

# MOVE-IN GUIDE

FALL 2023



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## Welcome

All of us in the Office of Residential Life are excited to welcome you to campus this August. We hope that you will find your place of belonging and connection during your time in our four-year residential program.

As a residential liberal arts university, Colgate ensures that learning and intellectual engagement happen in all corners of our campus. Residential life staff members, Residential Commons faculty and staff directors, and community leaders (CLs) work to nurture environments where student success is a top priority. Your Residential Commons will be your home for your first two years at Colgate, a place to learn about yourself and others, a community upon which to build a strong foundation at the University.

As you arrive on campus this fall semester, you will see many of our professional staff (area directors), residential fellows, student staff (community leaders and house managers) in our residential communities, and faculty and staff who help to lead your Residential Commons. They are here to support you — get to know them, reach out to them, and draw on their expertise as teachers, leaders, and mentors. They are happy to help you. You will see these faculty and staff members regularly as they help shape our strong residential community through interaction and collaboration.

Come visit the Residential Life office in Drake Hall if we can ever be of help to you. And again, welcome.

Mo Muckinhaupt  
Director of Residential Life

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## Important Dates 2023–24

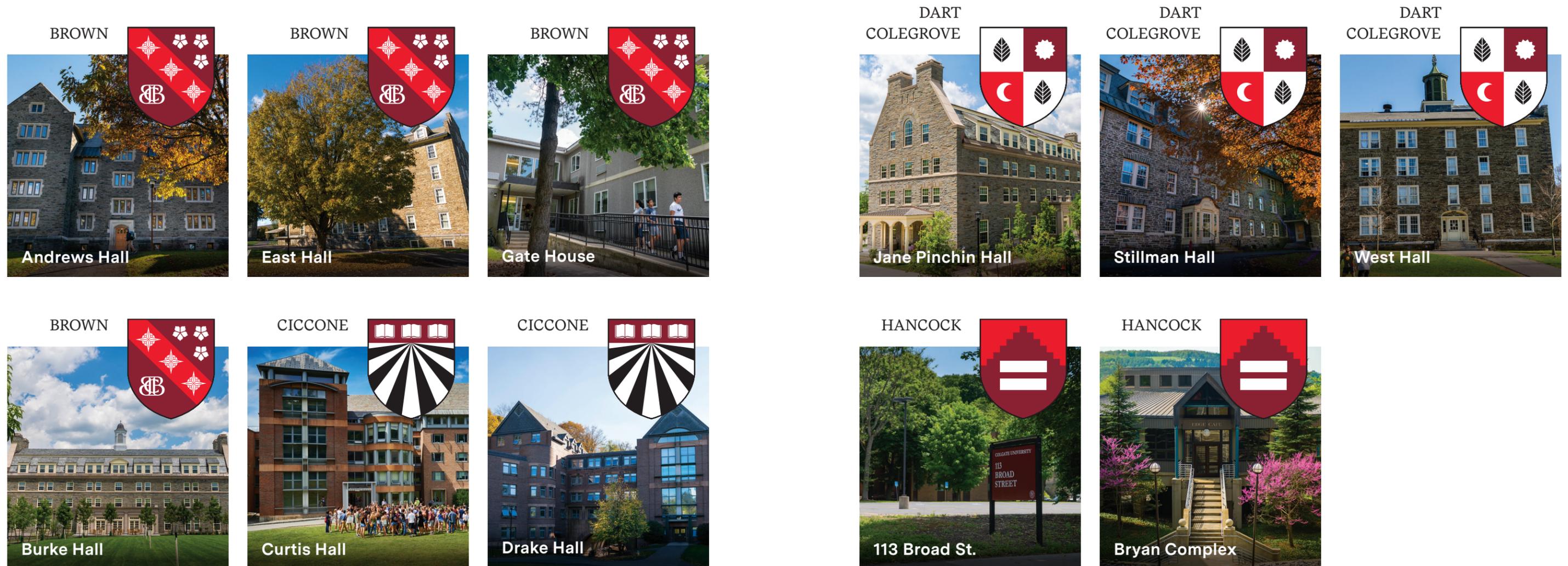
- August 20.....New student arrival
- August 22–23.....Returning student arrival
- October 7–10 .....Mid-term recess
- October 14 .....Homecoming
- October 28–29.....Family weekend
- November 18–26 .....Thanksgiving recess
- December 16.....Residence halls close at noon
- January 20.....Residence halls open at 8:30 a.m.
- March 9–17 .....Mid-term recess
- May 11.....Residence halls close at noon

