

CARLETON UNIVERSITY

Fall/Winter 2013/2014

Residence Move-In Information



*We look forward to welcoming
you soon!*

www.carleton.ca/housing

When You Arrive...

The Department of University Safety would like to take this opportunity to pass along some important driver information.

During Residence move-in, it is always a challenge to keep traffic moving, to fulfill our road safety and emergency services access obligations and make it easy for the 3500 residence students to move their belongings in.

When you first arrive on campus you will see large red signs on the roads directing drivers to Parking Lot 6. Please follow these signs and the instructions of University Safety personnel who will be directing traffic.

After parking your vehicle, please proceed to the area designated by the Department of Housing & Conference Services (your assigned House) to sign for your move-in package. Once you have the keys to your room, you will be permitted to move your vehicle closer to your Residence to unload your property.

As most of the roads around the Residences are designated as Fire Routes, the driver must stay with the vehicle at all times while it is being unloaded. Once the vehicle has been unloaded it must be moved immediately back to one of the Parking Lots. Failure to comply with this request may result in your vehicle being ticketed or possibly towed.

A couple of tips on making move-in a little easier:

- **Label all your property with your name.** You will find plenty of eager, enthusiastic, student Facilitators around to help you lift and carry your items to your room.
- Keep any valuable property such as wallets, laptops and cell phones on your person at all times.
- **You WILL require government issued identification to claim your move-in package (driver's license, passport, student card from a previous institution. etc)**
- Drivers, remember to stay with your vehicle at all times while unloading by Residence Buildings and move it promptly so that someone else can enjoy the same courtesy.

A Quick Word About Fridges: Residence students are not permitted to bring personal refrigerators into the residence buildings. Residents who are interested in having a refrigerator in their room must make arrangements with the University's contractor Coldex <http://www.coldexrents.com/> for rental of a 3 cubic foot or a 5 cubic foot refrigerator for the academic year. Restricting personal refrigerators to those provided by Coldex ensures that all refrigerators are properly cleaned and in good working order, assists the University in providing a safe and healthy living environment in its Residences and contributes to the University's sustainability efforts.

Please note: The suites residences, (Prescott, Frontenac, and Leeds) have a meal preparation area in the suite that includes a full size refrigerator for use by all residents of that assigned space.

Carleton University

Residence Move-in

The traditional move-in period for residents is from 9am on Saturday, August 31st through to midnight of Sunday, September 1st. The peak periods are Saturday and Sunday, 9am to 5pm.

*In order to make move-in as smooth as possible, we have assigned a specific day for each resident to arrive. **The day chosen for you is included in the email sent to your Carleton email account and your cooperation is greatly appreciated.***

It is probably not to your benefit to make extraordinary efforts to arrive 'first thing' on your move-in day as this is the time frame when we tend to experience longer line-ups. A later move-in may mean a faster move-in... although we will try our very best, at any time, to move you in with as little delay as possible.

Registration will take place on that day from 9am to 5pm in the foyer of your designated building. Any students arriving outside these days and hours should report to the Residence Information Desk, **temporarily located in the main foyer of Prescott House. Identification will be required.**

NOTE: If you intend to arrive after midnight on September 2nd, you must inform the Department of Housing & Conference Services prior to August 29th, by completing the Late Arrival Form found online at <http://housing.carleton.ca/living-in-residence/moving-in-and-out/> otherwise your room will be offered to another student and the deposit you paid forfeited.

For instructions on how to get to Carleton, please visit : <http://www1.carleton.ca/campus/how-to-get-to-carleton-university/>.

If you are driving, please note the following road closures due to Ottawa events this means you will be required to enter the campus at the Bronson Avenue entrance:

Road Closures:

Hog's Back and Colonel By Drive: 6:00 am to 5 pm on Saturday, August 31st and between 8:00 a.m. and 2:00 p.m., Sunday, September 1st, (this means you will be required to enter the campus at the Bronson Avenue entrance):

Early Arrivals:

Unfortunately, we are unable to accommodate students arriving in Ottawa before 9:00 am August 31st, 2013.** For students requiring overnight accommodation before the designated Residence move-in dates of August 31st and September 1st, the University has made arrangements with several hotels for discounted rates. The names of these hotels and the rates can be found on our website at <http://www2.carleton.ca/housing/>.

****Important Notice for International Students:** International students entering full time first year studies, with a **confirmed room in residence**, registered to attend the International orientation on Friday August 30th 2013, will be granted an alternate residence move-in date. Confirmation of this date will be provided upon completion of the Orientation registration form. For more information contact the International Student Services Office at isso@carleton.ca or visit the website at <http://www1.carleton.ca/isso/new-students/orientation-information/international-undergraduate-orientation/>.

