**PARKING**

College Hill is crisscrossed by narrow New England streets, which are not conducive to parking large numbers of vehicles. Many families find it most convenient to unload students’ belongings onto the sidewalk and to have one family member remain with them while another finds a parking spot. Parking in campus lots is permitted on Saturday, September 5, through Monday, September 7. While ticketing tends to be relaxed during move in, it is important to heed signs pertaining to handicapped spaces and tow zones.

If handicapped parking is needed, street spaces are available and special temporary arrangements may be possible in Brown lots. For additional information, please contact Student and Employee Accessibility Services (SEAS) at seas@brown.edu or 401-863-9538.

**STUDENT CHECK-IN**

**SATURDAY, September 5, 2015**

8:30 am – 6:00 pm

Key, ID, & Orientation Packet Pick-Up (Photo ID required)

New students are welcomed to Brown on Saturday, September 5th, between 8:30 am and 6:00 pm. Do not feel it is imperative to arrive at 8:30 am. The line at check-in can be lengthy first thing in the morning but very non-existent later in the morning.

Check-in locations

- Archibald, Bronson, Everett, Jameson, Mead, Poland, North and South Wayland – Go to Arnold Lounge in Keeney Quad, at the corner of Benevolent and Brown Streets (mapping address is 11 Benevolent Street, Providence, RI 02906)
- Andrews, Champlin, Emery, Morriss, Miller, Metcalf, Woolley – Go to Morriss Lounge, in Morriss-Champlin Arch where Cushing Street ends just west of Thayer Street (mapping address is 294 Thayer Street, Providence, RI 02906)
- All transfer & visiting students – Go to the Residential Life Office located in Graduate Center E (mapping address is 42 Charlesfield St., Providence, RI 02906). Students arriving after 8:00 p.m. on Saturday should contact Brown Public Safety at (401) 863-3322 to be admitted to their rooms. Students arriving on Sunday, September 6, between 8:30 a.m. and 10:00 p.m. may pick up their key, ID, and Orientation packet at the Office of Residential Life, located in Graduate Center E (mapping address is 42 Charlesfield St., Providence, RI 02906).

The Residential Life telephone number is (401) 863-3560.

**RESIDENCE HALLS**

**ROOM CONDITION REPORT**

Each resident student must complete and submit a Room Condition Report (RCR) within 72 hours of moving into a room. Reporting any pre-existing damage in the residence hall room and/or common area is the only way to avoid being held financially accountable for damage found at the end of occupancy. Charges for residence hall room damage may not be appealed if residents do not submit Room Condition Reports at the beginning of occupancy. Complete the RCR form on-line at reslife.brown.edu.

**PHONE SERVICE**

Residence halls are equipped with one “live” phone jack per room; if you plan to use a land line, you should bring your own phone (one per room). From these lines, you are able to make campus calls (5 digits), toll free, and local Providence calls. Residence hall phone lines are restricted from making long distance calls; a calling card or collect call is necessary. Incoming calls are free. For problems with on-campus and local calling, please call the Brown University Telecommunications Office at (401) 863-7001.

**TELEVISION**

All residential students can access television channels on their computers, smartphones, and tablets at no cost using a service called Philo. This service includes a DVR feature. Students who also wish to bring a television to campus will need to use a cable to connect their computer to the TV or Roku with the Philo channel. For more information and a channel list, see brown.edu/go/tagphiloneday.

**PICTURE HANGING**

Students are prohibited from using nails, screws, etc. to hang wall decorations and are encouraged to make use of the picture molding in each room. Picture molding hooks and wire are available in the Brown Bookstore at the corner of Angell and Thayer Streets.

**REPAIRS**

The Department of Facilities Management maintains all University buildings. Any room or building problems (e.g., electrical, plumbing, heat, window shades, leaks, or cleanliness) should be reported to Facilities Management. Service requests may be submitted online via brown.edu/Facilities/Facilities_Requests. The Service Response Center, which manages service requests and assigns them to the appropriate trades, is staffed 24 hours every day of the year, and can be reached at (401) 863-7800.

**LAUNDRY**

All residence halls have laundry facilities. Laundry machines accept Bear Bucks as a form of payment. As an alternative, Brown Student Agencies (BSA) offers several laundry service plans for students, including a dry cleaning service to save time and effort. Students who have signed up for the program may pick up laundry bags at the BSA table during the Orientation Resource Fair or at the Campus Center Info Desk. For more information or to purchase laundry service, visit the BSA website at brownbsa.com/laundry.

