We are happy to have you as a part of the storied history of Cornell including its diverse summer programs. This information sheet will assist you with questions that may arise on campus during your stay.

**If you are staying in Rose House or Keeton House:**
Your service Center is Cook House- for mail, check in, check out, card access or laundry account questions.
1st-floor office in Alice Cook House -Desk hours 8am-8pm daily
Check in assistance- 24hr phone (607) 255-9543 beginning 5/25/19

**If you are staying in Cascadilla:**
Your service center is Cascadilla for mail, check in, check out, card access or laundry account questions.
2nd-floor Service Center desk in Cascadilla Hall - Desk hours 8:00am-8:00pm daily.
Check in assistance- 24hr phone (607)-255-6216 beginning 5/25/19

For personal assistance on any issue contact your Residence Advisor (RA) or Residence Director (RD).
- There is an RA On-Call Phone for questions or lockouts between 7:00pm-8:00am (this will be posted inside the building)
- Contact your RD, TBD, phone 607-255-2679, (subject to change, will be posted) during normal business hours
Any questions about summer housing before 5/25/19 can be directed to Summersessionhousing@cornell.edu

For general information and information about Cornell University Housing, please visit: http://housing.cornell.edu/.

Emergency and Non-Emergency Campus Contacts:
In case of emergency, act quickly, but calmly and contact the appropriate entities:

- To report an emergency (including ambulance service):
  - Dial 911 on any phone on the Cornell campus or utilize any of the Blue Light campus phones or call 607-255-1111 (Cornell University Police Department (CUPD))

- To report an issue that does not require immediate attention
  - Call 607-255-1111 (CUPD)

- For a health concern that does not require immediate attention:
  - Call the Cornell Health 24/7 Line 607-255-5155
    - Cornell Health is located on Central Campus at the intersection of Campus Road and College Avenue
  - Call the Cayuga Medical Center at 607-274-4411 (Emergency Care) or 607-274-4150 (Convenient Care)

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**PLANNING YOUR STAY**

### Checking into Your Room:

You may check-in as early as 2:00pm EST on your Check-In Date. *(No earlier than 4:00pm for June 9th move-ins)* Additionally, **check-out is 10:00am** on your Check-Out Date. Late move-out charges will apply for move-outs after 10:00am. Let summersessionhousing@cornell.edu (summer session students) or your program administrator (REUs etc.) know immediately if your program will last past 10:00am on your scheduled move out date.

At check-in, you will need to provide your Cornell Net ID, Cornell ID # and a valid email address to the desk, if we do not already have them. These are needed for proper communication, receipt of packages, and access to buildings and systems throughout the summer. If you will not be receiving a Cornell ID or Net ID, let us know at check in.

Here is some other important information regarding your stay:

- As stated above, check-in and key pick-up starts at 2:00pm EST on your arrival date at the Cascadilla office located on the second floor of Cascadilla Hall for Collegetown guests, or at Cook House for West Campus Guests.
- **Please try to check-in between 2:00pm-8:00pm EST.** If you cannot
arrive within this window of time, on-call information and phone numbers will be posted at the front entrance for your convenience. Please call the number posted so that a staff member can check you in during after-hours.

- You will be able to access your residence hall security doors with your Cornell student ID card. If you are a new student and have not yet received your student ID, be sure to sign out a temporary access card when you check-in. Temporary access cards must be returned within 48 hours to avoid a fee.

**Phone Services:**

Students that require a personal Cornell voice line in their room may order this service directly from Cornell Information Technologies.

Questions about your phone service can be fielded by Network and Communication Services Operations Support at (607) 254-6271, ncs-os@cornell.edu, by stopping by the Computing and Communications Center (CCC) or by going to: http://www.it.cornell.edu/services/resphone/about/index.cfm

**WI-FI:**

Wireless access is available in common areas and lounges by connecting to the Cornell Visitor Wi-Fi network. Please note, Cornell – Visitor does not support email applications. You will need to access your email via web browser.

For Secure WI-FI: access Eduroam with your Net ID and password.

For access to your room’s wired Internet, you must sign up for Ethernet Service through Cornell Information Technologies (CIT) after check-in.

They can be reached at (607) 255-8990 or by visiting 119 Computing and Communications Center (CCC) on the Ag. Quad, on Central Campus, off of Tower Road. Walk-in hours are 8:00am-5:00pm weekdays.

**What to Bring:**

We encourage you to keep in mind that you will only be in Ithaca, NY for a very short but pleasant time and that your stay here will likely keep you very busy. When packing for your visit, we recommend the following items as a beginning packing list:

- Cell Phone
- Appropriate Clothing- Remember the Ithaca climate comes with a wide range of varying temps.
- Toiletries
- Umbrella/poncho
- Bathrobe
- Slippers/shower shoes
- Jacket/Sweatshirt
- Alarm clock
- Toiletries shower tote (you will be sharing a hallway bathroom)

**What Not To Bring:**

Your safety is important. Due to the hazard associated with their use, the following appliances may not be present in residence hall rooms: Personal air conditioners, grills, (including George Foreman grills), halogen lamps, immersion coils, oil, kerosene, and gas lamps; open-coiled appliances, steam vaporizers, waterbed and any appliance attached to multiple extension cords.

