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Residence Life

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MarymountManhattan

NEW YORK CITY

# COOPER SQUARE

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2022-2023 MOVE IN GUIDE



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## ResidenceLife

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# WELCOME

Dear Marymount Housing Applicant:

We have received your application and deposit for MMC Housing for the 2022-2023 academic year, and are thrilled you have decided to join the MMC Residential Community. Moving into a residence hall, whether you're new to college, new to Marymount Manhattan College, or new to the residence hall, is the beginning of an exciting chapter in your life.

To make your transition easier, the Office of Residence Life staff have developed this guide to help answer all your questions before you even pack your bags. More info about our residence halls is also available online at [www.mmm.edu/residencelife](http://www.mmm.edu/residencelife).

You will receive your room number, mailbox number, and roommate information during the last week of July. You must complete the three steps on the next page to get this information on time.

Begin making plans for your Move-In date and time in August. You will find more information about Move-In located on page 5.

We look forward to seeing you!

Sincerely,  
Kyleen Ammerman  
Director of Residence Life

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# TO DO LIST

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- **Register for a full-time course load (12 credits or more)**
  - All housing students must be registered as a full time student during the academic year.
  - Any questions concerning registration should be addressed to the Office of Academic Advisement at 212-774-0568
- **Pay in full for tuition and residence fees by July 20th**
  - Payment can be made by check or credit card, through financial aid, or by making arrangements for a payment plan. Any questions concerning payment should be addressed to the Center for Student Services at 212-517-0500. Your account must be settled in order for you to move in.
- **Submit your immunization records and COVID vaccination form**
  - For COVID-19 vaccination, you must submit your Vaccination Record Submission or Exemption Request Form prior to receiving your housing assignment. More information can be found at MMC Onward.
  - New York State law requires MMC to collect student immunization records for Measles, Mumps and Rubella as well as a Meningitis response. Students can submit their completed Immunization Form or vaccine records for review. Students should upload their records directly to the Admissions Portal. If you have questions, please contact the Counseling and Wellness Center (CWC) at [counseling@mmm.edu](mailto:counseling@mmm.edu). More information about vaccine requirements can be found on CWC's website.
- **Set up your ID Card**
  - Download the TouchNet Mobile App. Upload your picture to the app before moving in. If you have any questions, please contact the IT Help Desk at 212-517-0580

**Please note:** Acceptance of Marymount Manhattan College housing signifies an agreement to abide by all rules and regulations as put forth in the Marymount Manhattan College Housing Contract, the Resident's Guide to Community Living, and the student handbook. All can be found online at [www.mmm.edu/residencelife](http://www.mmm.edu/residencelife)

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# MOVE-IN DATES AND TIMES



## Transfer Students

Sunday, August 28th

Last Name Starting with A-L:

8:00 am - 12:00 pm

Last Name starting with M-Z:

12:00 pm - 4:00 pm

## Elon Students

Sunday, August 28th

All Elon Students

9:00 am - 12:00 pm

## Continuing Students

Saturday, September 3rd

Last Name Starting with A-L:

8:00 am - 12:00 pm

Last Name starting with M-Z:

12:00 pm - 4:00 pm

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# THE MOVE-IN PROCESS 06

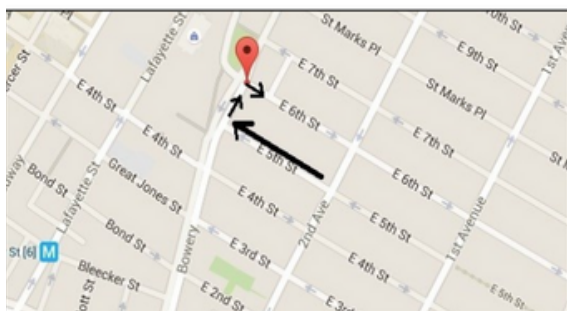
Coordinating the arrival of so many students in New York City can be quite a challenge, but we have a pretty successful plan in place for the big day!

Our building is located on the corner of East 6th Street (which runs west to east) and Bowery/Third Avenue. On move-in day, cars will begin lining up in front of our building, then on the right side of Bowery, and back on East 5th Street with their hazard lights on and continue back as far as needed. When you arrive for check-in, plan to start on Third Avenue near East 6th Street and loop around the block (east on 6th Street, south on 2nd Avenue, west on 5th Street) until you see the line of cars with their hazard lights flashing. Get in line behind the last car and wait to pull up into an open space. Please do not block entrances or exits or the intersection, and please do not double park in front of the building or the Standard Hotel.

