

# Arts in Action

## Policies, Safety & Housing Information

### Spring 2025

The policies, procedures and requirements listed below were created to prepare UVM students for a semester in New York City under the direct guidance of the UVM Faculty Director. Questions or concerns regarding the policies themselves should be directed to the College of Arts & Sciences Internship & Experiential Learning Program team at [cas.internships@uvm.edu](mailto:cas.internships@uvm.edu).

#### First Point of Contact

**The first point of contact for participants of the *Arts in Action* program run by the College of Arts & Sciences and the School of the Arts while in New York City, NY, is the Faculty Director, Mildred Beltre.** Professor Beltre will be living in New York and will be in contact with UVM staff throughout the duration of the program. If any issues arise, Prof. Beltre will contact the appropriate staff person at UVM for assistance.

*Mildred Beltre, Faculty Director*  
347-489-0202  
[Mildred.Beltre@uvm.edu](mailto:Mildred.Beltre@uvm.edu)

#### Housing (Educational Housing Service)

Students will be housed in double rooms in the Weller Building in the [St. George Towers complex](#) owned and run by Educational Housing Services and located at 100 Henry Street, Brooklyn, New York, 11201.

- Please visit the EHS FAQ page here: <https://www.studenthousing.org/faqs/>
- Students should download the EHS app so that they may submit feedback and repair requests.
- You are responsible for reviewing and understanding the [St. George Towers guest policy](#).
- You are responsible for reviewing and understanding [St. George Towers Code of Conduct](#).
- St. George Towers [safety and security information](#).

Each student will receive a regular twin-sized bed, two under-bed dresser units, a desk and a chair. Each room has a private bathroom, closet, flat-screen television with premium cable channels, apartment-sized refrigerator, and microwave.

The building has the following amenities:

- 24-hour main entry security desk & surveillance
- Wifi
- AC, Heat, basic utilities

- ATM in Building
- Communal Kitchen
- Hydration station
- Ice machine
- Key-card entry to building and room
- Laundry facilities in building
- Mail and package services
- Professional, live-in staff
- Screening room
- Study rooms
- Vending machines

## Student Health

Please read and familiarize yourself with the required health & safety protocols found here:

<https://www.studenthousing.org/about/health>

Students participating in *Arts in Action* will still be eligible to use Student Health Services while in New York. However, students will be responsible for finding their own physical PCP (Primary Care Physician) and/or psychological service provider while in New York if needed.

**If you or another is in immediate danger or experiencing a medical emergency, call 911.**

Area hospitals include:

- New York-Presbyterian / Lower Manhattan Hospital, 170 William Street New York, NY 10038, Tel: (212) 312-5110
- CityMD Urgent Care, 457 Atlantic Avenue Brooklyn, NY 11217, Tel: (718) 530-1144
- CityMD Urgent Care, 14 West 14th Street New York, NY 10011, Tel: (212) 390-0558
- DuaneReade Pharmacy Walk In, 40 Wall Street New York, NY 10005, Tel: (212) 785-0284
- NYU Langone Cobble: Hill Emergency Room, 83 Amity Street Brooklyn New York, NY 11201, Tel: (646) 754-7900
- Mount Sinai Doctors, 300 Cadman Plaza West New York, NY 11201, Tel: (929) 210-6000

Before you depart, make sure you consider and complete the following steps with your current doctors/physicians or other medical providers:

1. MAKE A PLAN WITH YOUR DOCTOR:
  - a. Keep in mind that moving to a new city and experiencing a transition to a new environment, new culture, new food, etc. can exacerbate or uncover physical and mental illness. It is important to work with your health professionals to make a plan for dealing with your health.
  - b. Before you depart, make sure you visit your doctors, dentists, and any other health care practitioners that you regularly see. During these visits, you should discuss any medical issues you have that may affect your experiences in New York.
  - c. Ask your doctors for recommendations for Primary Care Physicians or health services in New York and fill out any forms that would allow your current doctor to send information and records to your new doctor in New York.
  - d. Make sure your health records are up to date and that you have copies of them that you can access if needed. This is particularly important if you have a medical condition or if you expect to need medical care in New York.
2. PRESCRIPTION DRUGS:

