



CENTER FOR STUDENT INVOLVEMENT

OFF-CAMPUS HOUSING RESOURCE GUIDE



Provided by:
Center for Student Involvement
University Center, Rm. 110
(516) 877 – 3603
csi@adelphi.edu



Last Updated: 1/10

Dear Adelphi Student,

Living off campus can be an exciting experience for a college student, one which we hope you will find to be both rewarding and enriching. It is our hope that this packet will provide you with the necessary information for you to make an informed decision.

The Center for Student Involvement urges you to read all the literature and the pamphlets provided before you enter into any housing agreement. Choosing the right housing arrangement is an important decision and you must consider several different factors; including, your personal budget, basic needs for physical space, roommate and living expectations, rights and responsibilities of a tenant, how to read a lease and where to turn to for additional assistance.

Before beginning your search, be sure to sign onto eCampus and view the “Off-Campus Housing List” that is available as a free service to you. The University does not inspect or approve of the rental property listed; however, all landlords sign that they are in compliance with all local, state and federal laws as a requirement to their property being listed.

This kit will help you in your search and provide you with the following materials:

- Housing Search Checklist
- Information on Renters Insurance
- Roommate Tips and Information
- Safety Tips and Security Checklist
- Emergency Contact Information
- Fire Safety Information
- Contact for Local Utilities
- Local Shopping, Taxi and other Resources
- Commuter Services Guide: A to Z
- Local Area and Regional Maps

It is our hope that this packet aids you in making a safe and enjoyable transition to off-campus housing. However, if you need further assistance or additional resources, please contact the Center for Student Involvement at 516-877-3603 or CSI@adelphi.edu. You may also visit our office, which is located in the University Center, Room 110.

Thank you and best of luck!

Michael J. Berthel

Michael Berthel
Assistant Director

OFF CAMPUS HOUSING SEARCH CHECKLIST

BEFORE YOU RENT: (Beginning the search)

1. What kind of rental unit do you want to live in?
 - Apartment complex (1, 2, 3 bedroom apts).
 - Converted apartments in private homes (ensure apartment is legal).
 - Efficiencies.
 - Rooms in student houses (houses completely occupied by groups of students or individual students).
 - Rooms in private homes.
 - Full house.
 - Furniture/ appliances needs.

2. What are your transportation restrictions?
 - Walking distance to Adelphi?
 - On public bus route? On LIRR branch? On Adelphi shuttle route?
 - Do you want to join a carpool? Parking?
 - Do you need to be near shopping facilities? Or your job site?

3. What are your privacy needs?
 - Do you want a private bedroom?
 - Can you share a room with someone?
 - Do you want to share a whole house with 3-4 other students?
 - How do you feel about a shared bathroom? Kitchen?

4. What can you afford?
 - One bedroom apartments tend to be most expensive.
 - Rooms in student's houses or private homes tend to be least expensive.
 - The closer you are in Garden City, the more expensive rent is likely to be.
 - When calculating rent costs remember to include utilities and a security deposit.

5. How much legal security do you want?
 - Apartment complexes usually require you to sign a 12-month lease which gives you certain legal protection, but commits you to live there for a year.
 - Private homes and houses usually do not offer leases so you don't have as much legal protection (*i.e., your landlord could legally ask you to leave at any time, but you're also not obligated to stay there any particular length of time*).

AFTER SELECTING YOUR RESIDENCE: (Prior to moving in)

1. Have an attorney check over the lease (or boarder's agreement).
2. Inspect the actual unit that you intend to lease. Consider writing necessary repairs into the lease.
3. Check the security of the unit. Check the door and window locks. See how well lit the exterior is at night.

AFTER MOVING IN:

1. Complete a through inventory of your apartment.
2. Give a copy of the inspection form to your landlord.
3. Add locks to windows and/or doors, if necessary.
4. Arrange for your phone, cable, water, gas, electric services to be turned on, unless already provided by your landlord.
5. Consider purchasing RENTER'S INSURANCE! (Check yellow pages under "insurance")

BOARDING AGREEMENT

This housing agreement is made on the ____ day of _____, 20__ between _____ hereinafter referred to as Boarder, referred to as Innkeeper.

The terms of this agreement are as follows.