## Where Do First-Year Students Live?

### Residential Commons and their Residence Halls

All incoming students are placed within one of four Residential Commons. Each commons is a community within which students live for their first two years and with which they can continue to affiliate throughout their last two years on campus.

Each commons is led by faculty and staff directors and supported by Office of Residential Life professional staff, faculty and staff affiliates, and residential fellows. Together, they provide mentorship and opportunities for intellectual engagement. All faculty and staff also work together to support students' cocurricular, recreational, and social opportunities; provide a sense of belonging and connection; and help build affinity with Colgate. Your commons experience will be what you make it — get involved early by joining the Commons Council and attending events hosted by your commons.



## Arriving on Campus

### What to Bring

- XL twin size sheets, mattress cover
- Bedspread or comforter, blankets
- Pillow and pillowcases
- Toiletries (soap, shampoo, toothbrush, etc.)
- Shower caddy, shower shoes, towels
- Clothes hangers
- Laundry basket or bag, detergent
- Backpack, school supplies
- First-aid kit and digital thermometer
- Heavy jacket, water-repellent boots, raincoat, umbrella, hat and gloves, layered clothing
- Personal computer and all electronics chargers

### Useful Items

- Powerstrip with surge protector
- Keychain or lanyard for room key
- Cleaning supplies, hand sanitizer
- Headphones, ear plugs
- Room decor, 3M Command strips
- Can opener, cups, coffee mugs, silverware, reusable water bottle, and filtered pitcher
- Desk lamp (no halogen bulbs)
- Fan
- Lockable storage
- Flashlight



### Please leave all prohibited items at home, including:

- Candles, incense, halogen lamps, neon signs, flammable liquids, fireworks
- Appliances that require excessive currents (air conditioners, large refrigerators) or appliances that have open coils or do not have an automatic shutoff device
- Appliances with an open heat source (toasters, toaster ovens, air fryers, hot plates, sandwich makers)
- Charcoal or gas/propane grills
- Space heaters
- Extension cords without an installed circuit breaker or surge-protection device
- Tapestries
- Pets of any kind other than small aquarium fish (in tanks no larger than 10-gallon capacity)
- Cinder blocks
- All weapons, including firearms, knives, air pistols, paintball guns, decorative or any other weapons
- Alcohol, drugs, or drug paraphernalia (this includes “decorative” alcohol bottles and drug-related items)

### Purchasing and Planning Tips

Room layouts vary widely from building to building. We recommend that you bring all essential items with you, but wait to purchase any items that would be room layout-specific until after arrival. It is often beneficial to have a few days in the room in order to determine any additional needs. We also suggest that roommates connect prior to arrival in order to coordinate shared items such as microfridges, fans, futons, etc., and to avoid duplication.

### Labeling Packed Possessions and Luggage

Please print labels and attach them to all of your boxes, bags, and belongings before you arrive, because they will be transported by student staff from your vehicle to your room. Luggage tags and other information about arrival day can be found on the [arrival day website](#).

Remember, if it doesn't fit in your car, it may not fit in your room. If you have questions about what you're permitted to bring, please check the [Colgate Student Handbook](#) (see “Terms of Agreement for University Student Residences”) or call the Office of Residential Life at 315-228-7367.

### Mail and Packages

In preparing to move in, you are welcome to send packages — or catalog or online orders — to campus. Mail Services is extremely busy at the beginning of the semester; therefore, we recommend that you bring all essential items (bedding, towels, toiletries) with you.

When addressing mail and packages, use this address format:

Name and Class Year  
CU Box #  
Colgate University  
13 Oak Drive  
Hamilton, NY 13346-1338

Mail Services accepts package deliveries from all carriers: United States Postal Service, United Parcel Service (UPS), FedEx, DHL, etc.

