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Section 1: Graduate Housing Community Information

A. Staff

GRADUATE RESIDENCE MANAGER (GRM)

There are two GRMs in Graduate and Professional Student Programs (GPSP). One GRM oversees Hasbrouck, Thurston Court and Hughes Hall; the other oversees Schuyler and Maplewood Park. Each is responsible for supervising the GCAs and other GPSP staff. If you have a concern regarding your living situation, the GRM is available to assist you.

GRADUATE COMMUNITY ADVISOR (GCA)

GCAs are Cornell graduate student staff who live in the graduate and professional student communities like you. In addition to providing community programs, GCAs serve as invaluable resources, offering assistance when residents are locked out or are experiencing other difficult situations. A GCA is on call when the Service Center is not open and can be reached by calling the GCA “on-call phone.”

SERVICE CENTER STAFF

All Service Centers are staffed with individuals who can help you navigate your new home. Service Center staff provides a variety of resources (e.g. mail and package distribution, issue keys).

FACILITIES STAFF

Cornell has a strong team of staff who are available to work with any facilities related issues you may have. If you have a problem in your apartment you can file a maintenance request (TMA) to have it fixed.

PROGRAM ASSISTANT (PA)

The PA works closely with the GCAs and GRM to plan and implement activities and events.

YOUTH AND FAMILY COORDINATOR

The Youth and Family Coordinator works directly with families and children, offering age appropriate events and activities for all children.

B. General Information

MOVING IN & OUT

Getting Keys

Upon arrival, you will be issued your keys. The staff at the Service Center will issue keys during the hours of operation. After hours, the Graduate Community Advisor (GCA) on-call will issue all necessary keys. One set of keys will be issued to each adult living in the residential unit.

Check-In Appointment

Within the first 2-weeks of your arrival you will be scheduled for a check-in appointment with a GCA. This inspection is very important as it will allow you to meet one of the GCAs in the community and get answers to any questions you may have. At this meeting, the GCA will also ensure that everything is clean and in working order in your apartment/room and that all required furnishings and supplies are present. This check-in inspection is documented and when you leave the same form will be used to evaluate your apartment/room (housekeeping, damages, missing items, etc.).

Pre-Vacate Appointment

Approximately two weeks before you plan on leaving, you will need to schedule a pre-vacate appointment at the Service Center. During this meeting, a GCA will come to your residential unit, compare the condition to when you moved in, assess the cleanliness, and outline steps that need to be completed prior to your departure. Although the GCA will talk with you about potential damage and cleaning charges, they will not be assigning charges at that time. Charges will be assigned when a final facilities inspection takes place after you leave. At this meeting, the GCA will also review any other procedures you will need to complete before you depart (e.g. how to return your keys and forward your mail).

Moving Out

When moving out of your apartment/room, you must check out; this includes completing all steps outlined at the Pre-Vacate Appointment, returning all keys to the Service Center, and completely vacating the premises by the closing date/time of your housing contract. A check out is not complete until an apartment/room is completely vacated and keys are returned. Please note that charges for additional cleaning required, removal of personal property, and for any loss or damage you have caused will be added to your bursar account.

CONTRACT OR APARTMENT/ROOM CHANGE REQUESTS

Should an issue come up with your housing during your contract, please set up an appointment to meet with the Graduate Residence Manager (GRM). Please note that contract releases, changes, or apartment/room changes are not always permitted and require specific circumstances and documentation. Further, some fees are associated with these changes.

VACANCIES

Please note that when vacancies occur, the university may show rooms/apartments and assign new occupants to fill the vacancies. Maplewood single housing residents are permitted to use only the bedroom and bathroom issued with the housing assignment.

KEYS

Locked Out

If you ever lock yourself out of your apartment/room, you can be let in by the Service Center or the GCA on-call. During working hours, the Service Center will issue you a temporary lock out key. After hours, the GCA on-call can be contacted to let you into your apartment/room. Please note that there is a \$5 charge per lock out.

Keys are only issued to the contract holder and spouse/partner where applicable. Guests, friends, and children will not be given a lock out key or let into your apartment/room. (It is recommended that parents establish an alternate plan should a child be locked out.)

Lost Keys

If you lose your keys, please report this to the Service Center as soon as possible. To ensure your safety, if apartment/room keys are lost, the locks on the residential unit and mailbox will be changed. You will be charged for the cost of the lock change.

CORNELL SPOUSE OR PARTNER IDENTIFICATION CARD

The Registrar's Office in Day Hall (255-4232) issues a student spouse/partner identification card to the spouse or partner of registered students. Please refer to the following website for additional information: <http://registrar.sas.cornell.edu//Student/idcards.html>.

C. Graduate Housing Community Resources

COMMUNITY PROGRAMS AND EVENTS

The GRM and GCAs aid residents by presenting programs, workshops, and activities to enhance the community. The staff welcomes your input on program development and seeks resident participation. If you would like to suggest a program, help run a program, or have a skill or talent you would like to share, please speak to the GRM or a GCA. A feeling of community is encouraged through cultural awareness programs, films, multicultural dinners, and several other social and educational activities.

COMMUNITY CENTER (Hasbrouck & Maplewood Only)

Both Hasbrouck and Maplewood have large community centers located within their complexes. Found inside the community centers are: the Service Center, the GRM Office, laundry facilities, community spaces (e.g. TV Room, Big Room, Meeting Room), vending machines (snacks and drinks), a campus phone, and bathroom facilities. The Community Center also boasts wireless connection service for your use with your laptop computer. Children should always be supervised by an adult when in the Community Center.

Room Reservations

The Big Room and TV Room are available for reservation at no charge for residents who wish to hold a small, private event. However, a small rental fee will be charged to Cornell departments (other than Campus Life), registered student organizations, and other outside users. (Please note, residents are not allowed to reserve a room for an outside group or formal organization in order to avoid a rental cost. Doing so may restrict rental privileges in the future.)

When using a reserved room, it is expected that the room will be left clean with all furniture and other items returned to their appropriate places. You will be financially responsible for any damage or mess that occurs and is not cleaned up during the time you request to use the room. As the responsible party, you must be present in the reserved room at all times. If you allow other people to enter, you will be responsible for their behavior, cleaning, and use of the room as well. For specific room reservation policies and rates, please visit your complex's Service Center.

COMMON AREAS

The graduate and professional student communities have a variety of common spaces both indoors and outdoors available for residents to use. These spaces include but are not limited to TV Rooms, Lobbies/Lounges, Meeting Rooms, Study Spaces, Gardens, and Picnic Areas.

These common areas also house several resources in a variety of forms. Several bulletin boards located throughout the buildings provide a space to post community events and services as well as important information. Many free publications such as weekly newspapers and other helpful information (bus schedules, maps, phone books, etc.) are also available for residents. Some communities also publish regular newsletters or calendars either on paper or electronically.

LAUNDRY FACILITIES

Laundry facilities are located in each community for a small cost per washer and dryer load. Residents pay to use washers and dryers through a balance kept on their identification card (student or spouse/partner). Residents can add money to their identification card at the Service Center or online at: <https://card.campuslife.cornell.edu/>.

For problems with a laundry machine (washers or dryers) see the Service Center during office hours or call a GCA (evenings and weekends). Report the machine (washer or dryer) number, and what the problem is. Always place an “Out-of-Order” sign on a problem machine so that other people will not use it.

We ask that you please be prompt in attending to your clothes in the washers and dryers and do not leave them for long periods of time or overnight.

LIST-SERVS

Each graduate community has a list-serv to provide important community information and events. When you arrive, you will be asked to provide your Cornell netID and/or an alternate email address that you regularly use and will be added to your complex’s listserv.

