

Welcome to Your Vanderbilt Home



A Move-In Preview

OFFICE OF

Housing & Residential Education

The Office of Housing and Residential Education (OHARE) would like to take this opportunity to welcome all incoming first-year students to campus. We are excited about your arrival and have planned to make the move-in process an efficient and enjoyable day. Move-in is scheduled for Saturday, August 21, 2010 and will begin at 7 a.m. This booklet contains answers to the most common questions about move-in and our residence halls. A map of Vanderbilt University is located on page 9. For information or assistance, please call OHARE at (615) 322-2591. For more information on Move-In see www.vanderbilt.edu/incoming.

YOUR HOUSING FACILITIES

House Amenities

- Commodore Card access to building
- ADA accessible
- Central air-conditioning
- Sprinklers & smoke detectors
- Free University cable television service
- Free University telephone service for each resident (local calls only, resident must supply own telephone instrument)
- Free Wireless and Ethernet campus network throughout the building
- Carpeted corridors
- Custodial service in common area baths, lounges, and corridors



Room Furnishings for Each Student

Bed	Wood lofted with 4' maximum height from floor to bottom of bed surface; height is user adjustable.
Mattress	36"w x 78"l; standard twin sheets will fit
Chests	Two 3-drawer chests - 23.5"d x 25.5"w x 29.625"h ; one with lockable drawer
Desk	23.5"d x 26.75"w x 29.625"h
Desk Chair	Two-position metal with upholstered seat and back

Note: According to the Vanderbilt Student Handbook university-issued furnishings may not be removed from resident's rooms.



What's Provided

Window Treatment	Mini-blinds
Lighting	Overhead fluorescent
Electrical	1 double outlet for each resident*
Data & Phone Ports	1 each resident
Robe Hook	1 each resident
Towel Bar/Hook	1 each resident
Full-length Mirror	1 per room
Closet shelves	Wire shelving in each resident's closet
Trash Can	1 per room**
Recycling Can	1 per room**

*Suggest power strip with surge protector for additional plugs.

**Residents are responsible for taking their trash and recyclables to the outside dumpsters and recycling stations provided for these purposes.

Residents assume individual and joint responsibility for cleaning their room, the condition of their rooms and furnishings plus that of shared spaces, and for any damage or loss that may occur during their occupancy. The residential community includes an Area Maintenance Supervisor to whom repair needs are reported.



Measurements

Room sizes, dimensions, and shapes vary within buildings and among buildings. The measurements provided below represent the range of room sizes on The 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	Typical Room Size	Flooring	Window	Closet
Crawford	191-235 sq ft	Vinyl tile	41"w x 67"h; 34" from floor	58"w x 23"d; Opening is 35"w x 82"h
Ingram	167-269 sq ft	Vinyl tile	41"w x 67"h; 34" from floor	58"w x 23"d; Opening is 35"w x 82"h
Murray	196-315 sq ft	Vinyl tile	41"w x 67"h; 34" from floor	58"w x 23"d; Opening is 35"w x 82"h
Stambaugh	201-310 sq ft	Vinyl tile	41"w x 67"h; 34" from floor	58"w x 23"d; Opening is 35"w x 82"h
Sutherland	201-290 sq ft	Vinyl tile	41"w x 67"h; 34" from floor	58"w x 23"d; Opening is 35"w x 82"h
East	156-290 sq ft	Carpet*	36.5"w x 64"h	Hinged 39"d x 50"w; Sliding 23"d x 54"w
Gillette	136-220 sq ft	Vinyl tile	44"w x 62.5"h	48"w x 32.5"d; Opening 24"w x 80"h
Memorial	136-245 sq ft	Carpet*	45"w x 65"h	Hinged 33.5"d x 57.5"w; Sliding 23.5"d x 61"w
North	111-310 sq ft	Carpet*	47.5"w x 67"h	Hinged 46"d x 50"w; Sliding 23"d x 62"w
West	140-235 sq ft	Carpet*	34.5"w x 63.5"h	Hinged 44"d x 45"w; Sliding 23"d x 57"w

*Carpet is the standard flooring in these halls, but some rooms have been specially equipped with hard-surface flooring.

