The Pabulum... Feed Your Head
A Publication brought to you by The Office of Housing and Residential Life

Congratulations to our New School Graduates!

“Time is a companion that goes with us on a journey. It reminds us to cherish each moment, because it will never come again. What we leave behind is not as important as how we have lived.”

Veronica Ayerbe
Jessica Calvo
Rachel Caplan
Corinne Cimino
Jennifer Freely
Micheal Milack

Join the OHRL Student Conduct Board:
Promote Community Amongst Peers

We are proud to announce a new opportunity for community citizenship: the Student Conduct Board. The Student Conduct Board is a panel of residents who adjudicate disciplinary cases, hear evidence and make decisions that impact the residential community.

This is an excellent opportunity for residents to get involved, gain unique skills and experience and have a voice in the community. While an ideal opportunity for political science and pre-law students, any and every major is encouraged to apply!

Returning residents who are interested in joining the Student Conduct Board for the Fall 2004 are encouraged to contact Jennifer Gray, Assistant Director of Housing & Residential Life at jgray@pace.edu or at 212-346-1295.

Get your application now!
Summer Housing applications are due to the OHRL by May 3, 2004

Closing Info Inside!

The Quilt

“One patch all alone carries its own personality...
Two single patches sewn together create a bond between two, quite like a friendship.
Three, four, so many more... patches sewn together they have the power to:
love and care, warm and share,
quilt and comfort.
Many single patches sewn together create the comfort that we share.”
—Unknown
Closing Times
All residence halls close on May 17th at 6:00pm. Graduating Seniors who register with the Office of Housing & Residential Life will move out by 6:00pm on May 25, 2004. New School apartments 5 & 6 (A-E) check out with Peter Rivera. New School apartments 6 (F-H)& 7 check out with Todd Snyder. New School “F” apartments check out with Rossella DiPopolo.

Check-Out Procedures
Students leaving an assigned space for any reason must complete the check-out procedure. Any portion of the check-out procedure not completed will result in an improper check-out fine of $50. This procedure includes:
1. Attend final floor meeting.
2. Make an appointment with current BA at least 24 hours before your intended departure.
3. Defrost & clean refrigerator, and remove garbage & food.
4. Return room furniture back to original design.
5. Vacuum or sweep room.
6. Remove all of your belongings. The BA will be taking your key, so it is imperative that your belongings are out of the rooms. Any items left behind will be considered abandoned and will be discarded.
7. Turn convectors/AC off, and shut & lock windows.
8. Have BA verify the condition of your room against the original RCR you signed at check-in.
9. Return your mailbox key, laundry card and access card to your BA. Keep your Pace One Card!
10. Sign and retain your copy of the check-out Room Condition Report from your BA.
11. Shut and lock door.

Check-out appointment sheets
These are how you get a check-out time with your BA! You must check out with your Pace University BA! New School Staff will not perform your check-out, nor accept your keys and ID. You need to sign up for a time with your BA at least 24 hours before you intend to leave. Your BA will have sheets by his/her door for each day starting May 10th. You pick one time slot and then your BA will meet you at your room at that time! Remember, you need to move out within 24 hours of your last final, so make the arrangements now with your friends and family!

Room Condition Report (RCR)
Your Room Condition Report is very important! The RCR offers the resident and BA the opportunity to thoroughly inspect the room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room’s condition and may result in the issuance of a damage charge. The process of properly completing the inventory form will proactively assist the resident and the staff in determining whether any charges for damage should be the responsibility of an individual or shared by the roommates. When you check out with your BA, you both will verify the condition of the room, and document all damage. If there is damage to your room, you may be billed. This is why signing up to check out is so important! It’s the last chance you have to avoid being billed for things you may not have been responsible for!

Billing & Fees
Once you check out of your room with an BA, he/she will tell you if there will be any billing for your room. After your BA submits your RCR and your RHC determines this price, your University account will be billed. This is why it’s very important to check out with your BA! If your common areas (i.e., lounges or lobbies) have damage, you may be billed also. This kind of damage is considered to be Community damage, a cost that is shared among all the members of the community.

Change of Address Forms:
In order for your mail to be forwarded after you move out of the building, you must file a change of address form with the U.S. Post Office. You can fill out this form at the Post Office (two blocks south on William, turn left on Pine) or online at http://www.usps.com. Any mail that arrives after you vacate will be returned to sender. Be sure to contact all your banks, credit card companies, magazine subscriptions, etc.
**Floor Meetings**
Not only is your closing floor meeting mandatory, but it’s how you get all the information first hand, get your questions answered, see your floor mates for one of the last times, and hey, why not avoid check-out fines?