USED CLOTHING & FREE ITEMS

Don’t just discard items that you no longer want. Each laundry facility has a “free table” where you can leave items for others in the community to take. There are also yellow bins in the laundry rooms for good, clean, used clothing that you think another person could use. Feel free to take any items you can use. We hope that you will find the recycling of clothing economical as well as environmentally smart.

GARDENS (Hasbrouck & Maplewood Only)

There are community garden spaces available in the Hasbrouck and Maplewood communities. For a small fee, residents may rent a plot for the season to plant vegetables and flowers. Residents are encouraged to grow their vegetables in this fenced-in area. Informational meetings are held each spring. Please contact a GCA if you are interested.

D. Technology

All utilities (gas, electricity, water, basic telephone (ResPhone) and internet (ResNet)) are included in the rent.

TELEPHONE SERVICE

All graduate residential housing units have Cornell campus telephone service through Cornell Telecommunications with a telephone provided for your use. All on campus phone calls are free of charge.

Campus Phone to Campus Phone:

- Dial the last five numbers: for example, to dial University Police (255-5111) from a Campus Phone dial: 5-1111.

Campus Phone to Off-Campus Phone:

- Dial 9
- Then the 7-digit phone number (for example, 9- 255-1111).

Off-Campus Phone to Campus Phone:

- You must dial all 7 digits (for example, 255-1111).

In an emergency dial 911 - no matter what phone you are dialing from.

Long Distance Calls

Each registered student receives a Personal Identification Number (PIN) to use for long distance or international calls.

- Dial the telephone number and wait for several beeps
- Enter your PIN number

Calls will be billed monthly to each student's bursar account. Visitors do not receive a pin number. Please note that misuse of pin codes issued by the university can result in disciplinary action.

International Calls

If you will be making a large number of international calls, we recommend you purchase a pre-paid calling card or a cell phone that can be used to make global calls.

For more information on telephone operation, please go to www.cit.cornell.edu/resphone.

INTERNET & RESNET

All residential units have an Ethernet connection called ResNet. New residents will receive a packet from the Service Center upon arrival that includes set up information. For more information you may visit <http://www.cit.cornell.edu/services/nybb> or call Cornell Information Technologies at 255-8990.

TELEVISION

Because of the geography of this area, it is difficult to get television reception without purchasing a television cable service. No exterior aerials, satellite dishes or antennae are permitted. Two options are available for your consideration.

Time Warner Cable

Traditional television cable service is offered by Time Warner Cable. There is a TV cable outlet in every apartment/room. To have television cable service installed, call 272-3456 or go to the Time Warner Cable office at 519 West State Street in downtown Ithaca. For more information, please visit: <http://www.timewarnercable.com>.

Campus Televideo

DIRECTV services are available in some residential units. DIRECTV equipment is required to subscribe to service and can be purchased at the Cornell Bookstore (there is limited service throughout all graduate residential areas, please consult with Campus Televideo directly). For more information, visit: <http://www.campustelevideo.com/studentervices/cornell.asp>

E. Transportation

CARS & DRIVING

Parking Permits

All graduate residential areas have 24-hour permit required parking areas. Residents with vehicles must register with Cornell Transportation Services, 116 Maple Avenue (255-4600). For more information, visit:

http://www.transportation.cornell.edu/tms/cms/parking/?quicklinks4=tms3_guest.html.

Guest Parking

Non-resident vehicles are required to park in the designated visitor spaces at all times. Visitor permits are required for all vehicles to be parked during work hours (8:00 a.m. - 4:30 p.m., Monday – Friday). Visitor permits can be obtained from the Service Center, free of charge, when residents register their guests and guest vehicles. Display the parking permit in your car by hanging it from the rear-view mirror. Vehicles parked in visitor spots without valid permits will be ticketed and/or towed. The spaces for visitor parking are not to be used by residents at any time.

There are several "drop off zone" parking spaces that may be used by residents or visitors for up to 10 minutes. Do not park in the path of any garbage dumpster area or in a handicapped space. If you have special parking needs, you may contact Cornell Transportation Services at 255-4600.

Speed Limit

The speed limit is 15 M.P.H. in all graduate residential areas. Residents may report speeding vehicles to Cornell University Police by providing a license plate number.

BUS SERVICES

Tompkins County Area Transit (TCAT) provides public transportation for Tompkins County including Cornell and Ithaca. The graduate residential areas are served by a number of buses. For maps, information, or assistance, stop by the Service Center, call the Tompkins County Area Transit (TCAT) at 277-RIDE (277-7433), or the TCAT web page at <http://www.tcatbus.com>.

TAXI SERVICES

Several taxi services are available. You can call Yellow Cab at 277-CABS, Cayuga Taxi at 277-TAXI, or University Taxi at 277-7777, 24 hours/day, 7 days/week for taxi service.

BICYCLES

Bicycles may be kept in your apartment or on your porch area, provided that they are away from furnace or meter rooms and that you have a clear exit from your apartment in case of an emergency. Do not lock them to gas pipes or lock them in hallways or stairwells. There are a limited number of bike racks available for your use in each area.

It is recommended that you purchase a sturdy bicycle locking system for your bicycle and register your bicycle with Cornell Transportation Services (116 Maple Avenue, 5-4600) or Cornell University Police in Barton Hall. All New York State laws apply to bicycle riders and there are special bicycle lanes and rules on the campus. You will find many trails that can accommodate bikes all around Ithaca.

New York State law states that children under the age of 13 are required to wear helmets when riding bicycles or skateboards. Also, children under the age of 14 must use helmets on scooters. If a child is riding alone without a helmet, they may be warned and asked to walk their bike (or skateboard or scooter) home. If a child is riding without a helmet with a guardian present, the guardian may receive a ticket.

F. Mail

US POSTAL MAIL

The US Post Office in Ithaca delivers mail once a day, Monday through Saturday, except on holidays to the residential units that have Service Centers. Each resident is issued a mailbox key upon arrival. Mailboxes are located in the Community Center.

Mail should be addressed to:

Hasbrouck	Hughes	Maplewood	Thurston Court
Your Name Apt. # Hasbrouck Apt. # Ithaca, NY 14850 <i>All mail (including packages) is delivered to the Community Center.</i>	Your Name Hughes Hall Apt. # Ithaca, NY 14853 <i>All mail (including packages) is delivered to the Service Center.</i>	Your Name 201 Maple Ave. Apt. # Ithaca, NY 14850 <i>All mail (including packages) is delivered to the Community Center.</i>	Your Name 223 Thurston Ave. Apt. # Ithaca, NY 14850 <i>Mail goes directly to apartment but packages go to the Warren Road post office. DHL/ Fed Ex/UPS are delivered to Appel.</i>

The Service Centers frequently update the listings of residents with the mail carrier. It is important that the office has correct names for those living in the residential units. Mail may be returned to sender if the name is not on file. There is a sign at the Service Center desk to announce whether or not the mail has arrived yet.

Outgoing mail is available at all Community Centers. There also is a full service post office on campus, which is located at 245 Industrial Labor Relations Research Building. They are open Monday – Friday, 8:00am – 4:00pm. For more specific information, please visit: <http://www.cornell.edu/search/index.cfm?tab=facts&q=&id=579>.

CAMPUS MAIL & PENDAFLEX SYSTEM

In the community centers at Hasbrouck, Maplewood, and Hughes there are hanging “Pendaflex” file folders located near the mailboxes. There is a file folder for each residential unit. Here you will receive Campus Mail, package notification slips, Campus Life notices, and community specific information. Check your Pendaflex daily.