Where Things Are Located

Building	Kitchens	Study Spaces	Music Practice	Laundries*	Bathrooms
Crawford	Floor 2	Floors 1, 3-6	Floor 1	Floor 1	Corridor
Ingram	Floor 2	Floors 1-6	Floor 1	Floor 1	Corridor
Murray	Floor 2	Floors 1, 3-6	Floor 1	Floor 1	Corridor
Stambaugh	Floor 1	Floors 1-5	Floor 1	Floor 1	Corridor
Sutherland	Floor 1	Floors 1-5	Floor 1	Floor 1	Corridor
East	Floor 2	Floors 1-4	Floor 1	Crawford	Corridor
Gillette	Floor 1	Floors 1&3	Floor 1	Floor 1	Corridor
Memorial	Floor 2	Floors 2&3	Floor 1	Stambaugh	Corridor
North	Floor 6	Floors 1-3, 6	Floor 2	West	Floors 3-6—Corridor
West	Floor 1	Floor 1&2	Floor 1	Floor 1	Corridor

*Self-service laundries have both washers and dryers. Each wash and dry cycle is \$1 per load. The machines are operable by either Commodore Card or cash.

HOW TO PREPARE FOR MOVE IN

Insure Your Belongings

Vanderbilt strongly recommends that students insure their personal property. Should your agent inquire, all the Houses have a brick exterior and are fully sprinkled 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: www.vanderbilt.edu/ResEd.

What to bring

- Closet space is limited. We suggest bringing clothes appropriate to the season.
- Standard twin bedding (sheets, blankets, mattress cover)
- Pillows and pillowcases
- Toiletries, shower caddy, towels, bathrobe, shower shoes and personal items
- Desktop or laptop computer
- Alarm clock
- Telephone handset
- Headphones
- Task lighting—desk area (halogen lamps are prohibited because they are a fire hazard)
- Bicycle and “u-lock”; chains and cables are easily cut
- Laundry basket, detergent, and fabric softener.

Note: Register your bike and laptop with the Vanderbilt Police Department at http://police.vanderbilt.edu/register_possessions



What's permitted

- Refrigerators less than six years old that have no more than 4.0 cubic feet capacity
- 800-watt microwave with an interior capacity of no more than one cubic foot
- TV with stand (wall mounting is not permitted)
- Free standing bookshelves
- Putty (removable adhesive) for mounting posters, etc.
- Tension rods to hang curtains at the windows and closet openings
- Multi-outlet strip with surge protection and minimum ratings of 115 amps and 1800 watts

See page 10 for a list of Nashville businesses that carry many of these items.

What not to bring

- Bed risers or a loft: beds are loftable to various heights to maximum at 4'.
- A powerful stereo system (a personal-size system with headphones is fine).
- A mattress. University-issued mattresses may not be removed.
- Furniture. University-issued furniture may not be removed from your room.
- A hot plate, toaster oven, portable grill, popcorn popper, or any utensil with an exposed heating element.
- Fireworks, dart boards or concrete blocks.
- Firearms and other weapons.
- A waterbed.
- Pets (except fish).
- Halogen lamps.
- Over-the-door hangers.

See the university handbook for more:
www.vanderbilt.edu/student_handbook.

TIME TO MOVE

Packing instructions

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

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



Note: Prepare for the weather. In case of rain it is suggested that you bring a light tarp to cover items as they're transported into the building.

HOUSES OPEN TO FIRST YEAR STUDENTS ON SATURDAY, AUGUST 21.

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

Vanderbilt Move Crew

Student volunteers will be present to help you unload your vehicle and carry items to the respective rooms. Our Move Crew members are not responsible for broken items or lost boxes. If you follow the steps above it greatly reduces the chances of any accidents or misplaced items.

Package Pick-up

For move-in only, Vanderbilt Mail Services will operate a package pick-up site on The Commons 4-7 p.m. on Friday, August 20 and 7 a.m. to 4 p.m. Saturday, August 21. Although students cannot move-in on Friday, families may wish to pick up their packages on Friday.

