



2017-2018 Move-In Guide

In order to assist you in your move-in process, we present this move-in guide for your use as a checklist in your preparations. If you have any other questions after reviewing this information, feel free to contact us.

MAIL US

Housing Office
The Summit Apartments
64-80 Kissena Boulevard
Flushing, NY 11367

CALL US

(718) 997-4881

FAX US

(718) 997-4882

EMAIL US

housing@qc.cuny.edu

FOLLOW US

@QCSummitHousing

FACEBOOK US

Summit QC

Instagram Us

Summit_QueensCollege

ROOM ASSIGNMENTS, ROOM CHANGES, AND SUITEMATES

Please note we are unable to make changes to your room or building assignment. A room transfer freeze period is in effect from the time your initial assignment is made until two weeks into the fall semester. The freeze allows us to locate all available spaces. Beginning on Tuesday, September 5th, you may submit your request for a room change. In some cases, suitemate information and assignments may change due to unforeseen needs for relocation. Should this occur, we will make every attempt to contact you as soon as we are aware of a change.

CONTACTING YOUR SUITEMATES FOR THE FIRST TIME

Meeting and living with your new suitemates is an exciting experience that can enhance your time at Queens College. We encourage you to contact your new suitemates as soon as you receive the notification. The two main things that you want to do in this initial communication are to introduce yourself and provide some information about yourself. This is also the time to exchange telephone numbers, e-mail addresses, etc., so you can discuss and coordinate with your suitemates what items each of you plans to bring.

It is natural to feel a little apprehensive about speaking with new suitemates for the first time. You will find that it is easier if you can be upbeat, positive, and respectful of their right to his/her opinions, and to expect some differences. The most important goal of the conversation should be to establish good communication between your suitemates and yourself so that you have a base to build upon when move-in day arrives.

PARKING PERMITS

You will receive a Parking Request Form via email. Guest passes are available upon request at the Main Gate. You must know your license plate number. The prices for student permits are as follows:

Surface (Lot 5) \$350

Summit Garage \$400 + \$25 garage key fee

PAYMENTS

Queens College Students: All payments for Housing will be handled through the Bursar's Office in Jefferson Hall. The Summit Apartments staff does not accept payments as the charges are on your CUNYfirst account. Payment Plans must be coordinated through the Bursar's Office.

Non-Queens College Students: Please stop by the Housing Office in the lobby to submit your payment or work out a payment plan.

INSURANCE

The University does not provide insurance for you or your property. You are encouraged to check your family homeowners' and health insurance policies or to carry your own insurance. Two insurance companies that specialize in providing renters insurance for college students who live away from home are listed below.

National Student Services Incorporated:

<http://www.nssinc.com>

CSI Insurance Agency Incorporated:

<http://www.collegestudentinsurance.com>

PACKING FOR MOVE-IN DAY

Don't try to bring everything you own; if you forget something, you can always get it later. We have a limited number of carts, so it is better to pack a number of moderate-sized boxes that can be handled by one person, rather than a few large boxes. Please note that there is no space for storage of boxes, suitcases, or trunks. If you plan to have any of your items mailed or sent via parcel post, please make arrangements for an arrival date after August 20th.

CHECK-LIST

- Pillow, bed linens, blankets, etc.
(mattresses are extra-long – 36" x 80")
- First Aid Kit
- Towels, washcloths, bath and toiletry supplies, toilet paper, shower supplies
- Lamp for desk (not halogen)
- Laundry basket/bag, detergent
- Surge protectors/Power strips
- Umbrella
- Flashlight
- Clothes hangers
- Alarm clock

OPTIONAL HANDY ITEMS TO CONSIDER

- Digital camera
- Reading pillow for your bed
- Sewing kit, scissors, safety pins
- Iron and small ironing board
- Toaster Oven
- Bicycle and a good lock
- Television, Computer, Stereo
- Cleaning Supplies for Living room, Kitchen & Bedroom
(broom, dustpan, vacuum, etc.)



THINGS TO LEAVE AT HOME

- Pets (except for fish in tanks no larger than 10 gallons)
- Halogen lamps
- Amplified equipment
- Weapons (any type of knives, weapons, bow & arrow, firearms, etc.)
- Fireworks, candles (no open flames), incense
- Alcohol, chemicals or illegal substances
- Hot plates and other items with open elements
- Alcohol & Drug Paraphernalia (funnels, hookahs, glass pipes, etc.)
- Wireless access points, routers, and hubs
- Extension Cords
- Hoverboards

FLOOR PLANS

Based on your requested room type, below are images of both room configurations available at The Summit Apartments:



2BR/2BA Double-Occupancy apartment



4BR/2BA Single-Occupancy apartment

FURNISHINGS

The Summit Apartments provides each student is provided with a bed, a desk, desk chair, and a chest of drawers. Also, a sofa, side chair, end table, and TV stand are provided in the living room area.

CARPETING

Carpeting is provided in all of our residential areas, including the bedrooms and living room.

INTERNET CONNECTION

Our wireless network is provided by the company Airwave Networks. When you first log-in, you'll be asked to sign into the server to access the internet. After you do so successfully, you'll have access to the Wi-Fi throughout the building. Please note: this is a separate network from the rest of Queens College.