Cornell has its own Campus Mail service, which is free. All residents may receive Campus Mail here from anywhere at Cornell; the Service Center will put it in your Pendaflex. You may send out Campus Mail by using a Campus Mail envelope and placing it in the tray, labeled “Campus Mail” on the Service Center desk.

PARCEL & OTHER DELIVERIES

Package deliveries (UPS, FEDEX, Airborne Express, DHL, USPS) are delivered to each community’s Service Center. Residents will be notified of these deliveries by a package notification slip placed in the Pendaflex file folders for each apartment. (Thurston Court residents, please note your package pick up locations noted on the table listed above.)

Section 2: Emergencies, Health, & Fire Safety

A. General Emergency Information

UNIVERSITY POLICE

- Cornell's University Police is the law enforcement agency for the Cornell community.
- University officers enforce all federal, state, and local laws, as well as the Campus Code of Conduct.
- University Police operate 24 hours/day, 365 days/year.
- In addition to major emergencies, such as crime, injury, fire, etc., you should contact the police at 255-1111 for almost any sort of urgent concern (e.g. witnessing suspicious people or activities, fearful situation). University officers can be on the scene within minutes.
- *REMEMBER: IN A LIFE OR DEATH EMERGENCY DIAL 911*

BLUE LIGHT PHONES

Blue light phones are operated by University Police. If you are in an emergency, need immediate information or assistance, use the phone and a University officer will answer. Even if you are unable to stay on the phone or talk, University Police can locate you from the main switchboard and will respond immediately.

BLUE LIGHT BUS SYSTEM

The Blue Light Bus System (routes 92 and 93) operates from 6 p.m. - 2:30 a.m., 7 days/week, (except during the week between December 25 and January 1) and is free with a Cornell ID. Buses shuttle people from one end of campus to the other (buses are also able to radio University Police); round trips take about 1/2 hour. Schedules are available on transportation from TCAT Bus Lines at <http://www.tcat.com>.

BLUE LIGHT ESCORT

The Blue Light Escort Service is operated by paid students who are trained by the Cornell Police and provide escort service anywhere on or near campus, from 8:00 p.m. – 2:00 a.m. Sunday through Thursday and 8p.m. – 1a.m. Friday and Saturday when classes are in session. The escorts operate in pairs and are identifiable by their blue vests, portable radios (in touch with University Police), and University Police identifications. To request the service, call 255-7373 and ask for an available escort, or call from a Blue Light Phone.

RIGHT OF ENTRY

The university or its designee reserves the right to enter a student apartment/room in times of emergency.

B. Fire Safety

IN CASE OF A FIRE

- *Call 911*
- Report the exact location of the incident
- Report the type of emergency
- Answer any and all questions
- Do not hang up the phone until they tell you to

You and your guests must evacuate the building when the fire alarm sounds. Under no circumstances are the occupants to return inside the building or apartment without permission of the proper authorities.

SMOKE DETECTORS, FIRE ALARMS, COOKING, & FALSE ALARMS

Each unit is equipped with a very sensitive smoke detector. Law requires these alarms. They are extremely important for the safety of all our residents. It is illegal to disconnect or cover the detector to prevent it from going off.

If a detector sounds because of an emergency in your apartment, vacate immediately and call the Police at 255-1111 or 911. Be sure to give the apartment number and location. If you hear an alarm sounding that is not in your apartment, call 255-1111 or 911 immediately to report it.

Smoke detectors go off as an indication of a possible fire but may not always lead to an actual fire. If this happens, please call the Service Center or the GCA on-call immediately. If the alarm sounds for no apparent reason, please still call the Service Center or the GCA on-call. Under no circumstances should the alarm be ignored.

If any smoke detectors have been tampered with (removed, covered, disconnected) in an apartment, the resident will be charged for the reactivation of the detector. You may also be referred to the University Judicial Administrator.

FIRE & SAFETY INSPECTIONS

Cornell University is subject to fire and safety inspections by various agencies. If a fine is incurred as a result of your failure to comply with University Officials' requests to resolve an issue, the fine will be passed on to you.

FIRE HAZARDS

To avoid a fire:

- When cooking, do not leave food unattended.
- Dispose of cigarettes appropriately.

FIRE EXTINGUISHERS

- These are available throughout our communities.
- Each fire extinguisher is labeled with specific instructions for proper use.

GAS ODORS

- If you smell gas in your residential unit, notify the Service Center (during normal business hours), a GCA (after-hours) or if an extreme emergency, the University Police.

C. Personal Safety

PERSONAL CRISES

The GPSP Staff is here for you and also has access to other resources should you need them. If you are experiencing difficulties and need additional assistance, please contact a GPSP staff member (or if an emergency) the Cornell University Police (255-1111).

EARS

EARS is Cornell's Empathy Assistance and Referral Service, staffed by Cornell students who go through several semesters of training as peer counselors skilled in listening and making referrals to professionals. Strict confidentiality is maintained and you can either walk in to see a counselor in Willard Straight Hall or phone in your concern (255-EARS).

CAPS

Cornell's Counseling And Psychological Services at Gannett Health Center. They offer professional counseling by social workers and psychologists along with medical and clinical services (255-5208).

Let's Talk

Cornell offers students free and confidential consultation and support on a variety of issues at various locations throughout the campus. For more information, visit:

<http://www.gannett.cornell.edu/CAPS/offsiteSupport.html>.

PERSONAL & PROPERTY SAFETY

- Be smart when outside after dark: travel with another person and try to stay in well-lit areas.
- Keep apartment doors locked at all times.
- Keep window screens in place.
- Do not give your apartment or room key to another person.
- When a key is lost, the lock must be changed to ensure security (contact the Service Center).
- Do not duplicate keys.
- Do not add additional locks or bolts to any door in your apartment.
- Bicycles should be secured and cars locked. Do not keep any valuables in your car.
- Report any crimes to the Cornell University Police.
- Do not hesitate to call the police at 911 for any emergency.
- Walk on the left side of the road, facing oncoming traffic if there are no sidewalks.
- Never hitchhike or accept rides from strangers.

WILD ANIMALS

Do not approach, feed, or touch any wild animals. To keep rodents out of your apartment is important that you dispose of all trash properly and maintain proper sanitation practices in your residential unit. Under no circumstances should you feed them.

CONFLICT RESOLUTION

The GPSP Staff are available to assist you in mediation, in talking with all of the participants, in clarifying housing related policies, and in referring people to other resources both on and off campus. Please do not hesitate to call them if you need advice or assistance.

D. Maintenance Emergencies

For maintenance emergencies (flood, electrical problem, no heat or hot water, etc.), contact the Service Center during office hours; when the Service Center is closed, contact the GCA on-call. They will assess the situation and take necessary action. Emergency maintenance mechanics are called during after-hours only in extreme maintenance emergencies. You may be asked to wait until the next workday and/or be given a temporary solution. Be pro-active in your apartment maintenance; submit a Service Request when you first begin to notice a problem - don't wait until something is completely out of order.

Section 3: Community Guidelines

A. Cornell Judicial & Policy Administration

As a resident in graduate and professional student housing, you must abide by all federal, state, and local laws. In addition, Cornell's *Campus Code of Conduct* prescribes substantial rules of community conduct, as well as judicial procedures for handling violations of these rules. More serious offenses may be prosecuted under the criminal law. Important university organizations of which to be aware include the Judicial Administrator, the Ombudsman, and the Office of Equal Opportunity. There are also established Grievance Procedures at Cornell. For more information, visit: <http://www.cupolice.cornell.edu/JA.html>.