When you have a package available for pickup, you will receive a notification email from [mailservices@colgate.edu](mailto:mailservices@colgate.edu). If you are expecting a package, remember to check your email for this notification. You won't receive email notifications for mail, so you should check your box regularly.

## 'Gate Cards

The Campus Safety Department issues and maintains official Colgate student identification cards, called 'Gate Cards. It includes your color photo, identification number, and date of birth. But 'Gate Cards are more than just an ID. They are a key, payment method, and more. You will use it for things like dining services, Colgate Bookstore purchases, library services, vending/laundry machines, and admission to Colgate events. Your card is issued free of charge, but there is a fee to replace it if it's lost, damaged, or stolen. Given the many reasons you'll rely on your 'Gate Card, be sure to carry it at all times.



## Do's

- Bring supplies to help stay organized.
- Come with an open mind toward your new living experience. Talk to your roommate(s) prior to rearranging the space. Communication with your roommate is key, and making decorating decisions together can help avoid a conflict.
- Decorate your room to make it feel like home.
- Plan to bring needed supplies and decorations, but also leave space for inspiration after you arrive.
- Be careful with what you decide to put on your walls. If you choose to use Command strips, make sure to follow the provided instructions for installation and removal.

## Don'ts

- Do not use double-sided tape, duct tape, or any other adhesive material that will leave marks or residue on door/walls/furniture.
- Do not line drawers or shelves with adhesive-backed paper.
- Do not move bedroom furniture into hallways or common spaces. All furniture that is present in the bedroom must stay there. No storage is available.
- Do not readjust your bed by yourself; please submit a work order. It's a matter of safety.
- Do not paint walls or conduct personal repair of damages — we have staff who will take care of all of this for you.
- Do not bring a full-size mattress.
- Do not cover or obstruct the smoke detector or sprinkler system in your space — this could harm you and your entire residential community.

**Any permanent changes to your residence hall room will result in damage charges.**

## Dining

If you have any dietary restrictions, please fill out the [Dietary Restriction Disclosure Form](#). That information will be shared with dining services and other key University personnel, including our on-staff nutritionist. If you have any dining services-related questions, please email [diningservices@colgate.edu](mailto:diningservices@colgate.edu) or text 315-825-4119. If you would rather talk to someone directly, please call 315-228-7670.



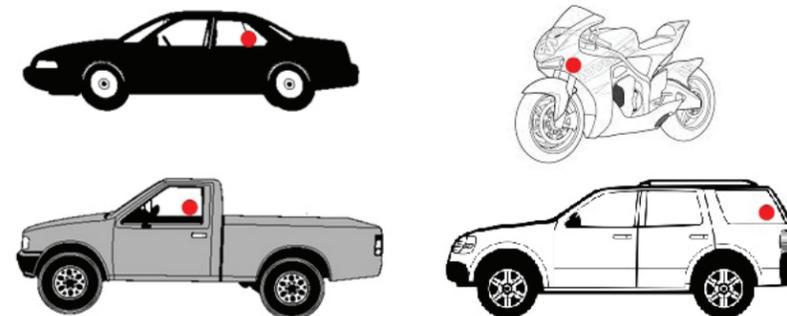
## Parking

Student on-campus parking and vehicle use is limited to weekends and after 4:30 p.m.

Monday–Friday. From 3 a.m. to 7 a.m., parking is only permitted in the General Use Parking Lot.

Your vehicle must be registered within 24 hours of arriving on campus — either online at [parking.colgate.edu](http://parking.colgate.edu) or by visiting campus safety at 88 Hamilton Street. Visit the campus [parking webpage](#) for more information.

Once campus safety has issued your parking decal, be sure to affix it properly to your vehicle's driver-side rear window. If your decal isn't valid and correctly placed, your vehicle will be considered unregistered, and you might receive a ticket.



**Appropriate placement of parking decal.**

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## Vendors

### Room Supplies

To smooth your move-in experience, Colgate partners with Dormify, which offers residence hall linens, decor, bathroom supplies, and personal care items for purchase and delivery to campus before you arrive. Dormify has a variety of products at a range of prices; review their inventory at [dormroom.com/col](https://dormroom.com/col).

