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FREQUENTLY ASKED QUESTIONS

How do I apply for student housing?

Students newly accepted to NECI receive a housing application from the Admissions Office. NECI will make every effort to provide housing whenever possible. However, housing cannot be guaranteed. Therefore, it's extremely important to return the housing application immediately. All housing applications have a deadline of one month prior to your program start date. If you are unsure of your start date, please contact your Enrollment Specialist or the Admissions Office. Additionally, if you are interested in living off-campus, please indicate this on your housing application.

Note: If you are a first year student and have questions about student housing, please contact the Admissions Department Administrative Assistant by e-mailing Sigrun.Schwarz@neci.edu. If you are a returning student and have questions about student housing, please contact the Coordinator of Student Services by emailing Melanie.Boggs@neci.edu.

What if I don't want to live in student housing?

Many students choose to live off-campus within the local Montpelier community while enrolled at NECI. If you are interested in living off-campus, please use the above contact e-mail to ask for local housing resources. Remember, you must indicate your plans to live off-campus on your housing application form so we know of your intentions.

How are the residence halls set up?

The school houses students in traditional dormitory-style residence halls. Students living on campus share a bedroom with a roommate and share a communal kitchen, bathroom, laundry room and common space within each dormitory.

All NECI housing is non-smoking, alcohol and substance free.

NECI does not offer couples or family housing. All housing assignments are same sex by room and each dormitory floor is co-ed in nature.

How are the rooms furnished?

All bedrooms are furnished with a standard size twin bed and mattress, a dresser or drawers for clothing, a closet or armoire and a desk with a chair. Students must supply their own linens, pillows, blankets, towels, and non-halogen reading lamp. Many students prefer to bring a microwave and mini-refrigerator.

A standard twin-sized bed is provided by NECI. If you have individual needs that necessitate anything additional or different, you will need to request approval in advance of your arrival from the Student Community Coordinator.



FREQUENTLY ASKED QUESTIONS

What other items should I bring?

We suggest you bring:

- ✓ Toiletries & shower tote
- ✓ Flip flops or slippers for use in the common areas
- ✓ Iron & ironing board - for your safety, we recommend an auto shut off iron
- ✓ Laundry bag or basket
- ✓ Desk lamp (must be non-halogen)
- ✓ Laptop and Printer (required for AOS & BA, recommended for CERT, *specifications are listed on the last page of the document)
- ✓ Power strip with surge protector
- ✓ Bed linens and pillow (regular length, standard twin size) and towels
- ✓ School supplies (clear sheet protectors, three-ring binders, notebook paper, pens, pencils, highlighter, permanent black marker)
- ✓ Two types of alarm clocks (battery powered clocks in the event of power failure; your cell phone can be used as your second alarm)
- ✓ Laundry supplies (including bleach and quarters, for the washing machines)
- ✓ Individual place setting (cup, silverware, plate, bowl, etc.)
- ✓ Hangers for clothing
- ✓ Mini-fridge/Microwave
- ✓ Non-perishable food items (soup, popcorn, snacks, individually bottled water or juice)

Optional items are:

- ✓ Stereo/iPod with speakers (volume must not disturb roommates or neighbors)
- ✓ Television

Space in student rooms is limited. Please do not bring additional furniture that cannot be stored when not in use.

NECI is not responsible for damage or loss of personal items. Students are advised to keep valuables secured and to lock their room doors. Please do not bring irreplaceable items with you to campus.



FREQUENTLY ASKED QUESTIONS

What items are not allowed in the residence halls?

- ✓ For safety reasons, no open or smoldering flames, such as candles, incense or lanterns are permitted.
- ✓ Cooking in individual rooms is not permitted including the possession of electrical appliances (hot plates, individual gas burners, etc).
- ✓ Halogen lights and strings of lights, such as Christmas lights, are considered a fire hazard and are not permitted.
- ✓ Residents are not permitted to have window air conditioning units. Students are encouraged to bring fans to campus during the warmer months.
- ✓ The use or possession of weapons including air guns, ammunition, fireworks and flammable or hazardous materials of any sort are prohibited.
- ✓ Absolutely no pets are allowed on campus.
- ✓ No dartboards are allowed in the residence halls as they often cause damage to the walls.

Are phones provided in NECI housing?

Yes, each hall has a land line phone; however students are highly encouraged to bring their own personal cell phone, for emergency and communication. In the residence halls a phone is located on each floor for local calls. Long distance calls can be made with the use of a calling card.

Which cellular phone companies provide service in Montpelier?

Verizon	800.922.0204	www.verizonwireless.com
AT&T	800.225.5288	www.att.com
*Sprint	888.211.4727	www.sprint.com (15% discount for NECI students)

Is there internet access on campus?

