WELCOME

Hello! Welcome to your new home away from home! Our entire staff is excited to have you as an integral part of our campus community. By now, you’re probably eager to get packed and ready for your arrival on campus. This is an exciting time in your lives as you begin a new chapter of your life. You are about to experience an adventure of a lifetime! Before you head out the door, let’s make sure you have everything you need.

WHAT WE SUPPLY

Residence hall rooms/suites are fully furnished and include the following furniture/fixtures:

- **Residence Halls (Dorms):** Bed frame and mattress: Extra Long Twin
- **Apartments building A:** Queen size
- **Apartment buildings B, C, and D now have full sized beds!!!**
- Desk and desk chair
- Wardrobe or closet
- Curtains or blinds
- Cable television outlet
- Basic Cable
- Wireless Internet
- Phone jack in Mountain View Apartments
- Mt. View Apts have a full size refrigerator, stove, and microwave
- Kitchen table & chairs, loveseat and coffee table (Mountain View Apts)
- All residence hall floors have a microwave in the lounge.

RESIDENCE HALLS -- WHAT TO BRING:

You don't want to leave all the comforts of home behind, do you? Here are some things you'll need to provide for your residence hall room:

- Residence Halls (Dorms): Extra long twin sheets (XL 80”)
- Mattress pad
- Bedding (Blankets/pillows and pillowcases)
• Telephone (Mountain View only) King,
• Kennedy & St. Mike’s and LaSalle have no phone lines
• Towels
• Shower curtain and rings (for residents of the campus suites only)
• Laundry detergent/laundry basket or bag (laundry for residential students is free, so you can leave your quarters at home)
• Health insurance information
• Plan to work on campus or in Santa Fe? You will need your original Social Security Card, not a copy!

And let's not forget about the personal toiletries:
• Soap/shampoo/conditioner
• Toothbrush and toothpaste
• Deodorant
• Shaving supplies
• Hair care products/hair dryer, curling iron, etc.
• First Aid supplies
• Flip flops (for showers)
• Shower caddy or bucket

MOUNTAIN VIEW APARTMENTS -- WHAT TO BRING:
• Residents in building A: Queen Size bedding
• Residents in Apartment buildings B, D and C: Full bedding----NEW!!!
• Cleaning supplies (broom, Mop and bucket)
• Pots and pans
• Dishes
• Plastic storage containers
• Dish towels
• Paper towels
• Silverware
• Cooking utensils
• Cups and glasses
• Dishwashing soap
• Bathroom and kitchen mats/rugs
• Shower curtain and rings
• Mountain View residents may have: toasters, blenders, woks, or crock pots in kitchen area only

ALL University supplied furniture and fixtures must remain in residence hall rooms/suites and may not be removed. Please remember you are sharing space with others; please do not bring additional furniture and large musical instruments (pianos/keyboards).
SUGGESTED SCHOOL SUPPLIES
Here’s a list of things you’ll need to get your academic career off on the right foot: you may want to wait and see what your professors require (art supplies, papers, paint, etc...), but here is a basic list of school supplies to get you started:

- Three-ring binders and notebook paper
- Composition books
- Pens and pencils
- Highlighters, markers, and Sharpies
- Paper clips
- Post-it Notes
- Index cards (3x5 for flash cards)
- Stapler and staples
- Scissors
- Backpack
- Tape
- Glue or rubber cement
- Folders Index dividers
- Three-hole punch
- File box
- Calendar or planner
- Calculator
- Desk lamp
- Ruler or straight edge

ADDITIONAL ITEMS YOU MAY WANT TO BRING:

- Computer, printer, and accessories
- Power strip (Flat plug design highly recommended)
- Alarm Clock
- Coffee Maker (with auto shut–off)
- Blender
- Hot pot (electrical plug in pot you fill with water)
- Radio/stereo
- Television/VCR/DVD Player
- Compact refrigerator (up to 3.5 cubic feet allowed in the halls)
- Desk/Floor lamps for additional lighting (no Halogen lamps)
- Small fan or window fan
- Iron (with auto shut off) /Ironing board
- Bike with U Lock
- Combination lock for gym locker
- A Safe for small valuables, passport and other important documents
- Laundry detergent and dryer sheets
- Cell phone or phone card
- Clothes hangers
- Laundry basket
- Egg crate (foam mattress topper)
- Small Trash can
- Broom/dustpan, vacuum and light cleaning supplies (NM is a very dusty state!)
- Sports equipment (no paintball gear, swords, weapons or knives)

**ROOM DECORATIONS**
- Rug (3x5 or 5x7 work well)
- Decorative bed covers
- Closet curtain
- Posters and poster putty (no nails)
- Pictures of family/friends
- Memo board for door
- Storage containers