To rent items including fans, micro fridges, and mini fridges call Lewis Freedman, Campus Services, 607-539-6673 or via email: FridgeandFanRentals@gmail.com.

Website:

The following appliances may only be used in kitchens: Coffee makers, electrical appliances with heating elements, hot pots, hot plates, microwave- ovens, popcorn poppers, rice cookers, and toasters/toaster ovens.
Important policies that you must know:


1) CU residences are SMOKE FREE. Therefore, smoking is prohibited in all residence halls and apartment on campus.

2) Alcohol:
   • Under New York State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.
   • It is a violation of Cornell policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
   • Residential and New Student Programs/West Campus House System prohibits kegs, beer balls, and other similar beverage containers commonly used to serve multiple individuals.
   • Alcohol paraphernalia (such as empties, flasks, or funnels) is prohibited in residential communities, except in rooms where all assigned persons are 21 and over.
   • Public intoxication by an individual 21 years of age or older who is disrupting the community will be subject to disciplinary action. Public intoxication by an individual under 21, whether or not disruptive to the community, will be subject to disciplinary action.
   • Possession or consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, or hallways).
   • A person who is 21 or older may not consume alcoholic beverages in any residence hall, room/suite unless all who are present are 21 or older.
   • A person under 21 may not be in a room where alcohol is present.
   • In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of their guest(s) who are students or non-students. If an underage student is found drinking alcohol in a room in which they do not reside, the resident(s) of that room may be held equally responsible for permitting the violation to occur.

Laundry & Linen:

2 sheets, 1 pillow, 1 pillowcase, 1 blanket, 2 towels, 1 face cloth, and 1 mattress pad are provided for your use while you are staying with us this summer. You are responsible for laundering these linens.

Laundry facilities are available for use in the Residence Halls. Operational costs are currently $1.75 per wash and $1.30 to dry. Machines are operated by swipe card only. They do NOT take coin or cash. Participants must set up a laundry account on their Cornell ID card. (This can be done by providing Cornell Net ID and Cornell ID card # to the check in desk who will set it up for you, or by contacting Karen Trask at ks297@cornell.edu) If you do not have a Cornell ID card, you will need to sign out a laundry card for the time of your stay. You then need to add money to this account or card.

To deposit money to your laundry account: https://get.cbord.com/cornell. To add money to the laundry card, see your service desk.

Mail Services:

You will be emailed at your email on file if you receive a letter or package. You will pick these up at the Cascadilla Service Center or Cook House, whichever one is your service center. If you must receive mail during your stay, please have it delivered to Cascadilla Hall or Cook House only. Make sure the sender writes the following clearly on your mail:

Your Name and Net ID (if possible)
Cornell University
Room Number and Residence Hall
c/o Cascadilla Hall or Cook House
Ithaca, NY 14853
Mail Centers will accept outgoing packages for USPS, UPS, and FedEx if they have a prepaid label, and closed properly.

Mailing supplies and further mail services can be found at the Campus Store.

Transportation:

Parking:
Parking permits for long-term parking are available through Cornell University Transportation – location is dependent on availability. Please contact Transportation directly for more information on summer parking passes including rates at (607) 255-PARK.

Short term parking is available through Parkmobile, a parking meter app. [https://fcs.cornell.edu/parking-and-transportation](https://fcs.cornell.edu/parking-and-transportation)

Bus Services:

TCAT:
Tompkins Consolidated Area Transit (TCAT) – The Ithaca Commons, Pyramid Mall, and bulk of Tompkins County’s bus service is provided by TCAT. For most destinations around town the fare is $1.50 one-way or $3.00 per day. Bus schedules are available at the service center and at TCAT’s website ([www.tcatus.com](http://www.tcatus.com)). Bus passes are available for purchase at the Cornell Store.

Greyhound:
For access out of Ithaca via the Greyhound Bus Lines call (607) 272-7930. The terminal is located downtown on Green Street near the Public Library.

Campus to Campus Bus:
Between Cornell’s Ithaca and NYC campuses [https://fcs.cornell.edu/content/campus-campus-bus-service/out](https://fcs.cornell.edu/content/campus-campus-bus-service/out)

Other Services:

Taxi:
Taxi Dispatch – 607-277-7777

Bike Share:
Big Red Bikes [https://bigredbikes.cornell.edu/about/howItWorks.cfm](https://bigredbikes.cornell.edu/about/howItWorks.cfm)

Ride Hailing:
Uber and Lyft are now available in upstate New York.

Car Share:

Cooking:
All buildings have shared kitchen facilities with a refrigerator, stove, microwave, and basic kitchen appliances. These facilities are designed for occasional meal preparation, and can quickly become crowded if used regularly.