**LINENS**

Brown Student Agencies (BSA) offers students the option to purchase linens and room essentials before their arrival to be shipped to campus. To order from the BSA preferred provider, please visit the BSA website at brownbsa.com/linens. The website will also provide up to date information on delivery options and pickup locations including special early arrival arrangements.

**FRIDGES AND MICROWAVES**

Students can rent or purchase refrigerators or “MicroFridges” from Brown Student Agencies (BSA). Pre-rented units will be delivered directly to student rooms. For more information or to place an order, visit the BSA website at brownbsa.com/microfridge.

**ROOM AMENITIES**

The Brown Bookstore carries many items that students need for their rooms. In addition to lamps, storage bins, and posters, the Bookstore also carries mirrors, fans, and other commonly needed items. From mid-August to mid-September Bed Bath & Beyond operates a “pop up store” in the Bookstore with a broad assortment of items needed to outfit your room.

**COMPUTING, COMMUNICATION, AND INFORMATION TECHNOLOGY**

Computing & Information Services is here to help you with your technology needs during your time at Brown. If you have questions after reading this information or need help accessing or using a computing resource, contact our IT Service Center at (401) 863-4357 or help@brown.edu. For hours and information, visit brown.edu/go/ITServiceCenter.

**YOUR BROWN USERNAMES**

Before arriving on campus, students activate two accounts, each with its own username and password:

1. A Brown username, used to access most services including course registration and Self-Service Banner. You already set this up when you applied to Brown. Example username: jcrber.
2. A Brown Google account, used to access email and other services provided by Google. You can activate this by following the instructions at brown.edu/go/activateemail. Example username: josiah_carberry@brown.edu.

You can manage passwords for both accounts at myaccount.brown.edu.

**COMPUTERS AND EQUIPMENT**

If you’re choosing a computer to bring to campus, students activate two accounts, each with its own username and password:

1. A Brown username, used to access most services including course registration and Self-Service Banner. You already set this up when you applied to Brown. Example username: jcrber.
2. A Brown Google account, used to access email and other services provided by Google. You can activate this by following the instructions at brown.edu/go/activateemail. Example username: josiah_carberry@brown.edu.

You can manage passwords for both accounts at myaccount.brown.edu.
At software.brown.edu. Microsoft Security Essentials for PC and Sophos from viruses. Brown's recommended solutions are having anti-virus and -spyware installed. If your students are strongly encouraged to secure their Private Network (VPN) software. brown.edu/off-campus, such as library resources or keyed routers are not permitted in residence halls. For more information about connecting devices, see the instructions at brown.edu/go/securewireless. Devices such as phones and tablets can be accessed at gmail.com from any computer using your full email address as the username (e.g., josiah_carberry@brown.edu). Email is an official form of University communication. The University sends official and important messages to students' Brown email accounts and expects students to read them. Morning Mail (mail delivered daily) contains official University communications.

**WIFI AND INTERNET**
A secure wireless network called “Brown” is available in most residence halls, classrooms, academic buildings, the bookstore, and outdoor areas. To connect your computer and other devices such as phones and tablets securely, see the instructions at brown.edu/go/secureswireless. Residence halls also have a wired (Ethernet) port. Other devices, such as gaming consoles, can connect to the “Brown-Guest” network or by Ethernet cable, but you must register them before trying to connect. Personal wireless routers are not permitted in residence halls. For more information about connecting devices, see brown.edu/go/brownewireless.

If you need to access Brown resources from off-campus, such as library resources or keyed software, you can connect with Brown’s Virtual Private Network (VPN) software. brown.edu/go/vphelp

**ANTI-VIRUS AND SECURITY**
Students are strongly encouraged to secure their computers by running a personal firewall and by having anti-virus and -spyware installed. If your computer does not already have such software, download and install antivirus software as soon as you connect to the network to protect your computer and Brown’s computing environment from viruses. Brown’s recommended solutions are Microsoft Security Essentials for PC and Sophos Home Edition for Mac, both of which can be downloaded for free on the web. Links are provided at software.brown.edu.