There is wireless internet provided in all NECI buildings. Additionally, cable TV services are available in your dorm room if you are interested in purchasing at your own expense after you arrive on campus.



FREQUENTLY ASKED QUESTIONS

Is a car necessary?

All New England Culinary Institute facilities are within walking distance of student housing. The farthest distance between any two facilities is about 1½ miles; however, depending on housing assignment and program, this distance is shorter for many students. One thing to keep in mind if you are considering bringing a car is that student parking is limited. Students may only park in designated areas and parking regulations are strictly enforced. Students who do not obey the regulations will be fined and/or towed accordingly. Additionally, especially during winter months, parking in the City of Montpelier is restricted.

Furthermore, the Montpelier City Parking Ban ordinance is in effect from November 15th – April 1st and overnight parking on the city streets is not permitted to allow for snow removal. Montpelier provides satellite long-term parking lots which students may utilize.

Residents are authorized to park vehicles in designated spaces only. Bicycles, motorbikes and motorcycles may not be parked in buildings. Designated handicap parking spots are reserved for vehicles with appropriate identification. During winter months, additional parking restrictions may be applied to allow for plowing and snow removal.

Where do I register my car?

You will need to provide NECI Student Services with the make, model, and year of your car as well as your license plate number at Orientation.

If you are planning to be in Vermont longer than the residency period, you should plan on registering your car with:

Department of Motor Vehicles
120 State Street
Montpelier, VT 05603
802.828.2000

What transportation methods are available in Montpelier?

Amtrak Train Service (MPR)
www.amtrak.com
Montpelier-Barre Station (a short ride from campus)
Junction Road and Short Road, Montpelier, VT 05602
800.872.7245 (1.800.USA.RAIL)



FREQUENTLY ASKED QUESTIONS

Greyhound Bus Service

<http://www.greyhound.com>

Montpelier Bus Station (tickets available at Rhapsody)

28 Main Street, Montpelier, VT 05602

802.223.7870

Burlington International Airport (BTV)

<http://www.burlingtonintlairport.com>

You can take a taxi from the airport to the NECI campus at 56 College Street, Montpelier, Vermont. It is about a 45 minute drive. The average cost for a taxi from BTV to Montpelier can range anywhere from \$50 - \$80.

Airport Taxi
802.658.1313

Benway's Taxi
802.862.1010

Yellow Cab
802.864.7411 or 802.862.3300

Anywhere Taxi (based at the airport)
802.658.5131

NECI does not provide pick-up or drop-off services for students.

Where can I stay if I want to arrive early?

Comfort Inn (Exit 7, I-89)
Berlin, Vermont
802.229.2222
Approximately a 15 minute drive
from downtown Montpelier

Inn at Montpelier
147 Main Street
Montpelier, Vermont
802.223.2727
Downtown Montpelier

Capitol Plaza Hotel
100 State Street
Montpelier, Vermont
802.223.5252
Downtown Montpelier

Betsy's Bed & Breakfast
74 E. State Street
Montpelier, Vermont
802.229.0466
Downtown Montpelier

Early arrival to campus is not permitted due to limited space and planning needs. If you arrive early, you will be required to provide your own overnight accommodations until the scheduled move in time for students.



FREQUENTLY ASKED QUESTIONS

How can I find out more about the area?

Central Vermont Chamber of Commerce in Montpelier, VT

www.central-vt.com/chamber/

www.vtlife.com

<http://vermont.gov/portal/>

Which local banks can I use?

Vermont Employees State Credit Union (VESCU): 802.371.5162, www.vsecu.com

Citizens Bank: 802.223.9445, www.citizensbank.com

What will my mailing address be?

Your Name
New England Culinary Institute
Student Mail
56 College Street
Montpelier, VT 05602-2911

Where can I pre-ship my belongings?

We have limited space to store boxes and suitcases, however, in the event you need to do this, they should be sent to the above address, no earlier than one week prior to your arrival. Please make sure to include your name on all shipped items. They will be stored for you to pick up upon arrival. Once you have arrived, additional shipments must be sent to your student mailbox using the same address provided above.

New England Culinary Institute cannot be responsible for any theft or loss during storage.

When ordering the knife kit, do I have to order all of them, or can I order individual pieces?

NECI sells the knives as a kit only, not individually. You are welcome to purchase your own knives and required equipment from another supplier; however, they need to meet NECI's requirements and quality standards.



FREQUENTLY ASKED QUESTIONS

What will my uniform consist of?

UNIFORMS & GROOMING

All programs require some type of uniform(s) or other appropriate professional attire. Guidelines regarding professional appearance for all programs follow.