- I. **AGREEMENT TO HOUSE:** Innkeeper agrees to rent a room in his/her house, located at _____ . The dwelling is a family house in a residential neighborhood in _____ County, New York commencing on _____ and terminating on _____.
- II. **RENT:** Boarder agrees to pay the Innkeeper on or before the ____ day of each month, the sum of _____ for rent. If the rent has not been received by the Innkeeper by the ____ of the month, a late fee not to exceed ____ percent of the rent due and owing or _____ dollars, whichever is less, will be required as a payment in addition to the rent, at the Innkeepers option. At the election of the Innkeeper, if the rent has not been paid by the ____ day of each month, the Innkeeper will have the option of terminating this housing agreement and removing the boarder’s personal belongings from the premise, or in the alternative to assert a lien against the Boarder’s personal belongings as security for the rent monies that are due and owing.
- III. **BILLS:** Upon receipt of any housing bills or expenses, such as telephone, or utilities, the Innkeeper will give notice to the Boarder of the said bills. Boarder agrees to pay such bills within five (5) business days of receipt or notice of the existence of the said bills.
- IV. **USE OF PREMISE:** Boarder will have use and possession of the above designated room. In addition, he/she will have and use and/or access to the following areas and facilities within or around the premise:

_____ Boarder agrees to use the described areas so as not to disturb the household and to keep the premises in a clean, sightly, and sanitary condition.
- V. **SECURITY DEPOSIT:** Boarder agrees to pay the Innkeeper a sum of _____ which is to be used as a deposit to secure the Innkeeper from lost rents, damages, unpaid bills. Upon termination of this Agreement, Innkeeper will refund the deposit to the boarder within thirty (30) days provided that all outstanding bills and rent are paid, and that the premises are returned in a good and clean condition, reasonable wear and tear excepted. In the event of either lost rents, unpaid bills or damages, Innkeeper agrees to provide the Boarder with a list of losses and damages within a forty-five (45) day period from the termination of this Agreement.
- VI. **HOUSE RULES:** Boarder agrees to abide by the House rules which are attached to the Agreement and are made a part thereof. Failure to comply with either this agreement or the attached Housing rules constitutes a breach from which the Innkeeper at his/her decision can terminate the agreement and require the Boarder to immediately depart from the premises.
- VII. **RENEWAL OPTION:** This Agreement will terminate as set forth in provision I unless an understanding has been reached to extend it past the specified term. Such an understanding must be reached no later than _____ days prior to the termination of this Agreement.
- VIII. **Repairs:** Innkeeper agrees to keep the room and living areas in an inhabitable condition and agrees to bear all costs to repair such premises to maintain them in such a condition. Boarder shall be responsible only for those expenses caused by his/her carelessness in the use of the premise.

The parties have read this Agreement and voluntarily fix signature on the day and year set forth above.

_____	_____
Boarder	Date
_____	_____
Boarder	Date

RENTERS INSURANCE

Suppose you came home to find your house or apartment has been broken into or there was a fire. You can't assume that your landlord will pay for the damage.

With renters insurance, you'll be able to replace what's damaged or stolen.

Renters insurance covers your possessions against losses from fire or smoke, lightning, vandalism, theft, explosion, windstorm, and water damage from plumbing.

If you're forced out of your home because of a disaster, your additional living expenses will be covered through this insurance.

Renters insurance pays the reasonable additional costs of temporarily living away from your house or apartment if you can't live in it due to a fire, severe storm or other insured disaster. It covers hotel bills, temporary rentals, restaurant meals and other living expenses incurred while your home is being rebuilt. Coverage for additional living expenses differs from company to company.

Renters insurance also covers your responsibility to other people injured at your home or elsewhere by you, a family member or your pet, and pays legal defense costs if you are taken to court.

How to Buy Renters Insurance:

Renters insurance is a form of homeowners insurance and the same rules apply when you shop for it. Ask your friends, check the Yellow Pages or call the NYS insurance department. The National Association of Insurance Commissioners (naic.org) has information to help you choose an insurer in your state. Also check consumer guides, insurance agents, insurance companies and online insurance quote services. Talk to a number of insurers to get a feeling for the type of service they give. Check the financial stability of the companies you are considering with rating companies such as A.M. Best (ambest.com) and Standard and Poor's (standardandpoors.com/rating), and consult consumer magazines.

The Center for Student Involvement strongly recommends that students who are living off campus strongly consider purchasing insurance in order to protect themselves from financial hardship.