Recycling

Vanderbilt makes every effort to reduce waste generated during Move-In. Filtered water filling stations will be located outside of your Houses 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.

After the Move Crew helps you get your belongings to your room, the Cardboard Crew will assist you in recycling all of your cardboard boxes, molded Styrofoam, and plastic bags, leaving little or no waste behind! Think creatively while packing – try using t-shirts as padding instead of packing peanuts!

Today and throughout the year, we provide a recycling bin in your room as well as 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 8 for recycling container locations, and www.vanderbilt.edu/SustainVU for more information on greening 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, Vanderbilt police 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 bright green shirts!
4. After unloading, your vehicle will be directed to long-term parking areas. Shuttles will run between the parking areas and The Commons.

BEFORE YOU ARRIVE ON CAMPUS

- Room assignment packets will be mailed on or around August 1. This packet with your room assignment will include a building-specific hang tag for your vehicle's rear-view mirror and a key authorization card/registration card.
- Please complete the key release authorization card/registration card in its entirety. The 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 placed on your rear-view mirror. This will enable officers to direct you to the proper areas.

DIRECTIONS TO THE COMMONS

From the interstates:

1. Take I-65 to the Wedgewood Avenue exit. Turn onto Wedgewood Avenue.
2. Take Wedgewood Avenue to 16th Avenue South and turn right.
3. Take 16th Avenue South to Edgehill Avenue and turn left.
4. 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 hang tag (provided in our August 1 mailing to you) from your rear-view mirror so that officers know where to direct you!

Please Note: If you will arrive by Taxi, please call the OHARE at 615-322-2591 to make special arrangements no later than Friday, August 6th. Students arriving by Taxi will move in between 12:00 noon and 2:00 p.m.

ARRIVAL TO CAMPUS

- Staging areas will open at 6:00 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 Police Department officers will direct you to your designated staging areas. Please see the map on page 8.

- Signs will also direct you to your 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