TELEPHONE

There is no in-room telephone service available. Land lines have been discontinued as our student population utilizes cell phones.

CABLE TELEVISION

Each suite is wired and provides digital cable television. There is a cable jack in each bedroom and in the living room of the suite. Those who wish to take advantage of this service should bring a cable-ready television and a cable cord with them. Please refer to the email sent out previously with the information on our cable service options as well as the equipment that works best with our new cable provider.

LAUNDRY OPTIONS

Washers and dryers are available for use by Summit residents only. The cost is \$1.50 for each wash and \$1.50 for each drying cycle. You will need to acquire a HERCULES CARD at check-in which works as a debit card for laundry and you can refill as needed.

MyLaundry Station provides a wash-fold delivery service, as well as dry cleaning, and is located in the Lobby next to the vending machines. Laundry is at a cost of \$1.00 per pound. www.mylaundrystation.com

MAIL SERVICES

Each student is provided with a mailbox. It is imperative to use the address below to ensure proper delivery. If you are making arrangements to ship your belongings, please arrange for delivery AFTER August 18th. Due to limited space in our office, we are unable to hold large packages prior to the official move-in day, so please plan accordingly. USPS, FedEx, UPS, DHL, and Airborne Express all deliver to the campus daily. In order to receive your mail, simply list the following address:

YOUR NAME
64-80 Kissena Boulevard
Box #
Flushing, NY 11367

WHAT YOU WILL RECEIVE WHEN YOU ARRIVE

- A key to your suite/bedroom
- A fob to gain access to the building
- A key to your personal mailbox
- An online Room Condition Report (RCR) is to be completed and signed when you move in. You must check the room as you move in and note any issues or concerns with the furnishings. This form will be used at check out to assess if any damages have occurred – and to charge you for those damages that may have occurred during the year. So, this is a very important document!

POLICIES AND PROCEDURES

The University Housing Guidebook outlines residential policies and expectations within your community. The Guidebook is available on-line and can be found on our website (<http://queenscollegehousing.com/wp-content/uploads/2016/06/Resident-Handbook-16-17.pdf>). Please be sure to review this information, as you will be held responsible for the information contained within this document. You will be expected to attend a Floor/Hall meeting with the other residents in your community soon after arrival. Floor Meetings for students will be during the evening of Move-In day or soon thereafter. The purpose of this meeting is to aid you in getting to know those living around you, meet your RA, and get a basic introduction to Campus Housing and its policies and procedures. It is also an opportunity to ask the staff any questions you may have.

PEOPLE YOU WILL MEET

Knowing where to go and who to talk to is an important first step to make your experience at Queens College as rewarding as possible. There is an extensive network of people awaiting your arrival. In the Housing Office at The Summit Apartments, the most important people to know include:



Sean Pierce, **DIRECTOR OF HOUSING & RESIDENTIAL LIFE** lives in the building, oversees the administration of your community, and supervises all of The Summit Apartments staff. The Director is a full-time, professionally trained staff member who provides close attention to you and your residential experience.

Craig Blodgett, **ASSISTANT DIRECTOR for RESIDENTIAL LIFE**, is a full-time staff member who also lives at The Summit Apartments. His primary responsibility is to directly supervise the RA staff and share the duty coverage responsibilities. Additionally, you will find him in the office with various administrative tasks and projects.

Sharon Khan, **ASSISTANT DIRECTOR for ACCOUNTS RECEIVABLE**, is responsible for tasks associated with financial collections of student housing accounts.

Barbara O'Neill, **ASSISTANT DIRECTOR for OPERATIONS**, is responsible for overseeing the room assignments and current residence accounts.

Ivonne Maldonado, **OFFICE COORDINATOR** is a full-time professional staff member who oversees the daily functions of the office, work order processing and other administrative tasks.

Ed Doxey, **MAINTENANCE SUPERVISOR**, Willie Rodriguez, **MAINTENANCE TECHNICIAN**, and Manny Rosas, **CUSTODIAN**, are our very own caretakers for The Summit Apartments! They oversee the work order and repair process, keep our facilities clean, as well as coordinate any summer renovation projects that may be taking place.

Your **RESIDENT ASSISTANT** (RA) is a student, just like you, who is specifically selected and trained to work with other students to establish a community for you and those who live around you. The RA can assist with suitemate conflicts, maintenance concerns, refer campus and community resources, and other items of interest.

The **HOUSING OFFICE** is located in the lobby. The office is open, Monday through Friday, from 9:00 am until 5:00 pm, as well as from 8pm until 11pm, seven days a week, to serve your needs and assist you with any issues or questions that you may have.

LEADERSHIP OPPORTUNITIES

Research shows that students who are involved in at least one University organization are more likely to graduate! Leadership opportunities exist for you in the Housing and Residential Life community. Take a look and become involved!



The Resident Student Association (RSA) is the overall governing body for the students living in Housing at Queens College. This group meets on a weekly basis and identifies social, educational, recreational, and cultural needs for programs and activities that are organized throughout the year. Each floor has a representative who will attend meetings on behalf of their floor and assist in making decisions and planning events. RSA meetings are held on a weekly basis in the Flex Space. Meetings are open to all residential students. RSA is an active member of state, regional, and national organizations for residential students, and attends meetings and conferences throughout the year in a variety of locations across the country.