Personal Hygiene and Appearance

Personal hygiene must be maintained, including, but not limited to, clean hands and nails, clean hair, and daily bathing. Chewing gum and/or smoking in class or labs is not permitted. Fingernails must be natural, trimmed short, and free of polish. Makeup is not permitted in production classes.

In each class, the instructor ensures that appropriate dress and hygiene is maintained. The uniform or attire of the student and his/her personal hygiene must conform to standards as outlined below. If in doubt about dress and appearance, a student should ask the instructor. The instructor or lab supervisor has the authority to bar any student from the kitchen, service area, or classroom whose personal hygiene or appearance presents a health or safety hazard or does not reflect NECI or industry standards.

Hair

Students' hair must be neat, trimmed, and clean. Excessive bangs are not permitted. Dyed hair of unnatural color is not permitted. Students of either gender who have longer hair must have it tucked up under a hat or enclosed in a hair net in kitchen-related classes. For service labs, hair must be up or tied back and groomed in an acceptable manner as determined by the instructor, Program Dean, Academic Advisor, Dean of Academics or appointed designee.

Facial Hair

It is recommended that students have no facial hair other than mustaches. Students who elect to have beards must have them short, clean, and neatly trimmed. Similarly, mustaches are to be short, clean, and neatly trimmed. Sideburns are not to be longer than the bottom of the earlobe. Male students are to shave daily. Students may not grow facial hair after enrolling or during the mid-term break.

Production Uniforms

All uniforms issued by the school are the responsibility of the student. They are to be laundered and pressed by the student, and may be kept by the student at the end of the term.

Students who wish to purchase uniforms from an outside source are advised to check with NECI's Corporate Purchasing Coordinator before placing an order. Only uniforms approved by NECI will be allowed. The uniform must consist of a white jacket, small-checked (approximately 1/8"), straight-leg pants and a NECI-issued student hat. They may be either a blend or 100% cotton. No cargo pants are allowed. Kitchen uniforms need to be fresh, clean, and pressed. All components must be wrinkle-free. In certain labs, students will be required to wear a lab coat. Pants are to be hemmed. They should not be rolled up, tied, or tucked into socks. Plain white t-shirts with no lettering and/or designs are to be worn underneath jackets (provided by the student). Students in back-of-the-house classes are not to wear jewelry, including watches, bracelets, earrings, body rings, facial jewelry, and tongue rings. One simple wedding band or commitment ring with no gemstones is permitted.



FREQUENTLY ASKED QUESTIONS

Chef jackets, hats, aprons and checked pants are provided as part of your uniform (please fill out and return the sizing form if you haven't done so already).

Production Shoes:

Students in production classes must provide black, low-cut, secure fitting, good-quality leather work shoes or clogs that can be polished and have oil-resistant, nonskid, and non-marking soles. Steel-toed shoes are recommended. White, black, or gray socks are to be worn. Tennis shoes, clogs with open heels, or heel straps, wooden, plastic, "croc's" style, rubber Birkenstocks, snow clogs and hiking/climbing boots are not allowed. (Continue reading for information on where to buy appropriate shoes.)

Service Uniforms

Students in programs with service training are to bring their own service uniforms. Each student must have two white, long-sleeved, pinpoint oxford-cloth shirts (either 100% cotton or a cotton blend). Students serving in all NECI restaurants wear black dress slacks, either straight-leg or pleated, with a white oxford-cloth shirt. Students are expected to wear plain, unadorned, polished, black shoes and black socks. A tie is also required. All service clothing must be clean and wrinkle free every day. In some food service outlets, service aprons will be issued at the beginning of the service lab and must be pressed by the student.

Host Uniforms

In programs with host training, hosts in the restaurants are required to dress appropriately. Women may wear dress, suit, skirt, or dress slacks with a blouse. They may wear socks with slacks or hose with either slacks or skirts. Shoes may not have open toes. Men may wear a suit, jacket/dress slacks combination, or dress slacks/dress shirt combination, polished dress shoes, socks, belt, and a long tie.

Service/Host Jewelry

Students in service and host/management labs may wear a watch and one ring, and one small non-dangling earring may be worn in each earlobe. Other facial jewelry, such as nose, eyebrow, tongue, or mouth rings are not permitted. Students in a host position may wear an appropriate non-interfering pendant, necklace, or bracelet.

Non-Production Related Classes

Dress in non-production related classes must be appropriate to professional training classes, as determined by the instructor, Program Dean, Academic Advisor, Dean of Academics or appointed designee. Bermuda-length shorts are allowed, as are neat t-shirts without objectionable messages. Short shorts and bare feet are not permitted. A number of academic classes take place in or around food service facilities where guests may be present; for these classes, casual business attire is recommended. Grooming standards as far as shaving, facial jewelry, personal hygiene, etc., apply to non-production related classes as well as production classes.