Taken from iii.org/

ROOMMATES

Whether you've already selected a roommate or are in the process of finding one, it's often helpful to sit down with him/her prior to moving in together to discuss mutual concerns. You can reduce the likelihood of conflicts by coming to some basic agreement about your living arrangements in advance.

Here are some basic issues to resolve before settling into your place.

- Study habits: with or without music, mornings or evenings?
- Socializing/partying habits?
- Concern with the cleanliness/tidiness/neatness?
- Borrowing one another's clothes, money, cars, stereos and other personal belongings?
- Hosting friends/overnight guests?
- Buying and preparing food: individually or collectively?
- Alcohol/drugs?
- Pets?
- Housekeeping responsibilities?
- Solving problems: How will you resolve differences?

Nothing can ruin an otherwise enjoyable housing experience more than an incompatible or irresponsible roommate. While no set of rules for selecting a roommate is able to assure a perfect roommate relationship it is wise to pick a roommate with a similar lifestyle, i.e. quiet, studious, party-goer, etc. This reduces the possibility of a conflict between roommates.

All roommates are jointly and legally bound to the lease. In other words, although both tenants may have signed a lease, if one tenant breaks the agreement or fails to pay rent, the other tenant can be evicted or required to pay the rent in full. Consequently, it is most important to find a roommate who is responsible.

Students who are looking for a possible roommate may also look at the University's message board systems under eCampus for possible listings. Students using other methods of soliciting roommates should search with caution and keep their personal safety in mind at all times.

A sample of a Roommate Agreement is included on the next page.

ROOMMATE AGREEMENT

It is mutually agreed this _____ day of _____, 20____, _____ and _____, joint tenants in an apartment known as _____ (name of apt).located at _____, that the tenant's responsibilities under the lease agreement and their behavior in general shall be governed by the following terms:

- a) The rent will be divided into _____ parts, and each tenant will be individually liable for one part of the rent, which is _____ per month.
- b) The rest shall be due from each tenant on or before the first day of each month, until the end of this lease.
- c) All tenants and their guests shall observe the hours between _____ and _____ as quiet hours on weekdays. During quiet hours, no tenant or his/her guest shall _____ and/or _____ without the consent of the other tenants who are in the apartment during these hours.
- d) All tenants (may/may not) have overnight guests.
- e) All utility bills incurred in the apartment, including but not limited to gas, electricity and basic phone service, excluding long distance charges, shall be divided equally among the tenants and each tenant shall be liable for his/her equal share.
- f) Each tenant shall contribute an equal amount of money to supply the landlord with the required security deposit. At the end of the tenancy, each tenant shall receive an equal share of the refund of the security deposit, minus the amount for any damage caused by an individual tenant. If a tenant creates more damage than his/her share of the security deposit will cover, then that tenant shall reimburse the other tenants for any losses of their portion of the security deposit.
- g) All tenants will be responsible for the upkeep of the apartment. Tasks such as washing dishes, taking out the trash, cleaning the bathroom and other areas of the apartment shall be performed on a rotating basis by each tenant when appropriate.
- h) If any tenant desires to leave before the end of the lease, that tenant shall be responsible for informing the other tenants of his/her portion of the rent until the end of the lease if she/he cannot find a replacement. The other tenants shall refuse any candidate for replacement without reasonable cause.

Nothing in this agreement shall take precedence over the lease. The tenants having read this agreement, now will acknowledge their agreement to the terms by signing this document.

Tenant	Date
Tenant	Date
Tenant	Date

OFF CAMPUS HOUSING SECURITY CHECKLIST

Use this checklist to help you decide how secure the off-campus housing you are considering is. Visit the neighborhood during the day and at night and check the following items.

- Building and grounds are well maintained.
- Entryway, sidewalks and parking areas well-lighted.
- Parking lot/surrounding streets free of abandoned cars.
- Parking available close to the entrance of building.
- Resident's name (first and last) are **not** on mailboxes.
- Mailboxes are locked and in good condition.
- Security at the front entrance.
- Entryway and windows are easily visible and not obscured by bushes.
- Curtains/shades/blinds are provided.
- Doors/windows are equipped with working and sturdy locks.
- Laundry rooms are well lit and secure.
- Apartment complex provides security personnel and cameras.
- Aware of roommates and their security habits (ie: locking the door).
- Turnover rate of residents is relatively low (high turnover may indicate problems).
- Neighbors feel that the neighborhood or complex is safe.