Security recommendations and guides can be found at brown.edu/go/jsa. The Brown Bookstore Technology Center also carries computer locks and theft tracking software.

**MUSIC AND MOVIES**
Computers provide access to a multitude of entertaining as well as educational media. However, some distribution methods break copyright laws and violate Brown policy. For example, while peer-to-peer file-sharing programs such as BitTorrent are used legitimately, much of the file-trading that occurs when people use these programs constitutes copyright infringement. As a result, major copyright-holders, such as the recording and movie industries, are aggressively monitoring the Internet for infringing activity and are taking legal action (including lawsuits) against those who violate copyright. A significant percentage of those being sued are college students. In addition, Brown applies its own sanctions (loss of Internet access) when students violate the copyright policy. We want students to be aware of these costly proceedings, to know about Brown’s computing policy, and to remember their obligation to do the right thing.

Please use legal media sources such as iTunes. A list of legal alternatives can be found at brown.edu/go/legalmusicmovies. The CIS policy page at brown.edu/go/computingpolicy has critical information for students about acceptable use of computing resources at Brown, as well as copyright infringement, email policies, etc.

**PUBLIC COMPUTERS**
General computing labs with both Windows and Mac computers are located in each of the two main libraries (Sciences and Rockefeller) and in the CIT building. Additional multimedia labs with specialized software are also available in other locations. Lab consultants are present most hours during the academic year to provide technical assistance. For more information, visit brown.edu/go/computinglabs.

Several public kiosks located across campus allow students and visitors to check their email or browse the web.

**PRINTING**
You can print to Brown’s student printing system, PAWPrints, from a computing lab or your own computer (setup required). Students receive a $30 printing credit at the beginning of each academic year. For locations, setup instructions, and printing prices, visit brown.edu/go/printing.

**MAIL AND PACKAGES**

**STUDENT MAIL FOLDERS**
Brown University Mail Services is located at 69 Brown Street on the first floor of the J. Walter Wilson building on the corner of Waterman and Brown Streets. Students are emailed their mail folder number along with additional mail information in early August.

**MAIL ROOM HOURS**
During Orientation
- Saturday, September 5, 8:00 a.m. – 3:00 p.m.
- Sunday, September 6, 10:00 a.m. – 2:00 p.m.
- Monday, September 7, 10:00 a.m. – 2:00 p.m.

With the exception of Orientation weekend, the Mail Services is closed on Sundays and holidays. Regular business hours are 8:00 a.m. – 5:00 p.m. Monday-Friday and 8:00 a.m. – 3:00 p.m. Saturday.

**SENDING MAIL TO BROWN**
Brown University Mail Services will accept mail and packages from the US Postal Service, UPS, FedEx and DHL. To ensure students receive all mail and packages in a timely manner, please use the following address format:

**Student Name**
Brown University
69 Brown Street, Box (your mail folder number)
Providence, RI 02912

Note: Do not put “P.O.” in front of the word “Box” in the address line as this is a Post Office designation not used at Brown and may delay your mail or package delivery.

Mail and packages arriving for students are delivered by the various carriers to the Brown Mail Services facility, received by Mail Services staff, entered in the mail and package tracking system, and staged for delivery. Students will receive an e-mail from Brown Mail Services when mail or a package is available for pick-up. While a delivery carrier may send an e-mail with tracking information stating the package has been delivered to Brown (often inaccurate for USPS Priority Mail), Mail Services requires additional processing time which varies depending on incoming volume. Please keep this in mind when considering paying for premium delivery services, especially during peak periods such as move-in, start of semester, and holidays. Upon receipt of a Brown Mail Services pick-up confirmation e-mail, student should proceed to J. Walter Wilson and swipe their Brown ID at the mail kiosk. Mail Services staff will collect the mail or package, the student will show their ID and sign for receipt of their items.

**FINAL EXAM AND SPECIAL OCCASION CARE PACKAGES**
Brown Student Agencies (BSA) offers a service to families who would like to send care packages to their students on special occasions (e.g. Halloween, Valentine’s Day, etc.) and during final exams. To browse the selection and order packages, visit the BSA website at brownbsa.com/care-packages.
HEALTH AND SAFETY

FOOD
New student meals begin with breakfast Saturday, September 5, and are served in the Sharpe Refectory (aka “the Ratty”). Families receive a discounted meal rate. You can also grab a sandwich and coffee at the Blue Room, located on the main floor of the Stephen Robert ’62 Campus Center. See brown.edu/food for more information.