Making Your Payment

To make the fall and winter term Residence fee payment to your student account (except the online deposit which is payable by credit card), these methods are available:

Electronic Banking (Internet or Touch -Tone Telephone Banking)

Your bank will ask you for the name and the account number of the bill you wish to pay through internet and telephone banking. Use "Carleton University" as the name (or payee) and your student number as the account number. Payments will be applied to the student number specified by the bank transactions. Your bank will remit the payment to the University. It may take up to three days for the remittance to be applied to your student account.

Mail (Cheque, Money Order, Bank Draft—no cash)

Payments may be made by personal cheque, certified cheque, money order, or bank draft and should be mailed to the following address:

Carleton University
c/o T27547
P.O. Box 4275, Postal Station "A"
Toronto, ON, M5W 5V8
CANADA

Payments at this address are processed directly by the bank. Cheques will be processed immediately regardless of the cheque date therefore, post-dated cheques may result in non-negotiable payments and applicable service charges. **WARNING! The University does not accept postdated cheques.** Cheques must have a current date in order to be processed. The address listed above is a post office. Therefore, any payments sent by courier that requires a signature will not be accepted. Please ensure to include student's name and student number on the back of the payment.

OSAP and other Government Loans

If you are paying residence fees with a government loan (e.g. OSAP) you are not required to pay by the August 31st deadline as noted above.; however, you must pick up your loan documents in the Awards office in early September and follow subsequent instructions to ensure that your residence fees are paid. In most cases, you will be required to bring the loan documents to your bank, which will then deposit the money into your bank account. You must then pay your fees using one of the methods previously listed. Please be advised that government loan funds are not automatically assigned to Residence fees; you must forward these funds to your student account.

Most loans are issued in two installments. You will receive further instructions from the Ministry of Training, Colleges and Universities regarding the process for receiving your second payment - funds are not automatically forwarded to Carleton.

Making Your Payment (Cont.)

Bank Transfer (International Students only)

Payments may be wire transferred to:

The Bank of Nova Scotia
20 Queen Street West, 4th Floor
Toronto, Ontario, M5H 3R3
CANADA
Bank Transit Number: 47886
Bank Account: 400060330914
Swift Code: NOSCCATT
BENEFICIARY CUSTOMER:
Carleton University
1125 Colonel By Drive
Ottawa, ON, K1S 5B6
CANADA

Payments must be made in Canadian Funds.

Be sure to include your student number, name, and the detail of what the payment is for (e.g. tuition, residence, UHIP, etc.) on the wire information. Wire transfers can take up to 10 days to be received and processed to your student account.

Residents of ALL Buildings—Security Door Access

On your arrival to residence, you will be required to have your campus card, and a PIN code to access the secured doors entering the building and floor. To gain access to your residence building or floor, you will be required to swipe your campus card, (magnetic stripe facing the key pad) AND enter your personal 4-digit PIN code followed by the # sign.

Students can access a variety of Campus Card related services, including setting their residence PIN #, through the new Campus Card Web Card Centre (www.carleton.ca/campuscard/WCC). The site is both PC and mobile friendly, and students can log in with their MyCarletonOne user name and password.

Please note that your Campus Card must be issued/made before you set a PIN #, so be sure to apply for your Campus Card before September! Students can apply for their Campus Card online, by mail, or in person throughout the summer.

The PIN # is needed to get into your residence building and onto your floor, and may also be required to gain access to secured facilities such as computer and science labs on campus.

We recommend, if you have your card, that you take the opportunity now to log-on to Carleton Central (CampusCard PIN Selection) to create your personal PIN code. You may change your PIN code at any time through this site. You should protect your Residence PIN number as you would your bank-card PIN code. **Students who lived in Residence last year must also change their PIN code.**

Residence Fees

Every student registered at Carleton University has a 'student account' with the Business Office. When you register for classes, residence, etc., the amount owed to Carleton for these fees appear as an outstanding balance on your account, and as you make payments, the amounts are credited until the balance is zero. Your student account is viewable at Carleton Central: <http://central.carleton.ca/>.