As a resident in a graduate and professional student on campus community, you will be held responsible for knowing and abiding by the Terms and Conditions of your Housing Contract. Situations involving a violation of the Housing Contract may be in breach of the contract and may be subject to disciplinary action under the Campus Code of Conduct or under student living unit regulations and procedures. Such action may include removing you and all members of your group from the apartment. You will receive no refund of any housing charges that are billed or scheduled to be billed for that current semester. To view the Housing Contract, please go to the following website: <http://www.campuslife.cornell.edu/campuslife/housing/gradhousing.cfm>.

In addition, the on campus graduate residential complexes have community guidelines that residents must abide by while living in these complexes. These specific policies are outlined below. Residents found to have violated these policies may need to meet with the GRM or may be referred to the Cornell Judicial Administrator.

B. Community Standards & Policies

ABANDONED PROPERTY

If you leave behind any personal property in your room or apartment or elsewhere in the area after your contract ends, the university reserves the right to sell or otherwise dispose of it without further notice.

AIR CONDITIONERS

Individual air conditioning units (window or moveable floor units) are prohibited in Hughes, Maplewood, and Thurston.

Hasbrouck Residents can purchase a window air conditioner (moveable floor units are not allowed) for their apartments, provided the following procedure is followed:

- Prior to purchase, contact the Service Center to make sure that the unit does not exceed size and voltage maximums.
- Arrange an appointment through the Service Center to have Facilities staff install the unit.
- You will be charged an installation fee as well as a seasonal utility charge.

ALCOHOL & DRUGS

You and your guests must obey federal, state, and local regulations on alcoholic beverages and illegal drugs. University policies on alcoholic beverages and other drugs are also applicable. (See Policy Notebook for Cornell Community.) Violations may lead to a referral to the Judicial Administrator. Refer to the university policy for details: www.cupolice.cornell.edu/

ALTERATIONS TO APARTMENT/ROOM/COMMON AREA

You may not make alterations or paint common areas, your room, or apartment. If additional painting is needed during your occupancy, please complete a Service Request Form and a staff person will make an assessment of your request. If it is determined that the painting is needed, Cornell painters will attend to it. Alterations, abuse or conditions beyond normal wear and tear that permanently damage a room will result in a charge for repair or replacement.

APARTMENT/ROOM ENTRANCES

We ask that you provide clear and clean apartment/room entrances so that safe access is maintained for safety personnel, maintenance mechanics, and other residents. To promote safety and security, please keep entrance and exit doors closed and clear of belongings at all times.

APARTMENT/ROOM STANDARDS

All residential units are thoroughly cleaned and maintained by housekeeping and maintenance staff before residents move in. We expect that you will clean and maintain your apartment/room during the time you occupy it. We expect you will leave your apartment/room in a clean condition when you depart as well.

BALL PLAYING & SPORTS

You may use the surrounding grounds of the complex for all sorts of creative athletics. See your GCA if you would like to help organize any sports competitions. It's a great way to get to know your neighbors. To minimize damages when playing near the buildings, use Frisbees, tennis balls, and "Nerf" or soft footballs rather than hard balls. If you do break a window or cause other damage, report it to the Service Center or to a GCA immediately. Playing sports in interior common spaces is prohibited.

BICYCLES & UNICYCLES

Non-motorized bicycles and unicycles must be stored in designated bicycle racks so that all exits and windows remain clear and unobstructed. Vehicles in violation will be impounded, without notice, at the owner's expense. Bicycles may be stored on porches at Maplewood. All bicycles brought to campus must be registered with Transportation Services.

CANDLES & INCENSE

Candles and incense burners are prohibited. No open flames are permitted, except for certain special events with prior permission and when flame is in an enclosed glass container and a staff member is present.

COMMERCIAL ACTIVITIES

No commercial business or activity may be conducted in or from any room or apartment. Using residence telephones and internet connections for profit-making purposes is also prohibited.

COMMON AREA DAMAGES

If damage occurs in common areas and the responsible parties are not identified, all residents of the floor, unit, and complex may be billed for the cost of repair and/or replacement of damaged items pursuant to the Common Area Damages Policy. The decision to bill students and the determination of a damage amount is at the sole discretion of the university or its designee. Allocation of charges does not constitute a disciplinary action or a determination of violation of any University policy, rule or regulation and will not appear as such on any University record.

COMPUTER CONNECTIONS

Constructing computer connections between apartments/rooms is prohibited as is running an electrical cord from your room to a corridor outlet.

DECORATIONS

Pictures, posters, and other materials must be hung from picture moldings only. Nails, tacks, screws, tape, glue, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture. Damages resulting from violations of this regulation will be assessed against the residents responsible for the damage.

DOMESTIC VIOLENCE, CHILD ABUSE, OR NEGLECT

Any sort of violence or abuse within a household is illegal. This includes physical, sexual, emotional, and psychological abuse whether one partner toward the other, or parent toward child. If you yourself are a victim, or if you know of such a household, seek assistance immediately. Go to a GCA, the GRM, a friend/neighbor, or call Cornell Police for help.

ELECTRICAL APPLIANCES

You may use electrical devices such as radios, CD players, tape recorders, computers, printers, hair dryers, razors, and clocks provided they are plugged into outlets in your room and do not exceed the amperage limits of the circuits in the apartment/room.

Washing machines, portable dishwashers, clothes dryers, hot tubs, extension cords, "spider" lamps, any lamp (particularly a halogen lamp) that requires a bulb greater than 150 watts, appliances not controlled by thermostats are prohibited.

Fire-safety requirements prohibit cooking in residence hall rooms and apartments, except in designated kitchenettes, or in the room/apartment using approved appliances. Approved appliances include the microfridge rented by the University, and small appliances with self-contained, thermostatically controlled heating elements with automatic shut-off features. Appliances without these features may be used only in apartment or hall kitchens. Any electrical cooking appliance not thermostatically controlled is prohibited anywhere in residence halls or apartments, and will be confiscated.

ELECTRICAL CORDS

Exterior electric cords and extension cords are prohibited. However, power strips that are surge protected are permitted. Electric cords may not cross a sidewalk, road, grass, etc., as it presents a potential life safety hazard.

EXTERIOR AERIALS, ANTENNAE, AND DISPLAYS

You may not place exterior aerials, antennae, flags, or other display materials on the residence hall or apartment, or extend them from the building. You may not splice internal cables and run them into a room/apartment.

FLAMMABLE SUBSTANCES

You must not store explosive or flammable substances in the residence halls or apartments.

FURNISHINGS

Residents in furnished apartments/rooms are responsible for maintaining the furnishings. The furniture may be rearranged, but not removed or taken apart. If furnishings are removed, you will be charged for moving them back to their proper location. Unauthorized removal of furnishings from the lounge areas or from the building constitutes theft, and the persons responsible will be subject to administrative action and/or prosecution under the Campus Code of Conduct or municipal or state law. Storage space for university-owned room furniture is not available.

Cinder blocks and homemade lofting equipment may not be used to elevate furniture or shelving.

GARBAGE REMOVAL

All garbage must be wrapped or bagged and disposed of in the containers provided by the university at designated locations for regular collection.

GRILLS AND HIBACHIS

Due to the varied set-ups of the graduate and professional residential complexes, grill rules vary with each area. Maplewood Park has several charcoal grills throughout the complex for residents to use. Because these are available, no personal grills are permitted. In the Hasbrouck and Thurston communities personal charcoal grills are allowed because community grills are not available. Under no circumstances are gas grills allowed in any graduate residential community and charcoal grills are not allowed at Hughes Hall as well. When using a charcoal grill, you must abide by the safety guidelines listed below.