HEALTH CARE
Health Services is located in Andrews House at the corner of Brown and Charlesfield Streets. For any health emergency, call Brown EMS at (401) 863-4111.

To schedule an urgent or routine appointment or for medical advice, call (401) 863-3145. Health Services hours are:
• Saturday, September 5, Sunday, September 6 and Monday, September 7: 9:00 am – 4:00 pm.
• Pharmacy, Lab and X-ray are also available.
• Starting Tuesday, September 8, Health Services is open Monday through Thursday, 8:30 am – 7:00 pm and Fridays until 5:00 pm. Weekend hours are 9:00 am – 4:00 pm. Pharmacy, lab, and X-ray are available when Health Services is open. Medical advice is available 24 hours per day.

To learn more about Brown Health Services, see brown.edu/health.

TRANSPORTATION
Beginning Saturday, September 5, Brown sponsors shuttle services (Brown ID required) that include a fixed-route evening shuttle around campus, an evening on-call service for transportation off campus within the On-Call zone, and a daytime fixed-route shuttle (M-F) servicing the campus and areas downtown. For more information visit brown.edu/about/administration/transportation.

EMERGENCIES
Brown University emergency services (police, medical, and fire) are available 24 hours a day to students and campus visitors.

154 emergency phones – also known as “blue light phones” – are on or near all residence halls and most academic and administrative buildings and in 56 elevators. For emergencies involving fire, health, or safety, press the red “Brown Police/ Emergency” button to be connected directly to Brown Public Safety.

Brown Guardian is a mobile app which enhances your personal safety on campus. It can be downloaded from Google Play or iTunes. To download, see getrave.com/forwardToGuardianAppStore.do from your phone’s browser.

Brown Department of Public Safety
Emergency .......................... (401) 863-4111
Sexual Assault Response Line .... (401) 863-6000
Office of Student Life .................. (401) 863-3145
Dean of the Day
(during business hours)
Administrator-on-Call .............. (401) 863-3322
(after hour and weekend emergencies)

MONEY MATTERS

BROWN CARD
You will obtain your Brown Card at the same location you pick up your room key. It is important to carry it with you at all times when you are on campus. Features and uses include photo identification, access to University services and buildings (including residence halls), RIPTA UPass and meal plan administration. Optional features include:

The Bear Bucks Account: This account is a University maintained debit account that allows you to make on-campus purchases without cash at the Brown Bookstore, Campus Shop, the College Hill Cafe, any Dining Service operation and to pay fees at the Rockefeller Library, the Brown Card Office and Health Services. Bear Bucks may also be used to pay for printing, copying, laundry and vending machines.

Opening a Bear Bucks Account: Brown Card holders may open a Bear Bucks account at any time by adding funds using a ValuePort machine, mailing in a deposit or by visiting the Cashier’s Office in person.

For more information on opening a Bear Bucks Account or Brown Card related services, please visit The Brown Card Office website at: brown.edu/about/administration/brown-card.

BOOKSTORE CREDIT LINE
The Brown Bookstore, located at the corner of Thayer and Angell Streets, carries required and optional books–both new and used–for Brown courses. All Brown student automatically have a $2000 Bookstore Credit Line for use during the academic year. Textbooks and school supplies purchased in the Brown Bookstore with a Brown ID are exempt from Rhode Island’s 7% sales tax.

FINANCES-BANKING
Representatives of three local banks will hold a “Bank Fair” Saturday, September 5, from 9:00 am to 5:00 pm and Sunday, September 6, from 9:00 am to 1:30 pm on the second floor of J. Walter Wilson Building at 69 Brown Street. If you wish to open an account at a local bank, you may do so at the Bank Fair.

FINANCES-ATM

Welcome to Brown!

A GUIDE TO YOUR FIRST 72 HOURS ON CAMPUS

DOWN THE ROAD

FAMILY WEEKEND, OCTOBER 16–18, 2015
Family Weekend offers every member of the family a chance to discover what makes Brown extraordinary. Families are encouraged to check for the schedule of events online at brown.edu/visit/accommodations. Because so many families attend the weekend, it is advisable to make hotel reservations early. A full list of area lodging is available at brown.edu/about/visit/accommodations.