**Extensions**
Students who wish to request an extension must do so in writing to his/her RHC by no later than May 7, 2004. The RHC will review the request and may grant an extension. We will not grant extensions past the closing date. A charge per day will be incurred by the resident who is granted an extension. We will try to help students the best way we can, but that does not always mean we can grant an extension. Students who need help moving should utilize these last few weekends to get the big things out of the way so when we close you can check out on time!

**Garbage**
In order to avoid odors, pests and fire hazards, all trash chutes will be locked Friday, May 14. It’s very important that you bag your trash well and tie it to avoid city pests! Your BA will have a broom and trash bags available so ask for them if you need them! Bulk trash (i.e., carpets, non-New School furniture, non-Pace furniture, crates, boxes, cinder blocks, books, space savers or anything that cannot be bagged) should be taken home with you or removed from the premises, both inside and outside.

**Storage?**
This one is easy…we have no storage of any kind! Students are responsible for taking all of their belongings with him/her. **ANY ITEMS LEFT BEHIND WILL BE CONSIDERED ABANDONED AND WILL BE DISCARDED.**

**Parking**
If your family and friends are looking for places to park, there are 2 parking garages with a few blocks. Loading areas are the same areas as they were at Opening back in September. If your friend or family member is loading, make sure to have one person stay with the car to keep it safe and sound! As loading areas are scarce, make sure to limit your loading time to 10 minutes!

**Commencement**
Graduating seniors must be registered with the OHRL in order to stay in the residence halls past May 17, 2004. Graduating seniors must check out no later than 6:00pm on May 25, 2004. Students who volunteer to work commencement and are not staying for Summer I may not stay in housing after closing. Students who stay in the residence hall may be re-assigned between May 17-25 in order to accommodate emergencies, intersession, etc… Although this is a very last resort, it may occur on rare occasions.

**Guest Policy**
As we are closed, no guests are permitted after 6:00pm on May 17th. No overnight guests are permitted after May 16th. No exceptions will be made other than for family and those helping you move out at the time you move out.

**24-hour Quiet Hours**
24 hour quiet hours begin on May 6th at 9:00am and extend through hall closing.

**Roommates’ Role at Check-out**
Your roommate cannot check out for you, nor can your roommate take on your responsibilities. Even if you are the first to leave, you must clean and attend to your space in the room and apartment. If no one takes responsibility for damage, all apartment residents will divide the responsibility evenly. You each have to ensure proper check-outs for yourselves!
Preparing for Your Trip Abroad...
Some tips to help you keep your head about you!

- Learn about the countries that you plan to visit. Before departing, take the time to do some research about the people and their culture, and any problems that the country is experiencing that may affect your travel plans. The Department of State publishes Background Notes on about 170 countries. These brief, factual pamphlets contain information on each country’s culture, history, geography, economy, government, and current political situation.
- Read the Consular Information Sheet. These provide up-to-date travel information on any country in the world that you plan to visit. They cover topics such as entry regulations, the crime and security situation, drug penalties, road conditions, and the location of the U.S. embassy, consulates, and consular agencies.
- Check for Travel Warnings and Public Announcements. Public Announcements provide fast-breaking information about relatively short-term conditions that may pose risks to the security of travelers.
- Find out the location of the nearest U.S. embassy or consulate. If you are traveling to a remote area or one that is experiencing civil unrest, find out the location of the nearest U.S. embassy or consulate and register with the Consular Section when you arrive. If your family needs to reach you because of an emergency, they can pass a message to you through the Office of Overseas Citizens Services. This office will contact the embassy or consulate in the country where you are traveling and pass a message from your family to you.
- Leave copies of your itinerary, passport data page and visas with family or friends at home, so that you can be contacted in case of an emergency. Keep your host program informed of your whereabouts.
- Make sure you have insurance that will cover your emergency medical needs (including medical evacuation) while you are overseas.
- Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, while in a foreign country, you are subject to its laws!
- Be safe! Do not leave your luggage unattended in public areas and never accept packages from strangers. Avoid using illicit drugs or drinking excessive amounts of alcoholic beverages, and associating with people who do. Do not wear conspicuous clothing and expensive jewelry and do not carry excessive amounts of cash or unnecessary credit cards.
- Deal only with authorized agents when you exchange money to avoid violating local laws.

Find out what information and resources Pace offers. Many student advisors can provide you with information about studying or working abroad. They may also be able to provide you with information on any travel benefits for students (e.g. how to save money on transportation and accommodations, and other resources.)

This information was adapted from the following:
http://travel.state.gov/student_tips_brochure.html

Have a great summer!