BASIC APARTMENT SECURITY

EXTERIOR DOOR should always:

- Be solid core wood or metal.
- Fit the frame tightly (no more than 1/8" clearance).
- Be well-lit.
- Have hinges on the inside NOT outside.
- Have a deadbolt lock with 1-inch throw chain (knob locks are not sufficient).
- Have a peephole.
- Not be blocked by trees or bushes.
- Not have decorative glass panels or windows.

WINDOWS should always:

- Be secured with locks and enforced during the evenings and when occupants are not in the apartment.
- Not be overgrown or cluttered by trees and bushes.

SLIDING GLASS DOORS & WINDOWS should always:

- Have special inexpensive key locks (available in your local hardware store).
- Be reinforced by a solid strip of wood or a broom handle in the track.

OTHER helpful hints:

- Never put identification tags on your key ring or holder.
- Never hide your keys outdoors.

EMERGENCY INFORMATION AND SAFETY TIPS

Safety Tips:

- Call 911 for emergencies, when appropriate.
- Always contact the office of Public Safety at (516) 877-3511.
- Remember to always lock your house doors, windows, cars, etc.
- Be aware of your surroundings at all times.
- Always identify visitors through the use of a peephole and never open the door for strangers.
- Do not leave valuables in your vehicles (ie. money or GPS system).
- Insist on ample lighting surrounding your home or building.
- Install smoke detectors, carbon monoxide detectors and fire extinguishers in your home and throughout your building.
- Ensure proper padlocks and dead bolts on your doors.

Be sure to report any unusual behavior to:

- | | |
|---|--------------|
| ▪ Emergency | 911 |
| ▪ Nassau 1 st Precinct
(if you live east of California Avenue) | 516-573-6100 |
| ▪ Nassau 3 rd Precinct
(If you live north of Hempstead Tpke, west of California Avenue) | 516-573-6300 |
| ▪ Hempstead Police
(If you live south of Hempstead Tpke, west of California Avenue) | 516-483-6200 |
| ▪ Garden City Police
(If you live in the village of Garden City) | 516-742-9600 |
| ▪ Adelphi University Public Safety | 516-877-3511 |

OFF- CAMPUS HOUSING FIRE SAFETY

Self Preservation:

- **Get Out** - Take all fire alarms seriously and **get out**.
- **Don't Stop** - If you become aware of a fire or hear a fire alarm, leave the building immediately. Do Not Stop.
- **Feel It** - Feel door handles. If they are warm, do not open them. Find another way out of your room. If you can't get out, signal for help. Phone for help. Go to a window and wave a white piece of cloth to attract the attention.
- **Take Your Key** - While making your exit, take your room key in case you are forced to re-enter the room due to impassible heat, smoke, or fire.
- **Close It** - Close your room door behind you to prevent unnecessary smoke damage to your room.
- **Stay Low and Go** - Stay low in smoke where the cleaner and cooler air is found near the floor.
- **Find the Door** - Always use closest exit or stairway as an exit route; never use elevators.
- **Pull It** - Activate the alarm pull station if you should pass it on your way out of the building.
- **Don't Go Back** - Once Outside, don't go back inside! Call 911.
- **Stop-Drop-Roll** - If your clothes are on fire, stop, drop and roll.
- **Cool It** - Cool burns with cool water and seek medical attention.

Smoke Detectors Required:

- **Detectors Required** - Smoke detectors are required in all housing units and especially in sleep quarters. A smoke detector is recommended for all bedrooms.
- **Install It** - Smoke detectors should be installed on the ceiling or sidewall of the room at a common area, such as a sitting room, that is jointly accessible by a group of bedrooms.
- **Can You Hear It** - When activated, the smoke detector should sound an alarm that can be clearly heard while in the sleeping areas.
- **Test It** - Most smoke detectors have a test button, that when depressed, will sound the alarm. However, the detector may be a single station type and wired to sound only in your room and others may not be made aware of the problem.
- **That Chirping Sound** - A chirping sound being emitted from a detector usually indicates a low-battery signal. If you hear the detector sounding off intermittently, advise your landlord to check and/or replace the batteries.
- **Replace Batteries** - Alkaline batteries should be replaced at least annually, lithium batteries can last up to 10 years and may only be used in certain models of detectors. Remember to test the alarm by depressing the test button monthly.

