

# MOVE IN GUIDE – FALL 2023

## DEPARTMENT OF RESIDENCE LIFE

### MOVE IN DATES

Thursday, August 24th, 2023

- Fall 2023 First-year students (except Orientation 6)
- Fall 2023 Transfer students

Check-in at your residence hall between 10am – 5pm, or 8:30pm – 11pm.

Sunday, August 27th, 2023

- Returning students

Check-in at your residence hall between 10am – 5pm, or 8:30pm – 11pm.

Exceptions:

- First-year students who are attending **Orientation 6** must check in at Gage Hall on **August 22nd between 4pm – 6pm**. Once you initially check in at Gage Hall, you will then be able to move into your fall semester building/room that day.
- Students who are campus employees or members of organizations that need to arrive earlier will be notified of their move-in dates and times by their department.
- Student athletes who play on teams that need to arrive early will be notified by their coach. Please be advised that only some teams arrive early. **If you are not sure whether your team needs to arrive early, please check with your coach.**

### STUDENT MOVE-IN TO DO LIST

Prior to your move-in day:

1. Submit an **Emergency Information Form**.
2. Read the **Fire, Health and Safety Regulations and Prohibited Items List** to determine what items you should not bring to campus.
3. Read the **Fall 2023 Packing Guide** for information on what the college provides and suggestions on what you should bring.

### When you arrive on move-in day:

1. Check in with an RA **prior** to going to your room. You must check in with an RA even if you have lived on campus in a previous semester.
2. When you enter your building, look for signs directing you to the check-in station.
3. Submit a **Room Condition Form**.
  - Each student must inspect their room/suite and use the Room Condition Form on my.newpaltz.edu to report the condition of the room and furniture at the time they move in.
  - This includes describing and taking pictures of any existing damage.
  - **Please be thorough when completing the Room Condition Form in noting existing damage and taking pictures of the damage.**
  - At the end of the spring semester, or if/when a student moves out of the room prior to the end of the spring semester, we will inspect the condition of the room and charge students for any new damage to the room and furniture. **As an example, if upon inspection, damage to the wall paint is found which the student did not note and upload pictures of to their RCF, the student will be billed a \$1400 paint charge.**

**[Click here for instructions on submitting your Room Condition Form.](#)**

4. Check your building's bulletin boards when you arrive for the time and location of your all-hall meeting.

### **EMERGENCY INFORMATION FORM**

- **All students are required to submit an Emergency Information Form prior to moving in.**
- Log in using your New Paltz email credentials: **username@newpaltz.edu** and password.
- Students that have previously attended New Paltz must also enter their username ending with @newpaltz.edu and should **NOT** enter their old Hawkmail address. For example: enter **martin34@newpaltz.edu**. Do **NOT** enter **martin34@hawkmail.newpaltz.edu**

**[Click here to submit your Emergency Information Form](#)**

# Technology Quick Reference Guide

Wi-Fi	<ul style="list-style-type: none"> <li>• Go to your Wireless Settings.</li> <li>• Select “NP Hawks” Network.</li> <li>• Log in using your NPCUID and password (the same credentials you use to log into my.newpaltz.edu).</li> </ul>
Wired Network	<ul style="list-style-type: none"> <li>• Connect your computer to the wall jack with an Ethernet cable.</li> <li>• Open a browser; you will be redirected to a login screen.</li> <li>• Log in with your NPCUID and password.</li> </ul>
Gaming and Media Devices	<ul style="list-style-type: none"> <li>• Go to <a href="http://access.newpaltz.edu">http://access.newpaltz.edu</a>.</li> <li>• Log in using NPCUID and password.</li> <li>• Click “create device”.</li> <li>• Enter a device name (e.g., Pat’s Nintendo Switch).</li> <li>• Enter the device’s MAC address.</li> <li>• You will be given a unique passcode.</li> <li>• Find the Wi-Fi network “NP Hawks Devices” and enter the passcode.</li> </ul>
Wireless Printing	<ul style="list-style-type: none"> <li>• <a href="#">Download Wireless Printing Instructions</a></li> </ul>
Lab Printing	<ul style="list-style-type: none"> <li>• Log into a lab/classroom PC with your NPCUID and Password.</li> <li>• Print as normal from desired program.</li> <li>• Click on “details” in the PaperCut box in upper right-hand corner of desktop.</li> <li>• Click on “job pending release” in left menu of PaperCut.</li> <li>• Once the pending job is displayed click “print” or “cancel”.</li> </ul>
IT Support	<p>Service Desk Location: Humanities Room 103  <a href="https://support.newpaltz.edu">https://support.newpaltz.edu</a>            Email: <a href="mailto:servicedesk@newpaltz.edu">servicedesk@newpaltz.edu</a>            Phone: (845) 257-4357</p>
ID Card Access	<p>Card Services Location: Student Union Bldg. (Room 64)            Phone: (845) 257-3034            Email: <a href="mailto:cardaccess@newpaltz.edu">cardaccess@newpaltz.edu</a>  <a href="#">Lost your ID? CLICK HERE</a></p>

# Important Numbers

Click the links for more information!

Office/Department	Phone	Email
<a href="#">University Police</a>	(845) 257-2222	upd@newpaltz.edu
<a href="#">Health Center</a>	(845) 257-3400	healthservice@newpaltz.edu
<a href="#">Counseling Center</a>	(845) 257-2920	Please call Mon – Fri 8:30am 4:30pm. After 4:30pm, you can access a counselor-on-call by speaking to a Resident Assistant (RA) or by calling University Police.
<a href="#">Residence Life</a>	(845) 257-4444	reslife@newpaltz.edu