Safety Guidelines for Grills

- Use of Charcoal Grills:
 - All Grills shall be used and maintained in strict accordance with the manufacturer's instructions.
 - Familiarization with the use of your Fire Extinguisher is encouraged.
 - Grills may only be used outside and may not be set up under any overhang, in a tent, or on any rooftop.
 - Grills must be set up on level ground at least six feet from any walkway and 25 feet away from buildings or structures. The grill must be positioned so smoke from cooking does not enter buildings.
 - After cooking, charcoal must be completely extinguished and cold before disposal in the provided ash receptacles.
- Storage of Grills and Charcoal:
 - Grills shall be stored in strict accordance with the manufacture's recommendations and these guidelines.
 - Under no circumstances shall the storage of grills or charcoal be allowed within the individual apartments.
 - When the grill and amenities are not being used, they shall be stored at lease six feet away from any opening or means of egress to the apartment.
- *Lighter fluid is a flammable substance and is not permitted in residential apartments/rooms. This includes are used to heat charcoal for the grill.*

GUESTS & VISITORS

Campus Life Family/Partner group policy defines guests as persons visiting residents for a maximum of 45 days in any calendar year. Residents who have guests should notify the Service Center. It is a violation of your housing contract to house visitors beyond 45 days per calendar year.

Hughes Hall

You may have overnight guests for not more than three (3) nights in a 7-day period, if it is convenient for roommates, apartmentmates, suite mates, and corridor mates. Guests are expected to observe all university rules and regulations. You are responsible for the behavior of your guests and for any damage they do. Residents and guests are not permitted to sleep overnight in lounges or other common areas. Guests must be escorted by a resident at all times while in the building, whether staying overnight or not.

Hasbrouck & Maplewood Family Housing

You or members of your household may have guests in your apartment provided they are transient, do not become residents of the apartment, and do not visit for longer than 45 days in any contract year. Guests may not use the apartment location as a legal address. Guests are expected to observe all university rules and regulations. You are responsible for the behavior of your guests and for any damage they do.

Thurston & Maplewood Single-Student Housing

You may have overnight guests for not more than three (3) consecutive nights in a seven (7) day

period, if it is not inconvenient for apartment mates or corridor mates. Guests are expected to observe all university rules and regulations. You are responsible for the behavior of your guests and for any damage they do.

HARASSMENT

In case of any sort of harassment, residents should contact University Police at 911 for emergencies or 255-1111 for non-emergencies. You may also contact the GCA on-call if you have any questions.

IDENTIFICATION CARDS

If you lose your ID card, you must report it as a “lost card” to be replaced within 72 hours if not found. Lost card notification and replacements occur at the University Registrar’s Office.

KEYS & LOCKS

Keys must remain in your possession at all times. You must report loss of keys to your Service Center. You must not duplicate residence hall/room keys.

You are responsible for maintaining the security of your apartment. You may not alter or replace the present locks or other security devices or install additional locks or other security devices.

MOTORIZED VEHICLES

You, as a single contract holder, or you and any member of your family/group may not store or park any type of motorized vehicle—gasoline, propane, electric—in or near any apartment or building, nor may you store any such power source. You may not block an exit by parking a vehicle either inside or outside a building. Vehicles in violation will be impounded.

NOISE & QUIET HOURS

Residents are expected to maintain an atmosphere that allows others to sleep, study and live comfortably in a close residential setting. If individuals are making noise, speak to them directly and ask that they be quieter. We expect that residents will work together to come to an agreement on noise levels, however, absolute quiet cannot be guaranteed. If repeated excessive noise occurs, contact your GCA. It is recommended that stereo speakers, television sets, entertaining, and general conversations be kept at low levels. If you wish to have a large event, you can reserve a room in the Community Center or consider using another public space.

Specific quiet hours for weekdays and weekends vary with each graduate community. If you are unsure about the hours for your community, please ask the GRM or a GCA.

OCCUPANCY LIMIT

Here in Ithaca, New York, the word family can take many different forms. A household group may consist of: a couple (of the same or opposite sex), a couple with children, or a single parent with children, etc. Cornell does not attempt to define who your family is, but expects mutual respect of one another within residence areas. It is necessary however, (for reasons of safety and maintenance/upkeep), to set limits on the number of people occupying an apartment.

In family apartments, the occupancy limit for a studio apartment is 1 adult, 2 adults, or 1 adult and 1 child; the occupancy limit for a 1-bedroom apartment is 2 adults, 2 adults and 1 child, 1 adult and 1 child, or 1 adult; the occupancy limit for a 2-bedroom apartment is 2 adults, 2 adults and 1-2 children, or

1 adult and 1-3 children. With family apartments there is a maximum of two adults permitted in each unit and in no case may a group exceed four persons.

In shared apartments, the occupancy can not go over one single student per bedroom (i.e. a 4-bedroom apartment cannot exceed 4 people). In graduate non-apartment spaces, the occupancy cannot exceed the room type (i.e. a single room is for 1 person, a double room is for 2 people, and so forth). Over-occupancy in any apartment is grounds for referral to the Judicial Administrator.

It is your responsibility to notify the Graduate Residence Manager of any change in your status, eligibility or family size that would affect your continued occupancy. Failure to do so may result in termination of the contract. Group size that exceeds occupancy restrictions may result in termination of the contract. If you reside in family-partner housing and will be having a child live with you who is not your legal dependent, you are required to obtain and provide proof of legal guardianship of custody from the child's parent(s).

PETS

The keeping or presence of pets in an apartment/room is prohibited except for extremely small pets that are normally confined at all times to cages or aquariums (hamsters, guinea pigs, gerbils, birds, turtles, and fish - aquariums must be under 10 gallons). In single-student units, only fish (aquariums must be less than 10 gallons) are permitted. Such pets are approved, provided that their presence, noise, odor and disposal of waste are not a problem to other residents or staff. Pets may not be kept in corridors, courtyards, lounges, or any other common areas of the residence. Animal waste must be sealed in a plastic bag and placed in a dumpster. Residents are responsible for any damage to Cornell property caused by an approved pet during the period of room occupancy. Please note that although rabbits and birds are in cages, they are not considered small and thus are not allowed. Dogs and cats are not permitted. If you violate this condition or the University Pet Policy, the pet may be confiscated, and you may be referred for departmental administrative action and/or disciplinary action by the judicial administrator.

Service dogs are permitted as long as they are a part of Cornell's Service Animal Program (as determined by the Office of Student Disability Services), but not for training or companion purposes.

PLANTING

Trees, bushes, vegetables, and flowers may NOT be planted in the grounds around any of the buildings. Vegetables can attract skunks, raccoons, squirrels, and mice. Potted flowering plants are permitted; these can be placed in the porch areas and on sidewalks (but not in or on the grass area as this hinders grass cutting). You may be asked to remove any vegetable or flower plantings that do not comply with this policy.

PROPPING OPEN DOORS

Do not prop open doors as it presents a serious safety and security hazard to the community. Exterior entrances to residence halls are locked at all times. (Temporary exceptions may be authorized by a Campus Life staff member.) Residents must not put themselves or others at risk and must not offer access to locked buildings to strangers or unauthorized persons. Residents purposely violating security policies by propping exterior doors or modifying latches may be subject to disciplinary action, including restitution for damages. All windows in unoccupied space must be closed and latched. Propping doors open invites strangers and small animals to enter buildings.