Exits:

- **Know Another Way Out** - It is important to be able to identify more than one exit route from the building. Locate and mentally map out your emergency path options. **Do not assume that your usual path will be passable.** Locate all doors that lead to outside of the building and attempt to open them.
- **Can You Open It** - In many cases windows may be the only way out of a building in the event of an emergency evacuation. This is especially true in sleeping quarters. Be sure to check that all windows open fully and easily and have not been painted shut.
- **Release It** - If your windows are equipped with theft deterrent bars, they should have a release mechanism reachable while standing on the surface of the floor, usually there is a foot or hand release device that may be pulled or pushed to release the locking device. Test this device and be sure that the window can be fully opened.

Fire and Life Safety Equipment:

- **Locate the Fire Extinguisher** - If the building is equipped with fire extinguishers, make sure you are familiar with where they are located. Check the gauge to see if it indicates a normal charge level. Only use fire extinguishers if you have been trained and the fire is a small one. Never allow the fire to get between you and the exit.
- **Locate the Pull Station** - If you are in a multi-unit building; locate the fire alarm pull stations between your room and along your exit path out of the building.

Common Fire Hazards:

- **Excessive** and incorrect use of extension cords may cause a fire. Overloaded electrical outlets are hazardous when too many items are plugged into one wall outlet.
- **Improper housekeeping** habits that create blocked paths and excessive combustibles create life safety hazards.
- **Floor/space heaters** should be equipped with an automatic tip-over shut-off function and should not be positioned closer than 3 feet to things that will burn.
- **Heaters** should be plugged directly into the wall outlet without the use of an extension cord. Extension cords used in conjunction with space heaters tend to get very hot and may cause a fire.

House Parties and Social Events:

- **Overcrowding** - Limit the number of invited guest to avoid overcrowding.
- **Remember** - Many fires start after the party has ended so please remember to do the following:
 - **Safety Monitors** - Ask a few friends to help with monitoring the house for safety, before, during and after the event.
 - **Inspect After A Gathering** - Sofa cushions and other living areas should be inspected for fire safety after the gathering has concluded.
 - **Empty the Trash** - Place accumulated garbage and trash outside of the building after the event.

LONG ISLAND UTILITY COMPANIES

LOCAL and LONG DISTANCE PHONE SERVICE:

AT&T	1-800-225-5288
VONAGE	1-800-583-9517
OPTIMUM VOICE	1-866-541-0548
VERIZON	1-800-837-4966

CABLE TV:

OPTIMUM ONLINE	1-866-541-0548
VERIZON FIOS	1-888-881-8161
DIRECT TV	1-877-818-9928
DISH NETWORK	1-888-825-2557

ELECTRIC and GAS:

LONG ISLAND POWER AUTHORITY (LIPA)	631-755-6900
------------------------------------	--------------

SANITATION and HEALTH:

SPECIAL SANITATION DISTRICTS:

Baldwin, Roosevelt, South Hempstead	516-223-3207
Elmont, Franklin Square, Garden City South, Lakeview, Malverne Park, South Floral Park, West Hempstead	516-481-7110

VILLAGE SANITATION DISTRICTS:

Garden City Village	516-742-5800
Hempstead Village	516-489-3400
Nassau County Dept. of Health	516-227-9715

Note: If you have never requested service from a local utility company, it will probably be necessary to give a deposit to initiate service, in addition to service charges.

When contacting a company, ask for a full explanation of all charges prior to any agreement.

LOCAL BANKS

Astoria Federal Savings

1150 Franklin Avenue
Garden City, NY 11530
p - 516.746.0700

or

490 Hempstead Avenue
West Hempstead, NY 11552
p - 516.481.8300

Bank of America

60 Hempstead Avenue
West Hempstead, NY 11552
p - 800.432.1000

or

170 Old Country Rd
Mineola, NY 11501
p - 800.432.1000

Capital One

118 Seventh Street
Garden City, NY 11530
p - 516.741.2400

or

611 Hempstead Turnpike
West Hempstead, NY 11552
p - 516.485.3301

Chase Manhattan Bank

565 Hempstead Turnpike
West Hempstead, NY 11552
p - 516.489.2218

Citibank

1050 Franklin Ave
Garden City, NY 11530
p - 800.843.3463

HSBC

147 Seventh Street
Garden City, NY 11530
p - 800.975.HSBC

State Bank of Long Island

339 Nassau Boulevard
Garden City South, NY 11530
p - 516.481.3900

TD Bank

690 Hempstead Turnpike
Franklin Square, NY 11010
P- 516.481.0087

US POST OFFICE LOCATIONS

Garden City:

(1 mile from Garden City Campus)
600 Franklin Avenue
Garden City, NY 11530
p - 1.800.275.8777

Window Hours:

Monday - Friday: 9:00am-5:00 pm
Saturday: 9:00 a.m.-1:00 p.m.