You are responsible for cleaning all of your own dishware.

DURING YOUR STAY

Trash and Recycling
Your building has trash and recycling rooms for you dispose of your items. You are responsible
for removing trash and recycling from your room on a regular basis. Ask your RA if you do not know where these rooms are in your building.

**Dining:**

Bethe House on West Campus is your closest all-you-care-to-eat facility. Many of Cornell Dining’s facilities will be closed June 6th – June 9th to support Reunion Weekend. Please check the dining website or app for hours of operation. (http://living.sas.cornell.edu/dine/ or the Cornell Dining Now app available online: https://now.dining.cornell.edu/eateries).

Summer meal plan info can be found by going to http://living.cornell.edu/dine/ after April 1st. If you do not yet have your Cornell Net ID, please contact Karen Trask (ks297@cornell.edu) to purchase a meal plan.

For questions about your door access/meal card once you arrive on campus contact your Service desk.

**Lock Outs and Lost Keys:**

If you happen to lock yourself out of your room have no fear, the service desk can help. Just stop by and if they are not open, call your RA.

Please report lost keys promptly to the service desk. We will get you temporary keys to use and get your lock changed ASAP for your safety. There will be a $104.00 charge for the lock change.

**Safety Outside the Halls:**

Ithaca/Cornell University is a safe area. Nevertheless, you should always be alert, especially at night and when you are traveling alone.

If you have a Cornell Net ID, you can download the Rave Guardian app. For more information: https://emergency.cornell.edu/raveguardianapp/

Visitors to Cornell’s Ithaca campus can sign up to receive CornellALERT text notifications by texting “CornellVisitor” to 226787. You can stop receiving messages at any time by texting “stop” to 226787. On August 1st of each year there will be a system generated “stop” at which point you will need to re-enroll if you wish to continue receiving CornellALERT messages.

By entering your cell phone number in one of the above locations, you indicate you want to receive emergency text alerts and/or voice phone messages and accept responsibility for any data charges or fees that may occur. Cornell University will do its best to send emergency alerts for imminent threats to health and safety or for changes in university operations (e.g., closures, delayed start).

**Blue Light Phones 24/7:**

Use these and campus emergency phones to reach the Cornell Police (607-255-1111). Call for assistance, information, or to report an emergency. Pick up any Blue Light phone, or one of the 275 indoor emergency telephones located on campus, for a direct connection to the CU Police.

**Fire Safety Plans:**

*Be sure to familiarize yourself with the evacuation procedures posted at elevators, stairs and exit points throughout the building.*

*When the alarm sounds, everyone must evacuate the building IMMEDIATELY.*

If you discover a fire, you should pull the nearest fire alarm. Manual pull stations are located at exit points on each floor and the building exterior doors. If possible call the Emergency number at 607-255-111 AFTER you have evacuated.

**Reporting Maintenance Problems:**

For Non-Emergency Issues: (e.g. blinds are not working)
You can file a maintenance request by going to: http://living.sas.cornell.edu/live/contactus/maintenance/request/index.cfm and follow the directions from there. You will need a Net ID to place a request. See the front desk in you do not have a Net ID.

Recreation:

Ithaca is Gorges: The areas around Cornell have many natural wonders, but they can be dangerous as well. Please read the gorge safety info and safe swimming options here: http://gorgesafety.cornell.edu/

Fitness Centers:
For information about hours and facilities, see Cornell’s fitness centers website at http://www.fitness.cornell.edu or call (607) 254-2824.

Ithaca Area attractions and events:
http://www.visitithaca.com/

Libraries:
You can visit Olin and Uris Library among the many other libraries on campus. Follow the link for information on hours and location: https://olinuris.library.cornell.edu/

Need Coffee/Class Supplies/ATM:
Check out The Cornell Store: https://store.cornell.edu/default.aspx

CHECKING-OUT AND DEPARTING

Checking-Out:
Check-out is at 10:00AM the latest. It’s not too early to plan for your departure, especially if you’ll be making special travel arrangements. You may leave earlier if you wish. However, be advised that there are no refunds for late arrival or early departure.

Below is a short list of steps you must complete to check out properly.

1. Make sure that you have packed up and removed all of your belongings from the room. Double check all drawers, cabinets and closets. Clean up any trash and clutter in the room. Vacuum your room.

2. Close and lock all windows, turn off lights, and lock the door behind you.

3. An envelope will be available at the desk. Place your name, Net ID, program and room number and forwarding address on the envelope. Please note that we can not forward to international addresses, any mail received after your departure will be returned to sender if you have an international forwarding address.

4. Keys and Access cards (if applicable) are to be returned in these envelopes by bringing them to the desk or dropping them in the key box. Please make sure your forwarding address is on the envelope.

THANK YOU FOR CHOOSING CORNELL UNIVERSITY FOR YOUR SUMMER ACCOMMODATIONS