- a. If you are taking any prescription drugs with you, please visit your health care provider prior to departing to discuss transporting your medications.
  - b. Ask your health care provider and insurance company for guidance on how to secure a sufficient supply of medication to last through your stay. Or, find out if you can transfer your prescription refills to a location in NYCD.C. for pickup.
  - c. For safety reasons, it is best to carry your medication in their original, clearly labeled containers along with a copy of the original prescription while travelling.
  - d. Always keep your medications in your carry-on bag.
  - e. If you have a medical condition, consider wearing a medical alert bracelet or other notification.
  - f. Bring photocopies of your prescriptions- even a glasses/contact lens prescription.
3. IF YOU HAVE UVM STUDENT HEALTH INSURANCE (UVM SHIP)...
- a. If you are planning on enrolling in UVM SHIP (student health insurance) during the semester you are away, you **MUST** contact the student health insurance office to coordinate a new PCP (Primary Care Provider). Visit the UVM SHIP website for more information. Contact [studentInsurance@uvm.edu](mailto:studentInsurance@uvm.edu) with any questions.

## Meals

Students are responsible for purchasing their own food and meals. St. George Towers does have a large communal kitchen, so students are advised to work together to grocery shop and cook. There are several local grocery stores within walking distance of the building. There is also a CVS Pharmacy within a 3-minute walking distance. Please contact Professor Mildred Beltre for more information about low-cost food options.

St. George Towers does not provide cooking equipment. Please make a plan to either bring your own or shop at a local Goodwill. There is no food storage in the kitchen area, just in your room.

## Travel

St. George Towers is within walking distance of the following public transportation hubs:

- B25, B61 and B63 bus routes
- Subway lines 2, 3, A, C, R, 4 and 5

Students may also elect to use CitiBikes for another economical option. If students choose to use taxi services or apps like Uber or Lyft, they are advised to take caution when entering a vehicle and stay alert throughout their journey.

New York City uses two main airports, JFK (John F. Kennedy) and LaGuardia. Students should make sure to research travel times to and from both airports to determine which one to use.

NYC Metro information can be found here: <https://new.mta.info/fares>. Keep in mind that the NYC MTA is shifting from physical metro cards to a [tap to pay system](#) with your contactless credit/debit card, OMNY, or smartphone. MetroCards are still available

## **Student Accessibility Services and ADA Housing Accommodations**

Students requiring any accommodations should be in contact with UVM's Student Accessibility Services (SAS) office to document their needs. SAS will be in contact with the Faculty Director and the housing company to ensure that all conditions are met. While in New York, EHS (Educational Housing Services) will have staff on hand to handle any issues or additional requests. Please note that EHS will be in contact with SAS to report and/or confirm any additional student needs.

## **Sexual Harassment:**

**In an emergency, or if you or another is in imminent physical danger, call 911.**

For resources in New York City regarding reporting sexual harassment, please reference pages 24-26 of the EHS (Educational Housing Service) Student Code of Conduct Guide for phone numbers and contact information. Find EHS's Student Code of Conduct Guide here: <https://www.studenthousing.org/student-life/st-george-towers/community/code-of-conduct-sg/>

Students are also encouraged to get in touch with the Faculty Director Mildred Beltre or any of UVM's other health resources in the event of harassment. If you have questions or concerns about sexual harassment, please refer to UVM's Sexual Harassment Policy (<https://www.uvm.edu/deanofstudents/sexual-harassment-misconduct>).

## **Student Conduct**

Students will be held to UVM's Student Code of Conduct while participating in *Arts in Action*. This means that in cases of overlap, UVM's policies overrule the EHS Student Code of Conduct. If students are found to be in violation of either EHS's or UVM's conduct policies, the EHS (Educational Housing Service) staff will be in contact with UVM and the student will be held to [UVM's review process](#).

- [UVM's Students Code of Conduct](#)
- [EHS's Code of Conduct](#)

Please also note that students participating in *Arts in Action* will be considered off-campus students and will be expected to follow any local laws or ordinances and will be held to the off-campus student expectations.

## **Money and Voting:**

1. NOTIFY YOUR FINANCIAL INSTITUTIONS:
  - a. It is crucial to notify all of your banks and credit card companies prior to traveling for an extended period to avoid your card being frozen or disabled due to suspected fraud. It is also advised that you ask for the best practice if your card is lost/stolen, and their policy for getting a new card sent to you at a temporary address.
2. PREPARE TO VOTE WHILE AWAY:

- a. If you are a US citizen, voting in US elections is your right and civic duty. You can still vote in local, state, and national elections using an absentee ballot. Make sure to follow the process for getting an absentee ballot mailed to you, and pay attention to the date you are required to return it via mail.
- b. The voter registration and absentee ballot request processes are different depending on your state of residency. Typically, UVM students who are US Citizens are allowed to register to vote in either Vermont or their home state.