Check-in is in the Lounge Lower Level where you will get your keys and paperwork. Security will direct you upon arrival. When your car has reached the building, please send the student inside alone to pick up their keys, and please have the helper stay with the car. Each student will have access to one bin to help them move in, but we recommend bringing your own handcart or dolly if you have one. Remember, you are allowed to have two helpers inside the building to assist you to move in. Someone needs to stay with the car at all times when it is in the unloading zone.

Once your car is unloaded, it will need to be moved immediately to make space for others moving in at the same time. If your helper(s) are planning on staying, there are a number of parking garages in the area. Please make sure your vehicle is always attended during the moving process.

**Cooper Square**  
200 East 6th Street  
New York, NY  
10003



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# PARKING INFORMATION

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Once your car is unloaded, it will need to be moved immediately to make space for others moving in at the same time. If your helpers are planning on staying, there are a number of parking garages in the area. Please make sure your vehicle is always attended during the moving process.

Marymount Manhattan College is not responsible for parking tickets received during move-in or move-out days.

Depending on your arrival time, this process can take some time. The most important thing you can bring to move-in day is patience! We will work to get students in their room as quickly as possible and your patience and understanding will go a long way in making the day a success!

*Tip: Check Groupon and Living Social for deals on parking. Sometimes parking garages will post discount deals in the city!*

## Parking Garages near Cooper Square

### Edison Parkfast

375 Lafayette Street (between  
3rd Street & Great Jones)  
(212) 253-6950

### PARK-IT 403

403 Lafayette Street (between  
East 4th & Astor Place)  
(212) 254-1263

There are several parking  
garages very close to Cooper  
Square. Prices vary.

MMC does not have an  
affiliation with any garages.

### Icon Comfort Parking

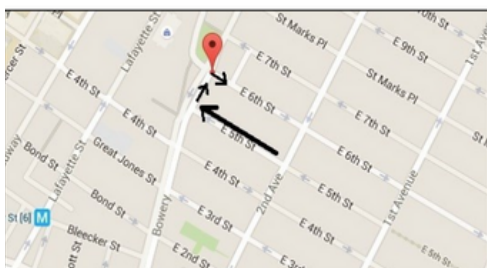
303 Elizabeth Street (between  
Houston and Bleeker Streets)  
(212) 219-9562  
[iconparkingsystems.com](http://iconparkingsystems.com)

### Icon Parking

445 Lafayette Street (at 7th St)  
(212) 777-1659  
[iconparkingsystems.com](http://iconparkingsystems.com)

To see parking garages and  
street parking locations, visit  
[nyc.bestparking.com](http://nyc.bestparking.com)

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10003

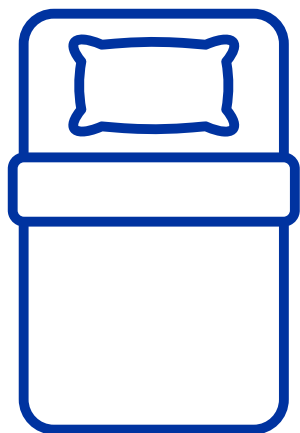


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# ABOUT YOUR NEW HOME

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Rooms at Cooper Square are double or triple occupancy bedrooms within a suite with a private bathroom and kitchenette.

## Room Furnishings

Your assigned space will come with a bed and mattress, two two-drawer dressers, a desk with a carrel, a desk chair, and a closet wardrobe.

Beds are regular twin size, and are arranged in various configurations. Some beds are lofted, bunked, or not lofted.

***Bed configurations are permanent and cannot be reconfigured.***

Dressers are placed below the bed or are stacked in your bedroom.

Closet wardrobes are 24 x 24 x 72 with a door and have a clothing rod for hangers, along with one small shelf for items like shoes.

All windows have shades. Student rooms are not carpeted.

## Floor Plans

Floor plans can be found online at  
<http://www.mmm.edu/offices/residence-life/cooper-square-floor-plans/>

### Bathroom

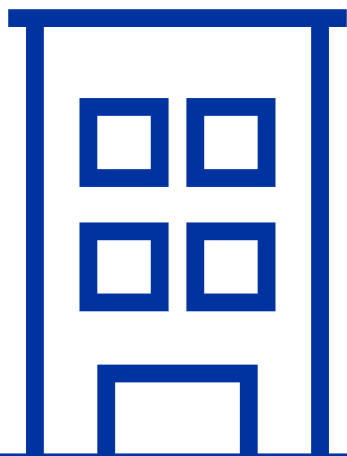
Bathrooms have a shower, toilet, sink, and a mirror. Towel hooks are also installed. The shower has a rod, but hooks and a shower curtain are not provided. (Most of our tubs use a regular length shower curtain, but some of our stand up showers use a 78" shower curtain.) Stand up showers are located in suites 2D, 3D, 4D, 5D, and 6D. Our residence halls are BYOTP (bring your own one-ply toilet paper).