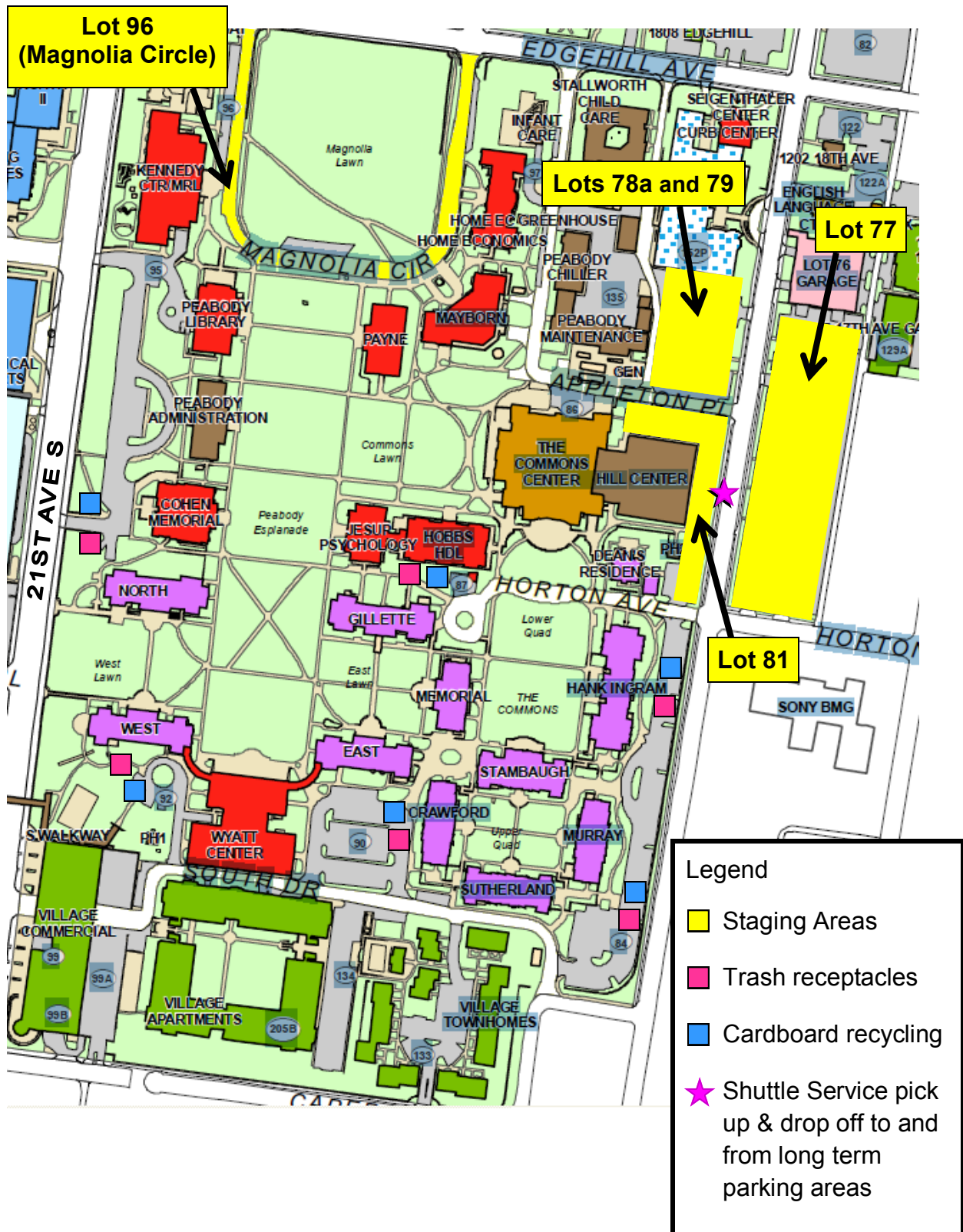
- Staff members will meet incoming students in the staging areas to issue room keys.
- The key-release authorization card/registration card should be completed in its entirety and handed to the staff member in exchange for the student's room key.
- After receiving your room key, turn on your vehicle flashers.
- If the student is not present to accept the key on Saturday, the student must sign the key-release authorization card permitting staff to issue the key to his or her designee.
- Vehicles may not leave the staging area until the student or designee has been issued the room key.
- Staging areas will close by 12 p.m. and the Move Crew will be dismissed. After 12:30 p.m., room keys will be available at The Commons Center Information Desk.

UNLOADING AND MOVING IN

- Vanderbilt police officers will direct you from your staging area to an unloading area near your House.
- At your House, VUceptors and Move Crew members in bright green shirts will be on hand to greet and assist you in moving your belongings from your vehicle.
- 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 Commons during move-in hours, because all the parking lots 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.
- 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.
 - Your Resident Advisor (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.



