Welcome to Brown University
Molecular Biology, Cell Biology, & Biochemistry

“where science meets possibility”

Sidney E. Frank Hall for Life Sciences
Laboratories for Molecular Medicine
“Welcome to Brown University and the Department of Molecular Biology, Cell Biology & Biochemistry (MCB). We are delighted you are joining our department.

The enclosed information is intended to be an additional resource for your first days at Brown and provide information that will help you make a smooth transition into your new position.

We hope that your experience here will be challenging, enjoyable and rewarding.”
Essential Actions for Your First Days at Brown

1. Prior to arriving at Brown for your first day of work be sure to follow the directions to set up your Brown user name and password and complete all new hire tasks in Workday. ([Link to Brown New Hire Information])

2. Complete I-9 Employment Eligibility Form. New employees will need to complete Section II of the I-9 form and present documentation of their eligibility to work within three days of their start date, and preferably on their first day. Staff, faculty and student employees should present their documents at Human Resources, located on the third floor of the Brown Office Building on 164 Angell Street.

3. Visit the Brown Card Office to get your Brown University ID Card. The Brown Card is used for identification, security and access to University buildings and services. It is also needed to initialize your Brown email account and electronic services. Be sure to complete all Workday onboarding tasks before going to the Brown Card Office to be certain that they have all the information needed to issue the card. The Card Office is located in the J. Walter Wilson Building on 69 Brown Street, Room 511. Phone: (401) 863-2273 ([Brown Card Services Link])

4. If you wish to obtain University Parking, stop at the Transportation Office. The Transportation Office is co-located with the Brown Card Office on 69 Brown Street, Room 511. Phone: (401) 863-3157 ([Transportation and Parking Link])

5. Check with your supervisor to see if you need to activate a phone with Telecom. Telecom. Phone: (401) 863-2007 ([Telecommunications Link])

6. Enroll and Make Benefits Elections within 31 days of your hire date. The enrollment process has been automated and can be done on Brown's Workday System. See a screencast on how to enroll by visiting the Benefits home page. ([Human Resources Link])

7. Familiarize yourself with Computing and Information Services. Both the University CIS Department as well as Biomed Computer Services have numerous links to available resources.

8. Visit the MCB Website for more departmental links, especially helpful will be the MCB Administration links.

**Familiarize yourself with all that Brown has to offer**

- Dining Venues
- Athletics Complex
- University Libraries
- John Carter Brown Library
- Haffenreffer Museum (on-campus)
- Bell Gallery

New Hire Orientations are also a great introduction to Brown for new staff and faculty members

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**Bear Lingo**

You will discover, as you begin your career at Brown, that many of us talk in code - a code, understood only by those in our campus community. The following list of popular acronyms and definitions is not comprehensive, but it should serve to clear up any initial confusion you might have when conversing with other employees!

**B & H**
Barus & Holley, a huge building housing the Physics and Engineering Departments and Laboratories

**The B.O.B.**
The Brown Office Building, located at 64 Angell Street, houses many administrative offices such as Accounting, Human Resources, Purchasing, EEO/AA, Internal Audit and Risk Management

**The C.I.T.**
The Computing & Information Technology Building, located on the corner of Brook and Waterman Streets.

**O-MAC**
The Olney-Margolies Athletic Center within the Erickson Athletic Complex

**The Pitz**
The Paul Bailey Pizzitola Memorial Sports Center within the Erickson Athletic Complex

**The Ratty**
This is shorthand for the Sharpe Refectory. On the lower floor of The Ratty is Brown's popular employee cafeteria, The Ivy Room

**The Sci Li**
The Sciences Library, the tallest of Brown's 238 buildings

**The Rock**
The John D. Rockefeller Library, Brown's largest library, houses the humanities and social science collections

**U.H.**
University Hall - the administrative “nerve center” of the university and the home of various deans, the registrar and the President

**CIS**
Computing & Information Services is the administrative department on campus which takes care of all our computing needs

**The B.D.H**
An independent daily student newspaper distributed on campus

**The E.E.P.**
The Employee Education Program allows eligible employees to take job-related courses

**U.S.C.**
The Undergraduate Council of Students is Brown's student governing body

**BUDS**
Brown University Dining Services
Helpful Information

**Housing Information**
Brown (Auxiliary Housing) - searchable database of housing in the area

**Residential Properties**
- 140 Wickenden St, Providence, RI 02903 (401) 274-6740
- Coleman Realtor 135 Elmgrove Ave, Providence, RI (401) 286-7085
- Bishop Realty 217 Angell St, Providence, RI 02906 (401) 421-3210

**Local Banking**
- Citizens 120 Waterman St, Providence, RI (401) 456-7050
- TD Bank 180 Westminster Street, Providence, RI (401) 455-2900
- Santander 212 Thayer St, Providence, RI (401) 351-2768
- Bank of America 100 Westminster St, Providence, RI (401) 228-0128