### Kitchenette

Each suite has a kitchenette which contains a microwave, electric stove top burners, and either one large or two smaller refrigerators. You can bring your own additional kitchen appliances. Dishes, utensils, and cooking supplies are not provided.

## Decorating Your Room

We encourage you to decorate your room to reflect your personality and style. We suggest fun-tack or painter's tape instead of nails or tacks for hanging items on the walls—we do charge for holes in the walls and chipped paint.



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## Bringing Furniture

At the time a resident first occupies a room, it will be clean and properly organized with appropriate furnishings. For health and safety reasons, students are prohibited from bringing their own furniture into the residence halls. (See boxes below).

Residence Life reserves the right to modify or add to this list at any time. Additional furniture items found within the residence hall will be removed and discarded. Residents responsible for the items will be charged a \$100 fine per item.

## Removing Furniture

The furniture provided in your room needs to stay in your room. You should not remove mattresses, chairs, bed pieces, ladders, or other furniture items provided from your room. These items may not be exchanged, replaced, or brought to other rooms in the building.

## Public Furniture

Lounge and public area furniture and equipment are for everyone's use. Residents will be charged a \$25/day fine for furniture removal from the public areas.

## Rearranging Your Room

All furniture at Cooper Square is metal-framed with modern, wooden accessories. Cooper Square was designed with a specific furniture layout, and unfortunately, furniture cannot be rearranged to a different configuration. If you decide to move your furniture, you will be asked to return it to its original configuration and charged a \$150 fee.

Beds are set at a permanent height. Lofted or bunked beds cannot be de-lofted or de-bunked, and low beds cannot be lofted. Doing so can damage the furniture, and moving it on your own can result in a judicial meeting and/or fine. Should you require a lofted/de-lofted bed as a disability accommodation, please contact the Office of Disability Services to request this accommodation prior to moving in. There may be instances that de-lofting a bed is not an option, and we will offer you an alternative space to move to, if available.

### Prohibited Furniture Includes:

- Upholstered furniture
- Wood furniture
- Wooden book shelves
- Headboards
- Futon couches or chairs
- Bean bags/Pillow chairs
- Any furniture containing cushions or stuffing (including butterfly chairs and papasan chairs)
- Pillows longer than four feet

### Acceptable Furniture Includes:

- Butterfly, papasan, or tailgate chairs with nylon seats (no stuffing) that can be folded up
- Metal or plastic shelves no larger than 48" tall
- Plastic storage bins
- New rugs and carpets
- Office or rolling chairs

# SHOPPING & PACKING LIST

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## Provided in Room:

Regular twin and mattress  
Two Dressers (2-drawer units)  
Desk (no drawers)  
Chair  
Wardrobe  
Wireless Internet Access  
Cable Port

We recommend you bring fewer items until you have moved in and determined what fits best for you. Items on the list are suggestions. Items with \* on the end are suggested items to talk with your roommates about who is bringing what to save money and room!

## SLEEP

- ☐ Regular Twin Sheets
- ☐ Twin Mattress Pad and Mattress Cover
- ☐ Pillow(s)
- ☐ Comforter or Blanket(s)
- ☐ Fan

## ORGANIZE

- ☐ Plastic storage bins or crates
- ☐ Bulletin or dry erase board
- ☐ Gentle adhesive (sticky tac or painters tape)
- ☐ Cleaning Supplies
- ☐ Broom & dust pan\*

## BATHROOM

- ☐ Towels & washcloths
- ☐ Toilet plunger\*
- ☐ Toiletries
- ☐ Hair dryer or other hair items
- ☐ Shower curtain and rings\*
- ☐ Rug\*
- ☐ Small waste basket\*
- ☐ Storage bins
- ☐ Toilet Paper

## Leave at home:

Halogen or octopus lamps - Flushable wipes  
Sun lamps - Lighter fluid - Weapons  
Mini-fridges - Spray paint - Furniture with  
Illicit drugs/paraphernalia - Pets  
Alcohol and paraphernalia - Wooden book shelves  
Cable splitters - Futon couches or chairs  
Extension cords - Wireless routers  
Bean bags - Ottomans