### Microfridge

You can rent mini-fridges and microfridges from external vendor Microfridge each academic year. You'll find information at [refrigeratorleasing.com](https://refrigeratorleasing.com); or you can connect with the vendor directly to place your order. Complete the process by Friday, August 4, 2023, to be sure your unit is delivered to campus before arrival day.

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## Early Arrivals

First-year student arrival is Sunday, August 20, 2023. Early arrivals will only be considered for those who have a designated need to be on campus earlier: fall athletes, students with University employment, or pre-orientation program participants. If you fall into one of these categories, work directly with your supervisor, adviser, or coach — they will contact residential life to make early arrival arrangements for you.

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## Useful Resources

### ITS

There are a number of ways you can get connected on Colgate's campus. Use the eduroam network with your phone, laptop, and tablets. Use the Colgate Gaming and Media network for gaming consoles, smart TVs, and other devices without a browser. If you would like to register your devices before you arrive, visit [colgate.edu/getconnected](https://colgate.edu/getconnected).

Printers are available in several locations across campus; visit [colgate.edu/printing](https://colgate.edu/printing) to learn more.

### Colgate Bookstore

The University bookstore in downtown Hamilton is your one-stop shop for all of your academic needs. The Colgate Bookstore carries school supplies, University apparel, and all of your tech needs as well.

### Colgate Mobile App

Download and stay connected with the official app of Colgate University, available for iOS and Android devices. The Colgate Mobile app allows students to track the Colgate Cruiser, check laundry machine availability in real time, and keep up with assignments on Moodle.

### Guardian App

This app provides you a direct connection to campus safety contacts, important campus notifications, anonymous tip submission form, and a safety timer to enhance your security at any time of day.

### Work Orders

We know that you will treat your residence furniture, fixtures, and common areas with respect and care. But in the event that there is damage to Colgate-owned property, please submit a work order right away. Log in and submit your work orders at [workorders.colgate.edu](https://workorders.colgate.edu).

You can also submit a work order to report a pest problem or request a bed adjustment. If you're requesting a bed adjustment, please wait until one week after move-in, and don't attempt to do it on your own — you could damage your bed or injure yourself. Wait for the assistance of experienced facilities staff.

### SpectrumU (Cable)

Students can stream Spectrum cable on mobile devices, laptops, Apple TVs, and some smart TVs. SpectrumU provides all the channels and convenience of cable, minus the cable. While on the campus network, watch the full lineup anywhere you receive a Wi-Fi connection. You can stream thousands of shows and movies on demand. Additionally, you can stream more than 150 channels, including cable networks like ESPN, AMC, TWC, FX, and Bravo; college sports; news; and local networks. When off campus, a limited number of channels remain available for streaming with your Colgate login.

## Campus Map



## What to Expect

### → Room Condition Report (RCR)

An RCR gives you the opportunity to inspect your room and record comments about items that are present, parts of the room that need repair, and general room observations. It's important to inspect, because you are responsible for room damage that is observed at checkout. Reporting concerns on your RCR at check-in helps to ensure accurate recording at checkout. Signing your RCR indicates that you have inspected your room and agree to the recorded condition. If you don't complete your RCR within 48 hours of check-in, the form locks as is and will be binding.

### → Roommate Agreement

The Roommate Agreement form helps you get to know your roommate(s), open lines of communication, and avoid common challenges as you begin your shared living experience.

### → Monthly Community Leader Meetings

Often referred to as RAs on other campuses, community leaders (CLs) foster an inclusive, welcoming environment for all residential students at Colgate. They are peer leaders, designated to serve as a resource, mentor, academic support, and community builder. Community leaders develop one-on-one relationships with their residents and help students make connections with other students, professors, and staff members. CLs create a supportive, engaging environment for all residents with attentiveness to safety and security, assisting with personal or social concerns, and even serving in an on-call rotation to assist with first-responder duties in the event of an emergency. Community leaders can also help connect students to appropriate campus support resources.

### → Engagement Opportunities From Residential Life Staff And Our Residential Commons

The Office of Residential Life and the Residential Commons help create a community in which you can connect with other students. Event topics range from the social to the academic and items of personal interest.