FREQUENTLY ASKED QUESTIONS

Where do I purchase my shoes?

Many students purchase their shoes online in advance of arriving at NECI. The following brands offer appropriate shoes:

- ✓ Dansk
- ✓ Birkenstock (Birki's and/or Garden Clogs are not permitted)
- ✓ Naot
- ✓ Sanita
- ✓ Sketchers
- ✓ Wolverine
- ✓ Red Wing
- ✓ Sears
- ✓ Knapp

If you prefer to purchase your shoes in Montpelier, all NECI students and staff receive a discount at the Shoe Horn (8 Langdon Street, Montpelier, www.theshoehorn.net or 802.223.5454). If you plan on purchasing your shoes in Montpelier, please make sure you have enough time to do so before classes start!

Be sure that whatever shoes you purchase conform to the specifications outlined in this document.

What books will I need to purchase?

You will receive a book list prior to your arrival to campus. Many books can be purchased online through <http://www.Amazon.com> or at Rivendell Books (100 Main Street, Montpelier). They have a limited supply so you should contact them in advance to see what they have in stock or place your order at <http://www.rivendellbooksvt.com> or 802.223.3928.

Will I have classes during the weekends?

NECI schedules classes in preparation for industry-based expectations, which include working early and/or late hours, as well as some long days. Many classes also include scheduling on weekend days. Schedules can change on a 2, 3, 5 or 6 week rotation. The hours of the day that you are in class will also vary with your schedule rotation. You will receive your schedule after you arrive.



FREQUENTLY ASKED QUESTIONS

Will I be able to work while attending school?

Students can usually maintain a job that requires 10-15 hours per week. We strongly encourage students to delay lining up any job until after the completion of the first class when it's possible to have a clearer understanding of school demands.

Are jobs available on campus?

Yes, there are both Federal Work Study and paid shift jobs available on campus. NECI is often the best employer for students because of the class schedules. There are many opportunities to work in NECI restaurants and/or catering.

What health care services are available on campus?

Due to our small size, NECI does not have a Health Center or Nurse on campus. Many students find it easiest to visit the local hospital:

Central Vermont Medical Center (located approximately 5 miles away)
130 Fisher Road, Berlin, VT 05602
<http://www.cvmc.org> or 802.371.4100

In order to enroll in classes at NECI, all students must present valid health insurance information. Each student at NECI is required to have healthcare coverage. NECI offers a student medical plan to students from all states through Consolidated Health Plans. For more information, you can access CHP on the internet by going to https://www.consolidatedhealthplan.com/student_health/new_england_culinary.html.



FREQUENTLY ASKED QUESTIONS

Required Laptop Computer Specifications

Hardware/OS:	Pentium 4 processor with Windows XP SP3, Windows Vista or Windows 7
Capacity:	Memory: at least 1 GB RAM, Hard drive: at least 40GB, CD-ROM/DVD drive
Communications:	WPA-2 capable wireless network adapter, sound card
Software:	Microsoft Office 2007 Professional or higher – includes Word, Excel, PowerPoint, Outlook, Publisher** Virus scanning software
Browser:	Microsoft Internet Explorer 7 or 8

Optional Components

Printer:	Color printer, toner, paper, and associated cables
Media devices:	Floppy Drive, CD/RW drive, DVD +/- RW drive
Surge protection:	Surge protector, UPS

* For students preferring an Apple computer, a laptop with equivalent specifications may be used. Examples are the Apple 13" MacBook OR Apple 15" MacBook Pro. Note: A small percentage of the applications used at the institution do not integrate efficiently with all aspects of the OSX platform. NECI is striving for 100% integration among the Windows and OSX operating systems; however, those students who chose Apple computers it is recommended that they have installed on them the most advanced versions of Windows Media Player and Internet Explorer.

** Students have the opportunity to purchase a discounted copy of Microsoft Office 2007 Ultimate from <http://www.ultimatesteal.com> – they will be required to provide and access their student e-mail address to purchase it at the discounted price.

NECI has worked with Dell to provide students with cost saving options on computer purchases. If you determine that a purchase is in your future, we encourage you to check out the significant student discounts they have to offer. Visit <http://www.dell.com/edubuy> and enter Member ID: US26083484. You can also call Dell at 800.695.8133 Monday - Friday, 7am - 11pm CST and Saturday - Sunday, 9am - 10pm CST to speak to an EPP sales consultant.

If you have a question that isn't addressed here, please contact your Admissions Representative toll-free at 877.223.6324 or email us at admissions@neci.edu.