## LAUNDRY

- ☐ Laundry bag or basket
- ☐ Laundry supplies
- ☐ Iron with automatic shut off
- ☐ Small ironing board
- ☐ Clothes hangers

## KITCHEN

- ☐ Coffee maker with automatic shut off\*
- ☐ Electric tea kettle/water heater\*
- ☐ Waste basket and bags\*
- ☐ Blender\*
- ☐ Dishes and silverware\*
- ☐ Food storage containers\*
- ☐ Pots and pans\*

## PERSONAL

- ☐ Headphones
- ☐ Umbrella
- ☐ Slippers and shoes
- ☐ Clothes
- ☐ Medications
- ☐ Laptop or Tablet
- ☐ TV and cable cord
- ☐ Over the door mirror\*

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## Roommate Information

All students have the opportunity to list their roommate requests on their housing applications. We begin the placement process by making sure all matches are mutual. If matches are not mutual between all roommates requested, we will be unable to place students together. While we cannot guarantee roommate matches, we try to grant roommate requests whenever possible. If you have already submitted a housing application but would like to add a roommate, email your request to [residencelife@mmm.edu](mailto:residencelife@mmm.edu) by June 30th.

Remember, your potential new roommate must also request you as well.

While some students will request a roommate, most will be matched by our office. We try to match students on as many of their preferences from their housing application as possible.

Students will receive roommate information during the last week of July. Most students will be tempted to look up their roommates on social media, and while we understand the desire to get to know everything about their new roommates, we suggest students call and talk to their new roommates. Social media can be a poor representation of who a person is; talking is much better. We will not make room changes based on information from online communities, nor for any reasons that are discriminative in nature.

Gender neutral housing is available Cooper Square. Gender neutral housing means anyone may sign up to live with someone of any gender, so long as they mutually request one another. You may also sign up for gender neutral housing without a specific roommate in mind; doing so means you're open to a roommate of any gender identity.

## Gender Neutral Housing

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Living with new people can be both exciting and challenging. You may become friends right away, or it may take some time. The following are a few conversation starters that are helpful when you meet your suitemates:

## ABOUT YOU

- ☐ Hometown and high school
- ☐ Family life
- ☐ Friends at home
- ☐ School activities
- ☐ MMC major
- ☐ Morning person or night owl?
- ☐ Neat or messy?
- ☐ Music preferences
- ☐ What items you are okay with sharing
- ☐ Feelings about overnight guests
- ☐ Particular habits
- ☐ Working during college
- ☐ What you are like when you are feeling down
- ☐ What annoys you
- ☐ What makes you laugh
- ☐ How you like to relax
- ☐ How you handle stress
- ☐ What you are like when you first meet people
- ☐ What are are looking forward too
- ☐ Shows you are watching

Roommates will not agree on everything, and that is okay. Having a basic understanding of each other's needs helps build a foundation for a good year together. In fact, residents will complete a roommate agreement within the first few days of the semester in an effort to establish a mutual consideration of roommate preferences.

The Resident Advisors (RAs) in your hall may also help you and your roommates with the transition to the East Village. RAs are students who live with you in the residence halls at MMC and are trained to assist roommates with concerns or conflicts.

Despite all this preparation, keep in mind that sometimes room or roommate assignments change from your initial assignment through Move-in Weekend because of cancellations. Up-to-date assignments and roommate information will be communicated to you via email.

## Tuition and Housing Protection Plan

Marymount Manhattan College has arranged with Gradguard to offer a Tuition Protection Plan. This is an elective insurance plan which will minimize the financial portion of losses incurred when a student suffers a serious illness or accident and has to withdraw before the semester is completed. Go to [www.gradguard.com](http://www.gradguard.com) or call 877-794-6603 for enrollment and additional information.

We strongly encourage you to review this program and see if it is right for you. For additional information about this program, including application, deadlines, costs, and restrictions, visit this website: [www.gradguard.com](http://www.gradguard.com)

While MMC does not require residents to carry renter's insurance, many residents and their families choose to purchase a separate insurance policy, or verify coverage under a current homeowner's policy.

In the unlikely event of a fire, theft, water damage, or natural disaster, Marymount Manhattan College does not accept responsibility for any damage incurred to personal property. This includes rugs, computers, books, and other personal items. For this reason, the Office of Residence Life recommends each resident invest in renter's insurance. This is a way to protect the resident's personal property should unforeseen loss or damage occur while in the residence halls. GradGuard (described above) also offers a renters insurance program.

