

Welcome Student,

The Graduate and Professional School Housing Office is pleased to welcome you to campus. We are happy to have you as part of our family of student residents. This check-in letter is being sent to all new and returning students living with us for 2009-2010.

You have been assigned to *dormitory name* , Room --- for the 2009-2010 academic year.

The following are a few items of information concerning your check-in.

- **When can I move in?**
 - The residence hall rooms will be available for Check-In as of Thursday August 20th through Sunday August 23rd . Staff will be available at each residence location to assist your check-in from 10AM -10PM.
 - Returning residents who do not arrive during this check-in window will need to make arrangements with their Resident Coordinator to pick-up keys at a mutually agreeable date and time.
 - Only pre-approved **early arrivals** can check-in earlier than the start of the Housing Contract. *If you have received approval from the Graduate Housing Manager*, contact the Resident Coordinator of your building to make arrangements to check-in and pick-up keys. Be aware of your arrival times to campus. Resident Coordinators are not available at all hours of the day and night. If needed, we will make accommodations to have you pick up keys from the GHO (during business day hours) OR we can drop your keys with the Security Office at Phelps Gate on College St opposite of the New Haven Green if you are arriving when we do not have a staff member available to assist you directly.
- **Who is my Resident Coordinator?**
 - Resident Coordinators are student staff members who live and work in the residence halls throughout the year. They are your primary contact for questions and housing problems you may encounter throughout the year.

HGS: Gwen Bradford
HHH: Paula Rosales
276P: Corey Pilver
254P: Jeremi Szaniawski

gwendolyn.bradford@yale.edu
paula.rosales@yale.edu
corey.pilver@yale.edu
jeremi.szaniawski@yale.edu

Harkness:

Matt Singleton
Melanie Keshner

matthew.singleton@yale.edu
melanie.keshner@yale.edu

Harkness Housing Office Assistant:

Janice Agostini
Office Hours

Janice.agostini@yale.edu
Mon-Fri 8AM – 4PM

- **Can I send some of my belonging to Yale prior to my arrival?**
 - You may send some belonging to Yale no sooner than one week before your scheduled arrival date. All packages must include your Name and Room Number. Packages will be stored at your own risk.
- **How do I mail items to Yale or have mail sent to me?**
 - All students who can receive mail at the residence hall location can have mail and packages sent to Yale must be clearly addressed with your **NAME** and **UNIVERSITY ADDRESS** clearly visible. Your Box number is your Room Number. *Please notify everyone who may send you items of this policy. Items will be returned to sender if not properly addressed.* Addresses for the residence halls are noted below.

ES Harkness Hall

Your Name
367 Cedar Street
Box # (Room Number)
New Haven, CT 06510

Helen Hadley Hall

Your Name
420 Temple St
Box # (Room Number)
New Haven, CT 06511

276 Prospect Street

Your Name
276 Prospect St
Box # (Room Number)
New Haven, CT 06511

254 Prospect St

Your Name
254 Prospect St
Box # (Room Number)
New Haven, CT 06511

- **But I live in HGS – where do I send my mail?**
 - Students in HGS DO NOT receive mail in the residence hall. Students must either rent a United States Post Office Box from the Yale Station Post Office on Elm Street (approximately a 5 minute walk from HGS) or they may obtain permission from their academic department to use their student academic mailbox for all external mail and packages.
 - Alternative shipping for HGS students: Students can also send packages to the Graduate Housing Office. When received, we will notify you that your package has arrived and can be claimed. The Grad Housing Office is approximately a 5-7 minute walk from HGS. Please address packages:

Graduate Housing Office
420 Temple St
Your Name
HGS Room ----

New Haven CT 06511

- **I am driving to Yale, where can I park and unload my belongings?**
 - **Prospect Sts:** There is a small parking lot in front of 276 Prospect St and adjacent to the 254 Prospect St building. *For unloading purposes only*, please park in the lot, unload, and then move your car to a metered parking spot on the street or into a local parking garage. Yale parking enforcement will ticket and tow away cars illegally parked in this lot.
 - **HHH:** For move-in week, there will be 2-3 metered parking spaces reserved for unloading purposes on the street in front of HHH at 420 Temple St. There is also a small no-parking zone in front of 420 Temple St that could be used for very temporary parking. (Do not leave your vehicle unattended). Once unloaded, cars will need to be moved to a metered parking spot or a local parking garage. Local law enforcement tickets cars parked in unauthorized spaces or in expired metered spaces.
 - **HGS:** For move-in week, there will be 2-3 metered parking spaces reserved for unloading purposes on the street in front of HGS at 320 York St. There is also a small no-parking zone in front of 320 York St that can be used for very temporary parking. Once unloaded, cars will need to be moved to a metered parking spot or a local parking garage. Local law enforcement tickets cars parked in unauthorized spaces or in expired metered spaces.
 - **ES Harkness:** The loading dock on South Frontage Road is for temporary parking while unloading your belongings. Once unloaded, cars will need to be moved to a metered parking spot or a local parking garage. Yale parking enforcement will ticket and tow away cars illegally parked in this lot.

We look forward to seeing you soon. Feel free to contact us at anytime if you need assistance.

Sincerely,

The Graduate and Professional School Housing Office Staff

Ms. Janice Agostini
Ms. Angela Colandrea

Ms. Renee Robichaud
Manager, Graduate and Professional School Dormitory Housing