Passport Service:

Monday - Friday: 10:00 a.m. - 3:00 p.m.
Saturday: 9:00 a.m.-12:00 p.m.

Hempstead:

(within walking distance of Hempstead
Bus Terminal)
200 Fulton Avenue
p - 1.800.275.8777

Window Hours:

Monday - Friday: 9:00 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 2:30 p.m.

Passport Service:

Monday - Friday: 10:00 a.m. - 3:00 p.m.

LOCAL BOOKSTORES

Adelphi University Bookstore

Ruth S. Harley University Center
Lower Level
p - 516.877.3900

Barnes and Noble

91 Old Country Road
Carle Place, NY 11514
p - 516.741.9850

B. Dalton

Roosevelt Field Mall
630 Old Country Road
Garden City, NY 11530
p - 516.747.2727

Borders

1260 Old Country Road
Westbury, NY 11590
p - 516.683.8700

Village Bookshoppe

7 North Village Ave
Rockville Centre, NY 11570
p - 516.764.1395

LOCAL MISCELLANEOUS STORES

Best Buy

1050 Old Country Road
Westbury, NY 11590
p - 516.357.9025

Costco (Wholesale Club)

1250 Old Country Road
Westbury, NY 11590
p - 516.683.8300

Roosevelt Field Mall

630 Old Country Road
Garden City, NY 11530
p - 516.739.3069

Pathmark Supermarket

2305 Jericho Turnpike
Garden City Park, NY 11040
p - 516.741.5121

The Source Mall

1504 Old Country Road
Westbury, NY 11590
p - 516.357.9828

Super Stop & Shop

50 Cherry Valley Road
West Hempstead, NY 11552
p - 516.539.7860

or

95 Old Country Road
Carle Place, NY 11514
p - 516.739.1535

Best Yet Market

696 Dogwood Ave
Franklin Square, NY 11010
p - 516.570.5500

Sears

1111 Franklin Avenue
Garden City, NY 11530
p - 516.683.8030

Shoppers Village

111 Hempstead Turnpike
West Hempstead, NY 11552
p - 516.486.5404

LIST OF FURNITURE STORES

USED FURNITURE:

Splendid Furniture

151 N. Franklin Ave
Hempstead, NY 11550
(516) 565- 2242

St. Vincent de Paul Society

2160 Jericho Turnpike
Garden City Park, NY 11040
(516) 746-8250

The Salvation Army

Thrift Store
194 Front Street
Hempstead, NY 11550
(516) 481-7600

Long Island Used Office Furniture Inc.

230 Duffy Avenue
Hicksville, NY 11801

NEW FURNITURE:

Bob's Furniture

175 Old Country Road
Carle Place, NY 11514
(516) 408-1190

IKEA

1100 Broadway
Hicksville, NY 11801
(516) 681-4532

Target

999 Corporate Drive
Westbury, NY 11590
(516) 222-1003

Walmart

1220 Old Country Road
Westbury, NY 11590
(516) 794-7280

GARDEN CITY AREA TAXI COMPANIES

Ace Taxi:

(516)483-4433

Pub Taxi:

(516) 481-0675

All Island Taxi:

Franklin Square (516) 746-2500
Garden City (516) 742-2222
Hempstead (516) 481-1111
Mineola (516) 746-2500

Taxi America Incorporated:

(516) 505-5300

Elegant Transportation:

(516) 945-5820

Checker Cab Company:

(516) 746-4666

Starline Limos:

(516) 805-2957

Garden City Taxi Association:

(516) 746-2385

Nassau Boulevard Taxi & Limo:

(516) 746-6366

Ollies Taxi and Airport Service:

Franklin Square (516) 487-3420
Garden City (516) 437-0505

Garden City Taxi & Limousine LLC:

(516) 746-2381

COMMUTER STUDENT SERVICES: A TO Z

Adelphi University offers many services to our students that are accessible and beneficial for all commuter students to take advantage of. The Center for Student Involvement is the hub for commuter services and plans events throughout the year specifically for commuters.