Residence fees are applied to your student account and are due and payable in full by August 31st or if you choose, in two installments. Please note that any amount left unpaid will be subject to an Extended Payment Charge (EPC). The EPC is calculated on any amount owing on your student account for all charges (including tuition, residence, library fines, etc.) and will be applied on the last working day of each month, commencing September 30, 2013. **The charge is at a rate established by the Business Office on the account balance.**

Traditional Residence—Full Year (Fall/Winter Terms)

Meal Plan	Double Room	Single Room
A	\$9,204	\$10,219
B	\$9,060	\$10,075
C	\$8,980	\$9,995
D	n/a	n/a
E	\$9,575	\$10,590
F	\$9,861	\$10,876

Suites Residence, Prescott, Frontenac, Leeds House-Full Year (Fall/Winter Terms)

Meal Plan	Double Room	Single Room
A	\$10,344	\$11,374
B	\$10,200	\$11,230
C	\$10,120	\$11,150
D	\$8,634	\$9,664
E	\$10,715	\$11,745
F	\$11,001	\$12,031
Room Only (Leeds, Frontenac)	n/a	\$7,262

If you are paying the full balance, please pay the above amount according to your room type and meal plan, less the \$700 deposit that you have already paid.

*There are no double rooms in Leeds House or Frontenac House.

Residence Fees (Cont.)

If you choose to pay in two installments, full payment of the fall term is due by August 31st (OSAP and other government loan payments, see page 6). Please note that YOU WILL NOT LOSE YOUR SPACE IN RESIDENCE if the payment does not reach us by August 31st; however, it is advisable that you meet the deadline to reduce any EPC charges that you may incur. The winter term payment is due December 30th, 2013. All fees quoted below are for the full contract period from September 1st, 2013 through to December 22nd, 2013 and from January 5th, 2014 to midnight of the following day after the commencement of the resident's last regularly scheduled spring examination

First installment (fall term) — These rates reflect the fall term amount prior to crediting the \$700 deposit. **Please pay the amount according to your room type and meal plan, less the \$700 deposit that you have paid.**

Traditional Residence—Fall Term

Meal Plan	Double Room	Single Room
A	\$4,625.09	\$5,134.72
B	\$4,552.77	\$5,062.40
C	\$4,512.09	\$5,021.72
E	\$4,811.54	\$5,321.17
F	\$4,955.05	\$5,464.68

Suites Residences—Fall Term

Meal Plan	Double Room	Single Room
A	\$5,198.00	\$5,714.41
B	\$5,125.68	\$5,642.09
C	\$5,085.00	\$5,601.41
D	\$4,339.20	\$4,855.61
E	\$5,384.45	\$5,900.86
F	\$5,527.96	\$6,044.37
Room Only Leeds/Frontenac	n/a	\$3,648.77

Second term fees can be found on the Housing website.

Carleton University

While You are Waiting.....

Pre-Order Your Campus Card

Apply for your Card by either applying online or by mailing your application to the Campus Card office. Once received, your application will be processed and your card ready to be picked up if you are attending an Orientation tour. Your pre-ordered campus card, if not picked up at a tour, will be placed in your Residence Move-In package. Students can also have their card made on the spot when they arrive at Carleton, but please note there may be considerable lineups in September and January. By applying in advance, you may save yourself considerable waiting time. Start here....<http://www6.carleton.ca/campuscard/get-your-card/>

BOOKS ON BEDS

Carleton University Bookstore's
free residence textbook delivery program

YOUR BOOKS WILL BE READY
for you
WHEN YOU ARRIVE ON CAMPUS!

Order your books online at carleton.bkstr.com by August 23 at noon and have your books waiting on your dorm room bed when you move in. Simply write your student number in the comments field to help facilitate delivery.

CARLETON UNIVERSITY BOOKSTORE
University Centre, First Floor/613.520.3832/Carleton.bkstr.com

BED BATH & BEYOND

Your University shopping made easier! - Shop ahead and have your order shipped free to Carleton for your convenience.. More information on our website or at bedbathandbeyond.ca/offtouniversity



Dorm Essentials is part of the Campus Servus Group of student service companies., bringing you the style and comfort you need for your dorm . More information on our website or at <http://www.dormessentials.ca/>

www.carleton.ca/housing

Our Residence Life team has been preparing for your arrival. To assist you with your transition, we have created a blog for you with information about:

- Meal Plan selection
- What to bring/what not to bring to Residence
- What to do if you are arriving late



Be sure to visit our website.....www.carletonuniversityresidence.com

E-mentor Program

Are you looking to get more information about residence at Carleton? Consider signing up for an E-Mentor! An E-mentor is a current residence student who will correspond with you by e-mail to answer your questions.

This way you can start connections even before you arrive at Carleton!

Sign-up today!

<http://www2.carleton.ca/housing/student-housing/e-mentor-program/>

Facebook Page

Looking to connect with other future residence students?

Want to be updated with residence events?

Become a fan of our page!

CarletonUniversity Residence

Department of Housing & Conference Services

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1125 Colonel By Dr.
Ottawa, ON
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Phone: 613.520.5612
Fax: 613.520.3952
accommodations@carleton.ca

Additional information can be found on our website:
www.carleton.ca/housing