**Utility/Cable/Internet/Cell**
- National Grid (gas/electric) 1-800-322-3223
- Cox Solutions Store (401) 270-5000
- Full Channel (401) 247-1250
- Verizon Communications (401) 421-0085
- AT&T (401) 270-4903
- T-Mobile (401) 383-3112
- Sprint (401) 437-8899

**Transportation**
- Green Airport 2000 Post Rd, Warwick, RI (401) 737-8222
- Providence Train Station 100 Gaspee St (800) 872-7245
- AMTRAK MBTA
- Bus Service
  - Terminal: 1 Peter Pan Way
  - Kennedy Plaza: 1 Kennedy Pl
  - Peter Pan Greyhound
- Taxi
  - American Cab (401) 487-2111
  - Corporate Taxi (401) 231-2228

**ZipCar**
Brown University has partnered with Zipcar to offer Brown community members an alternative to driving or bringing a car to campus. Zipcar is improving urban life by providing wheels when you want them. Zipcar is an internet-based service that allows you to rent a car for an hour or two or for an entire day.

**Markets in the Area**
- East Side Market 165 Pitman St, Providence (401) 831-7771
- Whole Foods (University Heights) 601 N Main St, Providence (401) 621-5990
- Whole Foods (East Side) 261 Waterman St, Providence (401) 272-1690
- Stop & Shop 333 W River St, Providence (401) 861-9300
- Rhode Island Farmers Market

**More Information**
- Area Vibes - info on rent and area amenities
  - Median rent - Providence - $910
  - Rhode Island - $908
- East Side (College Hill) - closest to the University (rent tends to be higher)
- East Providence/Riverside - need car, be near bus line or have bicycle
- Pawtucket - need car or be near bus line
- Cranston - need car or be near bus line

**More & More**
- US Post Offices
  - 306 Thayer St, Providence, RI (401) 831-0399
  - 24 Corliss St, Providence, RI (401) 276-8619
- Owning a Car
  - DMV 600 New London Ave., Cranston, RI (401) 462-4368
- Insurance
  - Amica – 1-800-242-6422
  - GIECO – 1-800-861-8380
  - Met Life – 1-888-675-6610
  - Progressive – 1-800-776-4737

**B&B and Hotels**
- Bed & Breakfast (near University)
- Old Court Annie Brownell House
- Hotels in Providence
  - Extended Stay Hotel Providence Biltmore
  - (Brown rates may apply)
  - Hotel Providence
  - (Brown rates may apply)
  - Courtyard Marriott (downtown)

**Around Rhode Island**

**WaterFire**
WaterFire’s over eighty sparkling bonfires, the flickering light on the arched bridges, the silhouettes of the fire tenders passing by the flames, the torch-lit vessels traveling down the river, and the enchanting music from around the world engage all the senses and emotions of those who stroll the paths of Waterplace Park. WaterFire has captured the imagination of over ten million visitors, bringing life to downtown, and revitalizing Rhode Island’s capital city.

**Roger Williams Park Zoo**
One of the oldest zoos in the country, Roger Williams Park Zoo is located in Providence, RI amid a beautiful, 40-acre park setting.

**Newport, RI**
Newport is a city in the New England state of Rhode Island, set on Aquidneck Island. Its yacht-filled harbor hosted the America’s Cup, a renowned annual regatta, for many years. Newport is also known for the Gilded Age mansions lining Bellevue Avenue, some of which are now museums. Perhaps the most famous is The Breakers, an 1895 mansion patterned after a Renaissance palace.

**Newport Mansions**
Enjoy the sights and sounds of the Newport Mansions. Four remarkable audio tours bring you a new and unique perspective on the lives of the people who lived and worked in the grand mansions of Newport. Based on diaries, letters, records and oral histories, these audio tours offer the personal stories of the men and women who lived in each house and the household staff who cared for them.
Rhode Island Beaches

Newport County
- Easton Beach (First Beach)
- Second Beach
- Third Beach
- Gooseberry Beach
- Fort Adams Beach

South County
- East Matunuck
- Scarborough
- Salty Brine

Block Island (located 13 miles off the Rhode Island coast)

The Block Island Ferry offers a “Traditional” ferry service (55 minute voyage) and “Hi-Speed” ferry service (30 minute cruise) from Point Judith (Narragansett), RI and Newport, RI.

Shopping in the Providence Area

Providence Place Mall - 1 Providence Place, Providence, RI (401) 270-1000

Thayer Street
Wayland Square

Hospitals in the Area

Rhode Island Hospital
593 Eddy Street, Providence, RI
(401) 444-4000

Women & Infants
101 Dudley Street, Providence, RI
(401) 274-1100

Miriam Hospital
164 Summit Avenue, Providence, RI
(401) 793-2500

Hasbro Children’s Hospital
593 Eddy Street, Providence, RI
(401) 444-4000

Roger Williams Hospital
825 Chalkstone Ave., Providence, RI
(401) 456-2000