Michael Berthel – Assistant Director – Commuter Advisor

University Center Room 110 (516) 877-3603

AIM Service:

Commuter students can reach the Center for Student Involvement during the day by instant messaging “ADELPHICOMMUTER”

Bookstore:

Located on the lower level of the University Center, it sells clothing and textbooks. The store takes special orders and buys back texts at the end of each semester. For more information, call 516.877.3900.

Chaplains:

The Interfaith Center provides spiritual guidance, counseling, and opportunities for worship. It also sponsors educational programs and social events. Participation is voluntary and all are welcome. The Interfaith Chapel is located in University Center 306. For more information, call 516.877.3113.

Copy Machines:

Coin-operated copy machines are available for student use in Swirbul Library.

Counseling Center:

Services include individual and group counseling, workshops, outreach and consultation, crisis intervention, and referrals to both on- and off-campus resources. The office is located in University Center Room 310. For more information, call 516.877.3646.

Disability Support Services:

The Office of Disability Support Services coordinates services for students with disabilities, including program-accessibility arrangements, reading, note taking, interpreting, and library assistance. The Office is located in University Center Room 310. For more information, call 516.877.3150.

Emergency Closings:

In the event of inclement weather, the University may close to ensure student safety. Call the Emergency Closing Hotline at 516.877.6870 or go to Adelphi website for the latest information. Local television and radio shows will also announce closings.

Fax:

Students may use the fax machine in the Library Copy Center, located in Swirbul Library on the main floor. Prices vary according to the number of pages and destination.

Food Services:

Dining services are available in the University Center, Post Hall and Center for Recreation and Sports. Commuters can receive significant savings with the purchase of a Commuter Meal Plan which can be purchased in the University Center Cafeteria. For more information, call 516.877.3952.

Guide to Student Life:

The Guide to Student Life details the many activities open to students. Pick up a copy in the Center for Student Involvement, located in University Center Room 110.

Hotline:

The Commuter Hotline provides important information on upcoming events and university services and is active 24/7 by dialing 516.877.3785

Information on Upcoming Events:

Look for updates on the AUTV monitors located throughout campus (Channel 8 on our cable service). Also, the Center for Student Involvement sends out weekly programming emails to all students. For more information, call 516.877.3603.

Job Opportunities:

Commuter students may find employment opportunities through the College Work-Study Program, a federally funded program, and Campus Employment. For current openings, check with the Center for Career Development in Post Hall. For more information or to make an appointment, call 516.877.3130.

Keys:

Keys locked in the car? Contact the Department of Public Safety for this and other emergency assistance. The office is located in Levermore Hall Lower Level. For more information, call 516.877.3500.

Libraries:

The University Libraries include Swirbul Library on the Garden City campus. An integral part of the University experience, they offer extensive resources to support academic, cultural, and student programs. For hours and information, visit their Web site or call 516.877.3570.

Lounges:

There are three lounges that commuter students can use. The main lounge is located in the lower level of the University Center and lounges are also available in Post Hall and Woodruff Hall. Lounges are equipped with lockers, televisions, comfortable seating, computers, and microwaves.

Medical Assistance:

The Health Services Center provides health care and health education for all students. A nurse is on duty 24 hours every day throughout the fall and spring semesters. The Health Services Center is located in Waldo Hall. For more information, call 516.877.6000.

News:

Campus news may be seen on AUTV monitors throughout campus or obtained from postings on bulletin boards and on kiosks throughout the campus. *The Delphian*, the student paper, reports on University news.

Off-Campus Housing List

The Division of Student Affairs maintains a list of apartments for rent near the Garden City campus. The list can be found by accessing eCampus.

Parking:

The University enforces Vehicle and Traffic Regulations that are binding for Adelphi students, faculty, and staff as well as visitors who operate and/or park on campus. The laws are in effect 24 hours a day, seven days a week, and are in accordance with state and local laws.

Questions:

For questions related to commuter students, visit the Center for Student Involvement in University Center Room 110 or call 516.877.3603.

Registrar:

The Office of the University Registrar provides class schedules, transcripts, academic records, grades, and graduation applications. It processes requests to add or drop a class and updates student information. It is located on the lower level in Levermore Hall. For more information, call 516.877.3300.

