Thompson Lane 2 2714 West End Ave. 329-1700.

Hillsboro Hardware: 6 2204 21st Ave. S.

Home Depot: 9 2535 Powell Ave. 9 8101 Moore's Lane

7665 U.S. Highway 70 S.

Lowe's: 22 7034 Charlotte Pike 30 3060 Mallory Lane

Office Depot: 4504 Harding Rd. 3 2312 West End Ave.

Going Home for the Summer

The first year of college will seem to end as quickly as it started. Below are tips and information you'll need at the close of the academic year. Students should pack and check out of their houses in the 24 hours following their last exam. Again, students should use these packing suggestions:

- Mark belongings (boxes and individual items) with your name, house name, and room number
- Wrap all breakables in bubble wrap or other appropriate protective wrap and mark them "Fragile."
- · Pack and tape all boxes securely.
- Pack such that each container is a reasonable weight for one person to carry.
- Do not leave items and boxes in public areas, including hallways and lobbies.

Storage & Shipping

UPS is Vanderbilt University's contracted, preferred vendor for shipping and storage services. They offer transport and summer-long storage in a climate-controlled facility. In addition, UPS will return the items to the student's residence hall in the fall. Visit them online at *theupsstorelocal.com/2975*.

Vanderbilt provides very limited, at-your-own-risk storage for students on a first-come, first-served basis in university storage rooms designated for this purpose. For the convenience of students, no more than two items per person may be stored. Only footlockers, luggage, or metal garbage cans may be stored. If properly defrosted and cleaned, refrigerators may be stored as one of the two items. (Metro Nashville fire codes prohibit cardboard boxes, furniture, or carpets from being stored.)

All containers should be properly secured and labeled with the student's full name, date stored, residence hall and room of fall occupancy, permanent address, and phone number. See your RA for details.

Donations & Disposal

Vanderbilt is committed to a green move-out process. Vanderbilt partners with local nonprofit agencies throughout the year. At move-out, a few of these organizations set up in-hall collection containers. Students may donate unwanted items in good condition to these groups by bringing them to the site nearest them.

In addition to donation bins, additional recycling containers are placed around campus during move-out. Residents may dispose of all broken and hazardous appliances or electronics at designated drop locations.

Look for more information on shipping and storage plus donation and disposal prior to exams.



Storage rooms will be open 8:00-8:30 p.m. a few evenings during the examination period. Storage space is not guaranteed in university storage rooms.



Housing and Residential Education PMB 1677 2301 Vanderbilt Place Nashville, TN 37235-1677

Campus Contacts

New Student Hotline (615) 343-5180 • Parent Helpline (877) 887-2736 • vanderbilt.edu/classof2018

Dean of The Ingram Commons	Student Financial Aid (615) 322-3591 <i>vanderbilt.edu/financialaid</i>
Dean of Students	Student Health Center (615) 322-2427 <i>vanderbilt.edu/student_health</i>
Dining Services	Traffic and Parking
Housing and Residential Education	Undergraduate Admissions(615) 322-2561admissions.vanderbilt.edu(800) 288-0432
Psychological and Counseling Center	University Registrar
Student Accountability, Community Standards, and Academic Integrity	Vanderbilt Police

Housing & Residential Education



In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Rememployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of educational policies, programs, or activities, admissions policies, scholarship and loan programs, athletic or other university-administered programs, or employment. In addition, the university does not discriminate against individuals on the basis of their sexual orientation, gender identity, or gender expression consistent with the university's nondiscrimination policy. Inquiries or complaints should be directed to the Equal Opportunity, Affrance Action, and Disability Services Department, Baker Building, PMB 401809, 2301 Vanderbilt Place, Nashville, TN 37240-1809. Telephone (615) 322-4705 (V/TDD); Fax (615) 343-34969.



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