REFRIGERATORS

The university has an approved vendor that rents refrigerators and microfridges. Only microfridges from the approved vendor are permitted. Minifridges may be purchased and brought to campus, provided they meet required specifications. Full-size refrigerators are provided in the apartment units.

SMOKING

Smoking is not allowed in Hughes Hall.

Smoking in a Hasbrouck, Maplewood, or Thurston apartment is highly discouraged, but permitted as long as it does not disturb other residents. Smoking is not allowed in common areas, only your room. Please be careful, as smoking can be a dangerous fire hazard.

If smoking outside, you must be 25 feet away from any and all buildings. If, at any time smoking disturbs other residents, you will be asked to stop or move away from the building.

SOLICITATIONS

Soliciting, canvassing, and leafleting are generally not permitted on Cornell property (including residential areas). When a person comes to your door attempting to sell an item, gain a contribution, or persuade you on an idea, discuss politics or religion, it is considered soliciting. Refer a solicitor concern to a GCA, the Service Center, or University Police. If a registered Cornell organization wants to solicit door-to-door it must be approved by the University. You will be notified in advance of an approved solicitation.

SPRINKLER HEADS & PIPES

Do not hang any items on the sprinkler pipes or sprinkler head in your apartment/room. The sprinkler pipes and heads are highly sensitive and if broken, water will come out of the sprinkler head, alarms will go off at Environmental Health & Safety, and the Fire Department, and fire trucks will be dispatched. You may be held financially responsible for any clean up and damage caused as a result.

SUB-LEASING

Hasbrouck & Maplewood Family Housing

You may subcontract your apartment to another eligible student with the approval of the Department of Campus Life. As the original contractor, you remain primarily liable to the University for compliance with the terms and conditions of this contract and the payment of housing charges. All subcontract requests must be requested of and approved by the Housing/Dining Office.

Thurston Court

You may subcontract your apartment to another eligible student with the approval of the Department of Campus Life. As the original contractor, you remain primarily liable to the university for compliance with the terms and conditions of this contract and the payment of residence charges. All subcontract requests must be submitted on the form available in the Housing/Dining Office and must be approved by the Housing/Dining Office.

Hughes & Maplewood Single-Student Housing

You may not subcontract your room or apartment.

Except as provided in the section above, you may not take a roommate, assign, subcontract, lease, or otherwise transfer your interest under this contract, or permit anyone not duly assigned or approved by the Housing/Dining Office pursuant to I., II., & III. above to share any part of the apartment.

TAMPERING WITH FIRE SAFETY EQUIPMENT

You must not activate false alarms, interfere with the proper functioning of the fire-alarm system, or tamper with or remove smoke detectors, fire hoses, extinguishers, or fire-fighting equipment. You may not hang anything from sprinkler pipes or any part of the fire sprinkler system. Violators are subject to prosecution under the Campus Code of Conduct or state or municipal law. Activating a false alarm is a Class A misdemeanor and can result in a one-year jail term and/or a \$1000 fine for the first offense.

UNATTENDED CHILDREN

Supervision of children is mandated. Parents/guardians are held responsible for any damage caused by a child. If you are concerned about the actions of an unattended child, please speak to the child directly and notify the appropriate resources (e.g., GCA, GRM, Service Center).

VANDALISM

In case of any sort of vandalism, residents should contact the GCA on call. If it is an emergency, please call Cornell University Police at 911. Residents found responsible for causing vandalism will be charged the cost to repair/replace the damage due to vandalism and may also face Judicial action.

WATERBEDS/HOT TUBS

Due to their excessive weight, waterbeds and hot tubs are prohibited in Campus Life housing facilities.

WEAPONS & FIREARMS

Possession or use of rifles, shotguns, pistols, and other firearms or of ammunition, gunpowder, fireworks, air rifles, air pistols, and other dangerous instruments is prohibited. For further information about this regulation, refer to "Possession of Rifles, Shotguns and Firearms on Campus" in Policy Notebook for Cornell Community.

WEIGHT-LIFTING EQUIPMENT

Possession or use of barbells and other weight-lifting equipment in graduate residential units is prohibited except in designated areas. Small dumbbells under 10 lbs. may be used.

WINDOWS, BALCONIES, & OUTDOOR SPACES

Outdoor equipment of any type may not be installed or placed on the grounds.

Nothing may be thrown from the windows or doors of your apartment or into the public areas of the buildings or apartment complex. Further, nothing may be shaken, cleaned, or hung from the windows, balconies, ledges, or roofs of the buildings and nothing should be placed on window ledges.

Residents are not permitted on roofs, ledges, or overhangs. Residents are not permitted to climb the exteriors of buildings.

Section 4: Facilities & Maintenance

A. Service Requests

SERVICE REQUEST PROCEDURES

If something in your apartment/room is not working properly or is broken, DO NOT attempt to fix it yourself! You do not want to be responsible for damaging something. Please submit a service request so that the maintenance mechanics can fix the problem, record their work, and monitor the results, if necessary.

To place a service request on-line:

- Go to: <http://housing.cornell.edu> and select "Facilities Work Order Request" on the side bar.
- Next, select "Collegetown, Grad Housing"
- Then select your specific complex and follow instructions from there.

You will be sent an email automatically advising you of the status of your request (accepted or rejected, assigned, on hold for parts, completed), via your e-mail address. If you have any questions about your maintenance requests, please contact the GRM.

STAFF ENTERING APARTMENTS/ROOMS

Following a Service Request, the maintenance mechanic or housekeeping staff may enter your apartment/room even if you are not home. They are very careful about knocking and announcing themselves upon entering and locking up afterwards. Maintenance and housekeeping staff are not permitted to remove their safety shoes at any time while at work. Contact the Service Center if you have any questions.

APARTMENT/ROOM INSPECTIONS

The university reserves the right to inspect apartments periodically to ensure proper maintenance of sanitation and life-safety standards, to take inventory, and to make necessary repairs to rooms and furnishings. Advance notice is given whenever possible except in emergency situations.. In the case of the first two actions, you as a single contract holder, or you and any member of your family/group are expected to comply with all inspections, servicing schedules, and recommended safety precautions.

B. Cleaning/Sanitation

CLEANING INSTRUCTIONS

You are responsible for room/suite/apartment cleaning; removing waste materials regularly; placing recyclable materials in designated containers; and maintaining satisfactory sanitation and life-safety standards as determined by the Department of Campus Life in conjunction with the Department of Environmental Health and Safety.

To help you in meeting this expectation, cleaning supplies can be purchased at any local grocery store. In addition, below are some basic tips for keeping your apartment/room clean.

Cleaning tips:

- Get everyone in the household involved in keeping the area clean and maintained.
- Clean the bathtub, shower, toilet and kitchen frequently.
- Vacuum often.
- Dust furniture and clean walls as necessary.
- Clean up spills immediately to prevent carpet or upholstery stains.
- Clean the refrigerator as often as needed. Do not let spoiled food collect.
- Use appropriate cleaning products on surfaces. Read labels and follow directions.
- Drains

- Do NOT put grease or food down any drains (including the toilet).
 - Do not use *Drano* or any other cleaning compound in a clogged drain.
 - If you have a drain that is draining slowly, please submit a Service Request Form at the Service Center so that a maintenance mechanic may take care of this problem.
 - If you have a clogged drain that is causing an emergency situation, please call the Service Center or call a GCA after office hours or on weekends.
 - The GCA will not unclog the drain but will assess the situation and will decide if a plumber needs to be called or if the situation can wait until the next workday to be corrected.
- Report maintenance problems or damages promptly.