Ruth S. Harley University Center:

Known on campus for its innovative design, the University Center is the center for student-related organizations and administrative offices, including the Dean of Student Affairs, the Student Government Association and the Center for Student Involvement.

Student Financial Services:

The Office of Student Financial Services provides information on federal and state aid, as well as Adelphi loans and scholarships. The staff is available for counseling and help with completing scholarship and grant applications. It is located on the lower level of Levermore Hall. For more information, call 516.877.3080.

Transportation Information:

The Center for Student Involvement provides shuttle, bus and train schedules in the lobby of the University Center for all students to access.

Umbrellas:

Caught in an unexpected downpour? Borrow an umbrella from the Panthertainment Booth located in University Center Lobby. For more information, call 516.877.3603.

Vending Machines:

Vending machines may be found in buildings throughout campus.

Woodruff Hall:

This building, which connects to the Sports and Recreation Center, houses a fitness center which is available for all students to use. For more information, contact Campus Recreation at 516.877.4242

You:

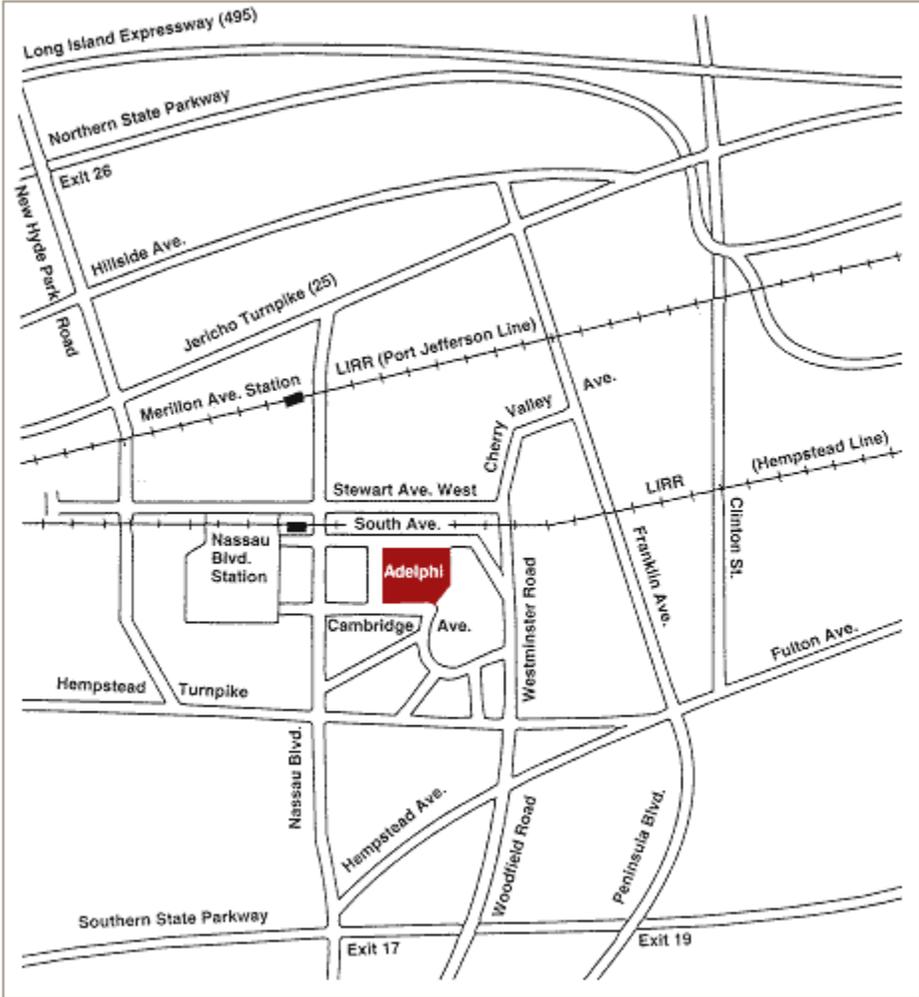
Successful commuters:

- get to know the faculty and seek counsel from academic advisers
- participate in campus activities, ranging from academic to social to athletic
- use the resources of [Swirbul and other libraries](#) to enhance learning
- explore all the services from counseling to the [Learning Center](#).

Zest for a full University Experience:

Adelphi University encourages full participation in campus life and supports the programs and services offered by the Center for Student Involvement.

GARDEN CITY AREA MAP



ADELPHI UNIVERSITY - REGION MAP