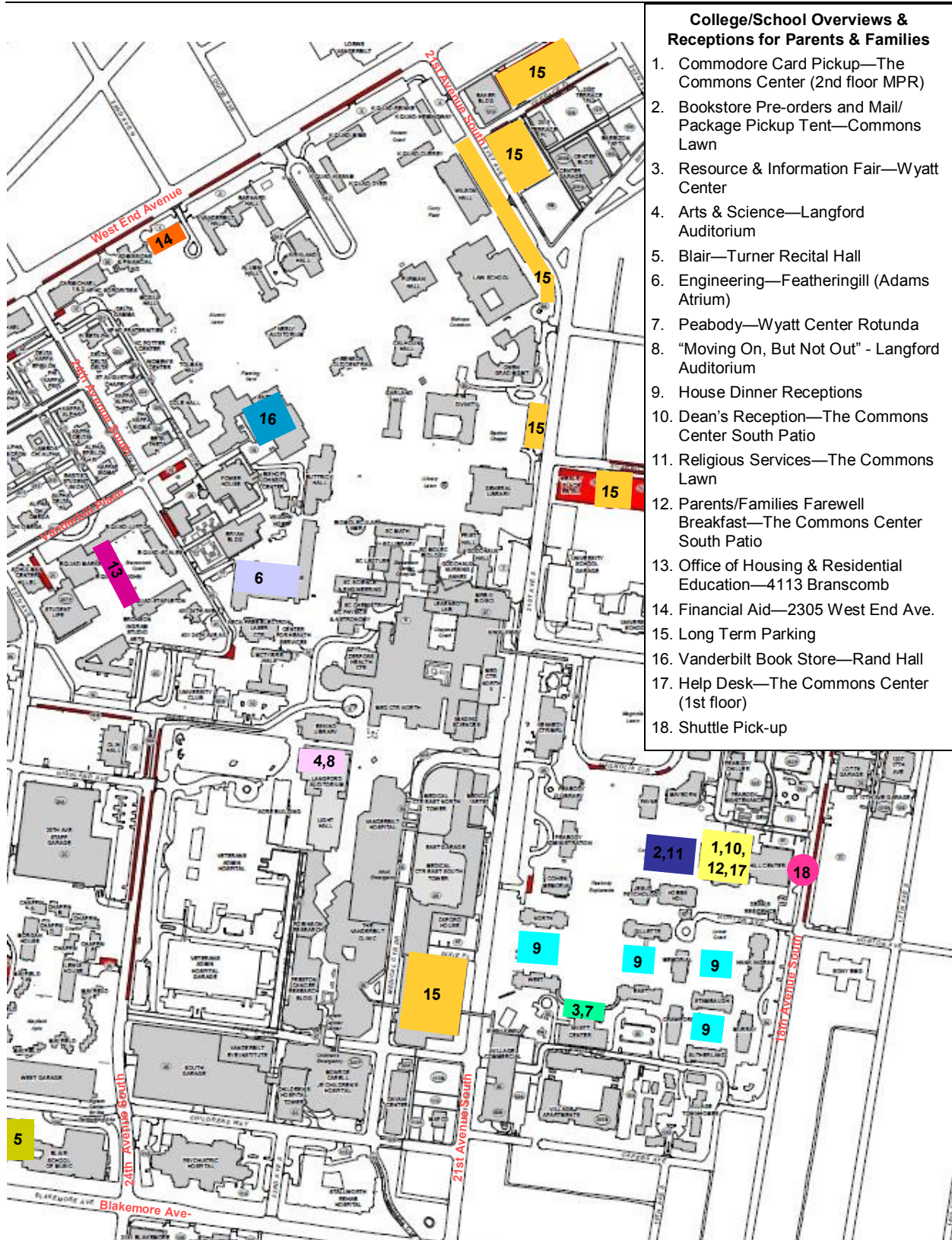
MAP OF STAGING AREAS



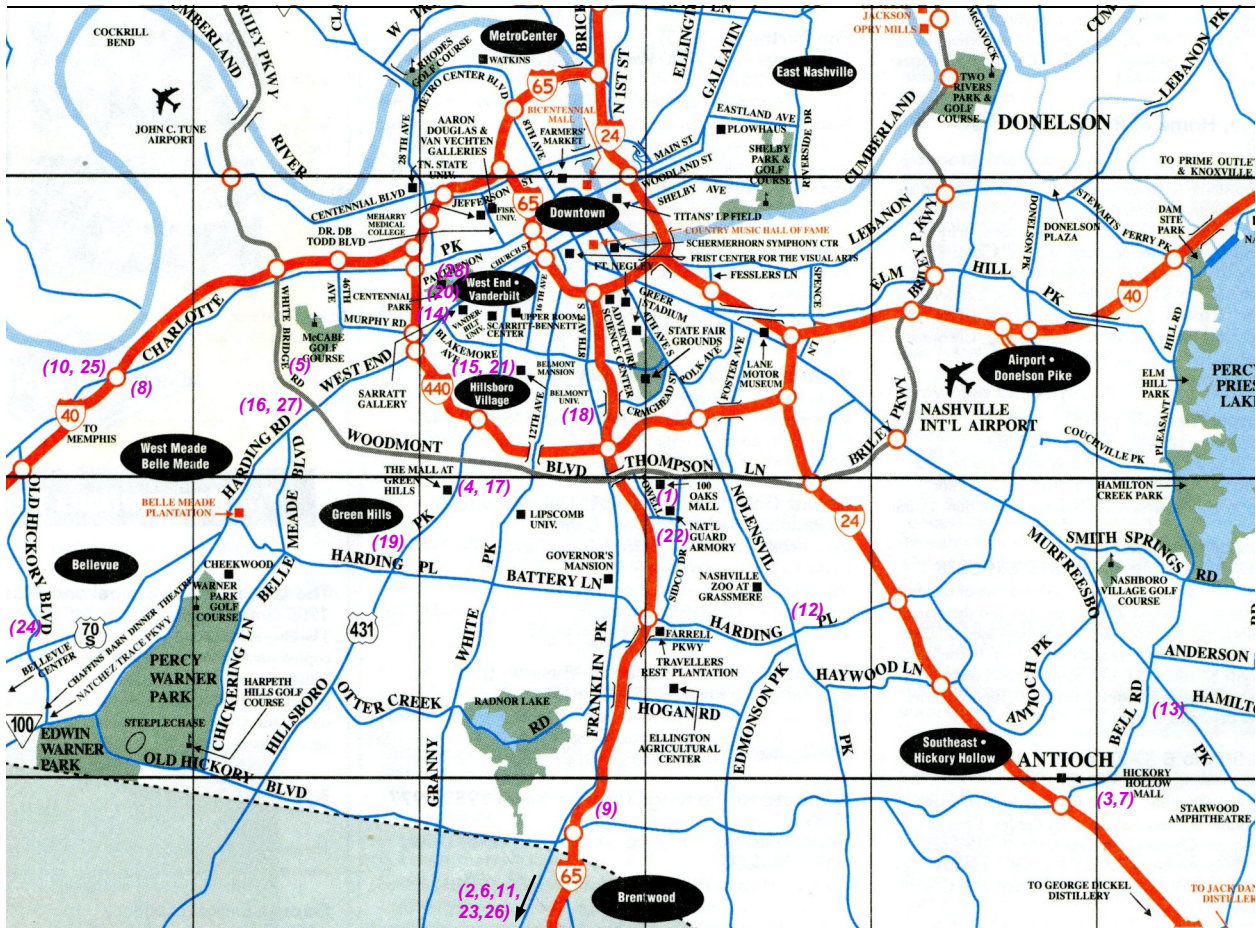
Legend

- Staging Areas
- Trash receptacles
- Cardboard recycling
- Shuttle Service pick up & drop off to and from long term parking areas

MAP OF MOVE-IN WEEKEND MEETINGS & EVENTS



A R E A R E S O U R C E S



Malls:

- (1) 100 Oaks Mall (719 Thompson Lane 386-3140): Burlington, Electronic Express, HH Gregg, Michaels, Ross, TJ Maxx
- (2) Cool Springs Galleria (1800 Galleria Blvd. 771-2128): Belk, Dillard's, JC Penney, Pottery Barn, Sears, etc.
- (3) Hickory Hollow Mall (5252 Hickory Hollow Pkwy. 731-6255): Macy's, Sears, Electronic Express
- (4) Mall at Green Hills (2126 Abbott Martin 298-5478): Macy's, Dillard's, Pottery Barn, etc.