Blinds

Mini blinds are standard in all apartments/rooms. There are two types: vinyl and cellular. Both can be cleaned by the resident as they get dirty. Vinyl shades should be cleaned with a spray degreaser. Cellular shades should be cleaned with a dishwashing detergent and a scrub brush.

Mold and Mildew

Mildew is a thin, usually black, growth produced on many kinds of surfaces by molds. It is often found around windows and doors, in closets, in the bathroom around the tub, and on the wall tiles. The major cause of this problem is condensation from the warmer air coming into contact with cooler surfaces. Air circulation within an apartment/room is a necessity. Some suggestions for preventing mildew are:

- § When showering, bathing, or cooking, always ventilate the area to remove excess moisture.
- § Keep furniture away from the walls to allow for air circulation.
- § Do not place mattresses on the floor; put them on a frame so that the air may circulate under and around them.
- § Do not dry clothing in your apartment/room.

Shower Curtains (Apartments Only)

Each bathroom will have a shower curtain upon occupancy. Shower curtains can be cleaned using any cleaner with bleach. You may replace the shower curtain as desired at your own expense.

ENVIRONMENTAL HEALTH & SAFETY INSPECTIONS

Environmental Health & Safety inspections occur every year. Staff will check smoke detectors, fire extinguishers, ground fault interrupters, and environmental health & safety hazards.

HOUSEKEEPING INSPECTIONS

Over the course of the year you may be subject to a housekeeping inspection. The purpose is care and upkeep of the property, and also to give residents an idea of how they are keeping up with cleaning standards. The main problem areas are often stovetop and burners, oven, refrigerator, bathtub, shower curtain, and the toilet area. Please keep in mind that if your apartment/room is dirty or below standards when you vacate, you may be bursar billed for hourly housekeeping charges.

PEST MANAGEMENT

A professional approach to pest management control is in effect in the residential units. Exterminator service occurs approximately every 90 days in the graduate complexes. All apartments/rooms, laundries, furnace and water heater areas are monitored and treated. There is no charge to residents. The Cornell Department of Environmental Health approves all products used by the exterminator. Should you detect a problem at any time please contact the Service Center. Our staff would like you to

have and maintain an insect-free residential area because of the health and environmental issues involved.

Hints on how to avoid an insect problem in your apartment/room:

- Remove food and garbage daily
- Clean the stove and oven areas daily (if applicable)
- Ventilate your apartment/room when possible

C. Garbage & Recycling

GARBAGE

Trash should be emptied regularly from your apartment/room to avoid attracting insects. Trash should be tied in plastic bags and placed in the dumpsters designated for your complex. If you have other large items for disposal, (i.e. tires, broken furniture) contact the Service Center for instructions.

RECYCLING

Recyclable items such as glass, plastic (detergent and milk jugs), aluminum cans, newspapers, cardboard, and magazines should be placed in the appropriate recycling bin. Do not place garbage or non-recyclables in recycling bins. All recyclable containers must be rinsed before recycling. Below are items that are acceptable for recycling:

Paper: copy, computer, newspaper, magazines, envelopes, phone books, paper egg cartons, paper bags, cereal boxes.

Containers: clear, brown, or green glass, food cans, aluminum foil, TV dinner trays, plastics that are # 1 thru #7 (soda bottles, shampoo bottles, and milk jugs).

For specific garbage and recycling instructions in your complex, please refer to other posted information or ask the Service Center staff, the GRM, or a GCA.

D. Damages

DAMAGE BILLING

You are liable and responsible for any damage or loss to your apartment or the furnishings provided therein and for any other damage or loss you or any members of your group cause to any other part of the apartment/room or common spaces. Damage or loss must be reported promptly to the Service Center for your complex. Damage billing assessed during apartment/room occupancy or after move out will be applied to your Bursar Bill.

You are also responsible for paying for repairing or replacing any personal property of any other resident that is damaged because of you or members of your groups' carelessness or negligence, or because you, as a single contract holder, or you and any member of your family/group have breached any of the terms and conditions of your housing contract.

DAMAGE BILLING APPEALS

To appeal a damage bill, please submit an appeal in writing (email is acceptable) to your complex's GRM.

RENTER'S INSURANCE

As stated in your housing contract, Cornell is not liable for loss of or damage to any personal property caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions

of third persons. Personal property is not covered by university insurance. To protect your personal property in the event of burglary or damage by fire, water, or other agents, it is recommended that residents carry renter's insurance.

Section 5: Ithaca Information & Resources

A. Area Attractions

On The Cornell Campus:

Big Red Barn (Graduate & Professional Student Center)

The Big Red Barn is the designated Graduate and Professional Student Center. It was originally the carriage building for the University President's house. It is located on the hill surrounded by Uris Hall, Ives Hall, Malott Hall, and Bailey Hall (behind the A.D. White House). The Big Red Barn has a great staff of graduate students. It's a great place for lunch, meetings or studying. For more information or to check scheduling, go to <http://brb.gradschool.cornell.edu/> or call 254-4723.

Cornell Plantations

A 2,900-acre park that has walkways, ponds, bogs, glens, meadows, and woodlands that include fourteen different gardens. The plantations and gardens are free and open from dawn to dusk year round. Peak season is May through September. Monthly guides, maps, lists of available educational programs, and further information are located at www.plantations.cornell.edu.

Fuertes Observatory

Free and open to the public on clear Friday nights from 9 p.m. to 12 midnight. Call 255-3557 for additional event information or visit: <http://www.astro.cornell.edu/facilities/fuertes/index.php>.

Helen Newman Hall

Facilities for swimming, aerobics, bowling, weight lifting, basketball, volleyball, badminton, and general fitness. A variety of memberships are available. For further information, call 255-4261 or visit: <http://www.fitness.cornell.edu/Facilities/Helen-Newman-Hall>.

Johnson Museum of Art

Permanent collections as well as special exhibitions every few months. Free to the public Tuesday through Sunday. Check out the view of Ithaca from the 5th floor. For daily hours, call 255-6464 or visit: <http://www.museum.cornell.edu>.

In The Greater Ithaca Area:

For general information about Ithaca, please visit:

<http://www.visitithaca.com>.

East Ithaca Recreation Way

This path is exactly 1 mile long (marked). It goes through a beautiful wooded area (passing Cornell's *Canine Research* on left and *Fisheries Labs* on right) along a stream. Many people use this path to walk, run, bike, bird-watch, and cross-country ski.

Gorges

All the gorges of Ithaca are open for walking and hiking (except in winter). Fall Creek Gorge and Cascadilla Gorge cut through the Cornell campus and provide spectacular views as well as shortcuts to class. Buttermilk Falls State Park, Robert H. Treman State Park, and Taughannock Falls State Park also provide beautiful gorges all within a few minutes of the City of Ithaca. For more information about parks and outdoor recreation in the area, please visit:

<http://www.cityofithaca.org>.

Ithaca Farmer's Market

Open every Thursday night, Saturday and Sunday from April to December at Steam Boat Landing, the market provides fresh produce and wares from local farmers and craftspeople. Set on the shore of Cayuga Lake, the view is great while listening to live music and enjoying lunch. On Tuesday's, the Farmer's Market is located in Dewitt Park in downtown Ithaca:

<http://198.171.50.113/parks/eastithacarecreationway.htm>.

Museum of the Earth

A public facility of natural history exhibits with one of the nation's largest and finest fossil collections. Learn the story of the 4.6 billion year history of the earth. For hours of operation and more detailed information: <http://www.museumoftheearth.org>.

Robert Trent Jones Golf Course

An 18-hole course near the north end of campus that offers student or Cornell affiliate memberships. Call 257-3661 for details.