**LEAVE AT HOME**
Leave the following items at home, these items are **NOT PERMITTED**:

- Martial arts equipment, guns, other weapons including fake guns, props etc…
- Paintball, air or BB guns
- Knives larger than 4 inches
- Swords and other blades
- No Pets! Leave Fluffy at home (FISH are the only exception in an aquarium of a maximum of 5 gallons)
- Air conditioning units and ceiling fans
- Halogen lamps
- Lava Lamps
- Space heaters
- Candles and incense
- In resident halls (dorms): Microwave ovens, electric skillets or woks, toasters & toaster ovens, crock pot, hot plates, or any open coil heating elements
- George Foreman Grills & sandwich makers
- Shot glasses and/or other Alcohol Paraphernalia
- Cinderblocks
- Ceiling fans
- Deep fryers, charcoal, electric and/or gas grills
- Portable heaters and air conditioners

**PROTECTING YOUR PROPERTY**

Students are strongly advised to speak to their parent’s insurance company or to obtain renter’s insurance for personal property.

The University is not responsible for your personal property and we do not provide insurance for your personal belongings. Insurance should cover you in case of fire or water damage, theft and other unforeseen events. Many policies include coverage for belongings damaged or lost outside the room (cell phones, laptops, etc) and coverage can continue if a student moves off campus in subsequent years.
In addition, students may want to consider purchasing liability coverage for damage done to campus facilities as a result of accident or mishap in case they are found to be at fault for damage done beyond their belongings. (e.g. leaving something on the stove and causing smoke or fire damage to the unit). Many policies that provide coverage for belongings do not include this kind of coverage. For more information, check out [www.nssinc.com](http://www.nssinc.com) and [www.saferegistry.com](http://www.saferegistry.com).

It is also highly recommended to register your valuables including (Cell phones, IPods & IPads, Computers, Bicycles, Cameras etc...) with the manufacturer. If possible, etch your name on these items, and keep the serial numbers in a safe and secure location for future reference.

**To protect your property and valuables always lock your door!** If you lose your key, notify the housing office immediately so we can change your lock and issue you a new key. The cost for a lock change is $65 dollars. Remember, a lock change is always less expensive than the cost to replace your valuables. Here are some proactive tips to help you safeguard your belongings.

- Engrave or etch your name on all of your electronic devices—TV, Game consoles, DVD player, bike, or computer for example
- Lock/ password protect your devices (cell phones, IPods, computer etc)
- Write down and log the serial numbers for your electronic devices, and register your electronic items with the manufacture
- Purchase a safe to keep small valuables locked and secure
- Do not allow people in your room when you are not present
- Don not give anyone (including your roommate) your passwords
- Leave irreplaceable items such as jewelry and family heirlooms at home
- Lock your door and windows when you are not home
- Report missing belongings to campus security immediately
- Do Not Prop entrance doors open; if you see a door propped, close it

**ODDS AND ENDS**
To get ready for your trip to Santa Fe, pack things that you'll need right away when you get here. It’s also a good idea to pack items in crates or storage bins, which you can use later for room decoration or storage. Many retailers and department stores can ship your belongings directly to the university. Some stores like, Bed Bath and Beyond, Target, Wal-Mart and K-Mart will allow you to purchase online or at your local store, and pick up your items in the store location here in Santa Fe. Be sure to check with your local and online retailer for more details.

**SHIPPING ITEMS?**
Label your boxes as you pack so you’ll know what’s in them when you unpack. If you’re shipping items, write the contents on the inside flap of the box. **Please do not ship your items more than 7 days prior to your arrival.** You will be assigned your own box number during Orientation. The address to ship your belongings:

Jane Doe (Incoming Student)
Santa Fe University of Art and Design
1600 St Michael’s Drive
MOVE-IN DAY/CHECK-IN: KEY PICK-UP
THURSDAY, AUGUST 28, 2014

ORIENTATION FRIDAY, AUGUST 29, 2014
8:00- 12:00 P.M. in the Driscoll Fitness Center (DFC).

CLASSES BEGIN TUESDAY, SEPTEMBER 2, 2013.

(Students arriving to campus after check in times MUST contact the Housing Office prior to your date of arrival to make special arrangements for key pick-up.)

WHAT IF I NEED TO ARRIVE LATE?
If you are unable to arrive during the noted check in times, it is crucial that you contact the housing office BEFORE you arrive so that we can accommodate you. If you are not able to arrive by 5 p.m. on Tuesday, September 2nd (day classes begin), you must notify University Housing of your late arrival. Otherwise, you may be considered a no-show, and risk losing your space and/or be assessed a cancellation fee.

WHAT IF I NEED TO ARRIVE EARLY?
Early arrivals are for emergencies only and MUST be approved by the housing office. Approvals will be reviewed on a case by case basis. No early arrivals will be approved prior to August 27th. NO EXCEPTIONS.

If approved, the early arrival rate is $25.00