Department Stores:

- Target:** (5) 26 White Bridge Rd. 352-8461, (6) 1701 Galleria Blvd. 771-9588, (7) 5330 Cane Ridge Rd. 731-6340, (8) 6814 Charlotte Pike 238-0113, (9) 780 Old Hickory Blvd. 238-0126
- Wal-Mart:** (10) 7044 Charlotte Pike 352-9316, (11) 3600 Mallory Lane 771-0929, (12) 4040 Nolensville Rd. 831-0133, (13) 3035 Hamilton Church Road 360-2228

Grocery:

- Apple Market:** (14) 2900 West End Ave. 327-4187
- Harris Teeter:** (15) 2201 21st Ave. S. 269-7818
- Kroger:** (16) 4560 Harding Pike 269-5649, (17) 2131 Abbott Martin Rd. 297-7531, (18) 2615 Franklin Rd. 297-5517
- Whole Foods Market:** (19) 4021 Hillsboro Pike 440-5100

Misc.:

- Electronic Express:** (20) 2714 West End Ave. 329-1700
- Hillsboro Hardware:** (21) 2204 21st Ave. S. 292-6683
- Home Depot:** (22) 2535 Powell Ave. 269-7800, (23) 8101 Moore's Lane 221-0438, (24) 7665 U.S. 70 S. 662-7600
- Lowe's:** (25) 7034 Charlotte Pike 356-9223, (26) 3060 Mallory Lane 771-3412
- Office Depot:** (27) 4504 Harding Rd. 297-4180, (28) 2312 West End Ave. 340-9544

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 year.

Students should pack and check out of their houses 24 hours after their last exam. Again, the student should use these packing suggestions:

1. Mark belongings (boxes and individual items) with your name, House, and room number.
2. Wrap all breakables in bubble wrap or other appropriate protective wrap and mark them "Fragile."
3. Pack and tape all boxes securely.
4. Pack such that each container is a reasonable weight.



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.

For your safety, only UPS has the privilege to enter the residence halls for pick-up or delivery to students. Other vendors, including moving companies, may not enter the buildings to collect items from or deliver items to students. Should a Vanderbilt resident contract with another company, the student must bring his/her belongings outside the building to the company.

For the convenience of students, no more than two items per person may be stored on a first-come, first-served basis in University storage rooms designated for this purpose for a specified period of time. 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. All containers should be properly secured and labeled with the student's full name, date stored, residence hall and room of fall occupancy, and permanent address and phone number.

Storage rooms will be open 8-8:30 p.m. the evenings of May 1 - May 5, 2011. Storage space is not guaranteed in University storage rooms.

Donations & Disposal

As with move-in, Vanderbilt is committed to a green move-out. Vanderbilt partners with several local non-profit agencies throughout the year. At move-out a few of these organizations set up in-hall collection containers. Students may donate good, unwanted items 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, donation, and disposal prior to exams.

Campus Contacts

New Student Hotline: (615) 343-5180
Parent Helpline: (877) 887-2736
www.vanderbilt.edu/classof2014

- OFFICE OF HOUSING AND RESIDENTIAL EDUCATION(615) 322-2591
www.vanderbilt.edu/ResEd
- OFFICE OF THE DEAN OF THE COMMONS(615) 322-4948
<http://commons.vanderbilt.edu>
- OFFICE OF THE DEAN OF STUDENTS(615) 322-6400
<http://www.vanderbilt.edu/deanofstudents/>
- OFFICE OF THE REGISTRAR(615) 322-7701
<http://registrar.vanderbilt.edu/index.htm>
- OFFICE OF STUDENT FINANCIAL AID(615) 322-3591
<http://www.vanderbilt.edu/financialaid/>
- OFFICE OF UNDERGRADUATE ADMISSIONS(615) 322-2561
<http://admissions.vanderbilt.edu/>(800) 288-0432
- DINING SERVICES.....(615) 322-2999
<http://www.vanderbilt.edu/dining/index.php>
- STUDENT HEALTH CENTER.....(615) 322-2427
http://www.vanderbilt.edu/student_health/
- PSYCHOLOGICAL AND COUNSELING CENTER(615) 322-2571
<http://www.vanderbilt.edu/pcc/>
- STUDENT CONDUCT AND ACADEMIC INTEGRITY(615) 322-7868
<http://www.vanderbilt.edu/studentconduct/>
- TRAFFIC AND PARKING(615) 322-2554
http://www.vanderbilt.edu/traffic_parking/
- VANDERBILT POLICE.....(615) 322-2745
<http://police.vanderbilt.edu/>



VANDERBILT  **UNIVERSITY**

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