Grocery Stores

- *Tops* is located at the Pyramid Mall on Route 13, <http://www.topsmarkets.com>.
- *P & C* is in the Cayuga Mall and the East Hill Plaza, <http://www.pandcfoods.com>.
- *Wegmans* is downtown on Route 13 or Meadow Street, <http://www.wegmans.com>.
- *Greenstar* which is a natural food store has two locations: one on Fulton St. at the west end of town and one by the Dewitt Mall downtown: <http://www.greenstar.coop>.
- There are convenience food stores on campus and in Collegetown for small purchases (these stores are more expensive).
- *WinLi* Asian supermarket is on Route 13.

Other Stores

All locations listed below have bus service from the Community Centers.

- K-Mart, Bed, Bath and Beyond, Walmart, Pier 1 (on Route 13; past Wegmans and Tops)
- *Target* is in the Pyramid mall
- *The Commons*: <http://www.downtownithaca.com>
Robert Purcell Community Center (RPCC) is a 5-minute walk across Pleasant Grove Rd., down George Jessup Road. *Bear Necessities* is located in RPCC and has both a convenience store and cafe, which sells basic supplies, snack foods, pizza, subs, and more. There is an ATM machine as well as a fax machine, change machine, and phone card machine.
- *Community Corners* is a small cluster of shops on Pleasant Grove Road that houses a bank, restaurant, cafes, a flower shop, and a gas station across the street.
- *The Shops at Ithaca* have several large department stores as well as a movie theatre:
<http://www.theshopsatithacmall.com>.

Cornell Websites

CU Info - <http://www.cuinfo.cornell.edu>
CU Facts - <http://www.dpb.cornell.edu/irp/factbook.htm>
CU Police - <http://www.cupolice.cornell.edu>
CU Policies and Regulations - <http://www.policy.cornell.edu>
Academic Calendar - <http://www.cornell.edu/academics/calendar>
The Graduate School - <http://www.gradschool.cornell.edu>
Law School - <http://www.lawschool.cornell.edu>
Vet School - <http://www.vet.cornell.edu>
Johnson Graduate School of Management - <http://www.johnson.cornell.edu>
International Students and Scholars Office - <http://www.isso.cornell.edu>
Computing at Cornell - <http://www.cit.cornell.edu/>
Cornell Daily Sun (student newspaper) - <http://www.cornelldailysun.com>
Cornell Electronic Directory - <http://www.cornell.edu/search/>
Office of the University Registrar - <http://registrar.sas.cornell.edu//>

Career Services - <http://www.career.cornell.edu>
Student Organizations - <http://www.sao.cornell.edu/so>
CU Library Gateway - <http://www.library.cornell.edu>
Cornell Athletics - <http://www.cornell.edu/athletics>
Gannett Health Center - <http://www.gannett.cornell.edu>
Lesbian, Gay, Bisexual, Transgender Resource Center - <http://lgbtrc.cornell.edu>
Service Requests for Apartments/Rooms – <http://tma.campuslife.cornell.edu/request.html>

Ithaca Web-Sites

Ithaca/Tompkins County Convention & Visitors Bureau - <http://www.visitithaca.com>
The Ithaca Journal (local newspaper) - <http://www.theithacajournal.com>
The Ithaca Times (local newspaper) - <http://www.ithacatimes.com>
TCAT Bus System - <http://www.tcatbus.com>
Ithaca City School District - <http://www.icsd.k12.ny.us>
Day Care & Child Development Council of Tompkins County - <http://www.daycarecouncil.org>

B. Winter Safety & General Information

WINTER PRECAUTIONS AND ADVICE

Winter in Ithaca can be an exciting challenge. Don't lock yourself up in your apartment/room; try your best to stay active and get some fresh air and sunshine. Get out and see the beauty in the winter season and enjoy the outdoors. Try sledding, ice-skating, cross-country skiing, downhill skiing, building a snowman, throwing some snowballs, or going for a walk.

January and February can be the coldest months of winter and the wind chill factor can make things even colder. Winter weather can actually be dangerous. Subtract one-degree (F) from the air temperature for every mile per hour of wind. The resulting temperature is what your body will feel when you're outdoors.

Winter Safety Tips

- § Do not expose your extremities (hands, feet, face/head) to the cold and wind for extended time or you risk windburn, frostbite, or even hypothermia.
- § Be careful not to breathe frigid air in through your mouth and into your lungs (use your nose).
- § A common complaint in winter is about the extreme dryness. You will find that all the indoor heating will cause dry itching skin, chapped lips, dry hair, etc.
 - Drink lots of water and try placing open containers of water near a heater to put moisture into the air.
 - Use moisturizers/lotions on the skin and chap-stick on the lips.
 - You may want to invest in a humidifier (just make sure that you don't make your home so humid that mold/mildew grows on walls).

WINTER CLOTHING

Listen to the weather report in the morning when you're getting ready so that you will be appropriately dressed for the day. The following are some tips about winter clothing and dressing for cold weather:

- § Wear several layers of clothing. Start with long underwear, then long sleeves and turtlenecks. Wear a warm sweater and be sure you have a warm winter coat. You can always add layers or remove layers depending upon your comfort at a given time.
- § Find out what materials are best for insulation, wind-protection, dryness, etc. and which are best suited for your needs. There are advantages and disadvantages to clothing made of either natural (wool, cotton, down, leather, etc.) or man-made (nylon, fleece, *Thinsulate*, *Goretex*, etc.) materials.
- § Always keep your extremities warm. Be careful of frostbite if you're outdoors too long. Always wear a hat— 60% of the heat lost by the body is lost through the head! Wrap a scarf around your neck, ears, and mouth. Always wear gloves or mittens.
- § A good pair of boots is a necessity. Waterproof leather boots with insulated lining and thick rubber soles and lots of tread are a good investment.

WEATHER REPORT

You can obtain current weather information for Cornell by going to <http://www.cuinfo.cornell.edu>.

SNOW REMOVAL

The Department of Grounds will clear and remove snow and ice from the roads and main sidewalks. It is the responsibility of the residents living in apartments to remove snow from the short sidewalks leading to their apartment entrances. Snow shovels are provided for each apartment for this purpose. Ice Melt, a product that melts ice at low temperatures, is available outside the Hasbrouck and Maplewood Community Centers. To make it easier for the Grounds Crew to plow the sidewalks near parked cars and to prevent damage to your vehicle, please park cars so that the bumpers do not hang over the sidewalks.

WINTER DRIVING TIPS

Winter driving can be very different than driving in other weather conditions. If you are unfamiliar with winter driving, you may want to take advantage of winter driving workshops that are offered to the Cornell community each year. Below are some additional tips for driving in the winter:

- Leave plenty of room between cars
- Pay attention to the other vehicles around you
- Use extra caution on hills

- Never slam on the brakes when you begin to slide/skid on snow/ice. It will only cause you to spin further out of control. If the car does start to slide out of control:
 - Take your foot off the gas
 - Turn your steering wheel into the skid until you are able to regain control of the vehicle
- Above all, do not drive if you are uncomfortable. Take advantage of the many public transportation services available to you instead. (See Section 1, Part E for more information on these resources.)

C: International Student Resources

There is a wide array of resources available to international students at Cornell. For more specific information you may contact the GRM or ISSO.

GENERAL INFORMATION

International Students and Scholars Office: <http://www.isso.cornell.edu>

CU International Gateway: <http://www.international.cornell.edu>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

MEDICAL SERVICES

<http://www.gannett.cornell.edu/whoareyou/international/default.html>