## Renters Insurance

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## FROM AIRPORTS

**LaGuardia:** Take the M60 bus to 125th Street and Second Avenue, transfer to the downtown 6 train. Exit at Astor Place. OR take a NYC taxi or Super Shuttle.

**JFK:** Take the Air Train to the Jamaica station, then take the E train to 53rd Street. Transfer to a downtown 6 train at the 53rd Street station and exit at Astor Place. OR take a NYC taxi or Super Shuttle.

## FROM THE WEST AND SOUTH OF NEW YORK CITY

Take the George Washington Bridge and follow signs for FDR Drive South. From the FDR Drive exit at Houston Street/Holland Tunnel (exit #5). Turn right onto East Houston Street. Turn right onto Bowery. The residence hall is located on the right side of the street at the corner of Bowery and East 6th Street.

OR

Take I-78 Holland Tunnel. Follow Canal Street and turn left on Bowery. Turn right onto East 6th Street. The residence hall is located on the right side of the street at the corner of Bowery and East 6th Street.

## FROM CONNECTICUT

Take Route 95 South to Route 278 West to Robert F. Kennedy Bridge. From the bridge take the FDR Drive South exit. From the FDR Drive exit at Houston Street/Holland Tunnel (exit #5). Turn right onto East Houston Street. Turn right onto Bowery. The residence hall is located on the right side of the street at the corner of Bowery and East 6th Street.

## FROM UPSTATE NEW YORK

Take the New York State Thruway (Rt. 87) South to the Robert F. Kennedy Bridge (Rt. 278). From the bridge take the FDR Drive South exit. From the FDR Drive exit at Houston Street/Holland Tunnel (exit #5). Turn right onto East Houston Street. Turn right onto Bowery. The residence hall is located on the right side of the street at the corner of Bowery and East 6th Street.

OR

Rt. 684 South to Hutchinson River Parkway to Rt. 278 West. Follow signs to Robert F. Kennedy Bridge (Rt. 278). From the bridge take the FDR Drive South exit. From the FDR Drive exit at Houston Street/Holland Tunnel (exit #5). Turn right onto East Houston Street. Turn right onto Bowery. The residence hall is located on the right side of the street at the corner of Bowery and East 6th Street.

## FROM LONG ISLAND

Take the Northern State Parkway (Grand Central Parkway) to Robert F. Kennedy Bridge. From the bridge take the FDR Drive South exit. From the FDR Drive exit at Houston Street/Holland Tunnel (exit #5). Turn right onto East Houston Street. Turn right onto Bowery. The residence hall is located on the right side of the street at the corner of Bowery and East 6th Street.

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**I can't make my time. Can I come earlier?**

Unfortunately, you will be unable to move-in earlier. Resident may move in any time after their assigned time, but not earlier.

**How many move in helpers am I allowed?**

Each student is allowed to have two move in helpers during their move in time.

**What is elevator etiquette during Move-In days?**

During Move-In, we ask that if there is a bin in the elevator that there are only two people.

**I plan to shop for items when I get to the city.****Will I have to wait to get to my room?**

There will be limited elevator access during the check-in process. To facilitate our traffic flow, we ask that you wait until after the last move-in window to return to the hall with packages from shopping. If you return earlier with large items, we may ask you to wait on the sidewalk until we can accommodate you in an elevator. This could be an additional wait.

**Where can I park to unload my vehicle?**

Cooper Square does not have a parking lot or reserved parking area. Vehicles will be unloaded in front of the building, and then must be moved to an alternate location. There are metered parking spots on East 6th Street, as well as East 7th Street (check signage for parking limitations/restrictions). Please be aware that MMC is not responsible for and will not pay for the cost of any parking ticket received during check-in. Several parking garages are also located in the area (see page 12 for a list).

**Addition Questions?**

Please contact the Office of Residence Life if you have any questions about moving in! We are happy to help!

# CONTACT US

Email: [residencelife@mmm.edu](mailto:residencelife@mmm.edu)

Phone: 212-774-0740

Fax: 212-517-0665

Web: [www.mmm.edu/residencelife](http://www.mmm.edu/residencelife)

## Office Hours

Academic Year: Monday through Friday, 9 am to 5 pm.

Summer Hours: Monday through Thursday, 9 am to 5 pm.

Check out the RA and RD Office doors for building hours!

Cooper Square Residence Director

Crys Mobbs M.Ed

(they/them/theirs)

Email: [cmobbs@mmm.edu](mailto:cmobbs@mmm.edu)

Questions? First, check our website! Many answers to frequently asked questions are located at [www.mmm.edu/residencelife](http://www.mmm.edu/residencelife).

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