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## 13 Tips for Roommate Success

Living with a roommate for the first time, especially someone you don't know beforehand, may be a new experience. Although some students may be familiar with living with others, some are living away from home or with others for the first time. The tips below can help navigate your roommate relationship and make the experience an enjoyable one.

- 1. Talk beforehand.** If possible, correspond with your new roommate(s) before you move in together. This will help you get to know each other, and you can talk about what each of you is bringing so you don't end up with doubles of everything — especially since space is limited.
- 2. In the first few weeks, try to do things together.** Rearrange the room, attend welcome activities, or make it a point to hit the dining hall at the same time. These experiences will provide low-pressure ways to get to know each other.
- 3. Fill out your Roommate Agreement form.** It's not only required, but it can also serve as a great tool to start the conversation with your roommate(s) about expectations for living together. Your Community Leader (CL) is a great resource to help facilitate these conversations as well.
- 4. Respect your roommate's belongings.** Although you are sharing a room, you and your roommate may have different expectations for using belongings. It's important to have conversations about what belongings each person can use. It's also helpful to avoid taking certain actions without your roommate's permission (such as wearing a roommate's clothes without asking, eating a roommate's food, or moving personal items around while your roommate isn't present).
- 5. Develop a schedule for cleaning common areas.** No matter how busy you are, try to put things away, sweep or vacuum, and make sure you don't leave food out. Maybe one of you loves vacuuming and the other loves washing dishes, and you split chores by task. Or, perhaps you both dislike each of these activities and take turns doing them to distribute the burden. Whatever the case, developing a list of responsibilities will help alleviate miscommunications from the outset.
- 6. Be thoughtful about guests.** Be respectful of your roommate's schedule and needs, and make sure it's OK before you welcome guests, especially during busy study periods or late at night. As a reminder, you are responsible for your guests and their behavior.
- 7. Communicate.** Some of the biggest roommate issues come from unaddressed concerns and passive-aggressive behavior. If something is bothering you, try to address it in a constructive and kind way to find resolution. In-person communication works best.
- 8. Learn to compromise and be flexible.** Through compromise, you can often find a way to make sure that everyone is happy with the outcome.



- 9. Be open to new things.** Living with a roommate can be a great experience. Getting to know their friends, sharing hobbies and interests, and having someone to spend downtime with can be great if you're open to stepping outside your comfort zone. Remember, you aren't obligated to hang out together all the time.
- 10. Remember that relationships take effort.** You don't necessarily have to be best friends, but you do have to learn to live together. Living harmoniously with someone takes a concerted effort. This means one conversation may not be enough to solve a conflict.
- 11. Have empathy.** Always remember that not everyone thinks and operates like you.
- 12. Know that conflict is inevitable.** It's a natural occurrence, neither inherently good nor bad, and there may be positive outcomes. Conflict can create a positive change when handled with an open mind. Your CL can also help guide a conversation between you and your roommate.
- 13. Follow the Golden Rule.** In all interactions, try to remember to treat your roommate like you want to be treated. If you're both following this rule, chances are you'll have an enjoyable experience.

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## Making Connections

- **Seek Assistance:** If you're not sure what office at Colgate may be most helpful for your questions, these resources are a great place to start. Whether it's your community leader, area director, administrative dean, or academic adviser, the faculty and staff of Colgate University are all here to assist you and help you navigate and excel during your time here.
- **Get Involved:** Colgate University offers more than 200 student clubs and organizations. We encourage students to explore their passions while discovering new ones along the way. Colgate is also home to 25 NCAA Division I athletic teams and numerous club and intramural sports programs. Participating in clubs, organizations, and sports teams is a great way to find people who share your interests.
- **Create Your Support System:** There's a lot to learn about being a college student and living more independently as an adult — both in and outside the classroom. A strong support system of on-campus friends, peers and mentors, advisers, deans, faculty, staff, and work supervisors can offer guidance, ideas, and strategies to help you persevere in the tougher moments. While many at Colgate build lifelong friendships, that process takes longer than you may hope; be patient and keep building connections.

# COLGATE UNIVERSITY

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