



HAVERFORD COLLEGE

SUMMER CLOSING NOTICE 2009

In summer, the song sings itself.

~William Carlos Williams~



CLOSING of the RESIDENCE HALLS

SUNDAY, MAY 17 at 6:00pm DEADLINE FOR UNDERGRADUATES* TO BE MOVED OUT OF ALL DORMS/APTS	MONDAY, MAY 18 t 10:00am DEADLINE FOR SENIORS TO BE MOVED OUT OF ALL DORMS/APTS
~ Unauthorized students found in the dorms after these deadlines will be fined \$250.00. ~	

***ONLY exceptions for undergraduates, with extension until 10:00 am, Monday, May 18, are for those students who have received permission from the Dean of the College to stay past this deadline; have signed leases for apartments presently occupied by seniors; on the approved list of HC COMMENCEMENT USHERS.**

IMPORTANT REMINDER: Students planning to move out of dorms on Commencement Day, (May 17), MUST WAIT UNTIL AFTER 2:00 PM in order that commencement ceremonies run smoothly without disruption or disturbance. Thank you for your cooperation.

CHECK LIST FOR MOVING OUT of ALL RESIDENCE HALLS

Please do your part! Out of respect the members of our community who have the responsibility of cleaning the residence halls and campus after you move out and getting the entire campus ready for Alumni Weekend and summer programs that are held on campus soon after you leave, we thank you, in advance, for doing your part!

STUDENTS ARE RESPONSIBLE FOR

- cleaning** and removing all personal belongings and trash from your room. Please bring your trash outside to one of the dumpsters. **Large dumpsters will be available on campus from Wednesday – Friday, May 13-15. They will be placed at HCA in the small parking lot in front of HCA # 22 .**
- returning** all college issued dorm furniture to your room
- storing** all belongings in approved Storage Areas
- closing** and locking windows and room and suite/hall doors when you leave
- returning your room keys** to Facilities Management Office before you leave campus.

PLEASE RETURN ALL ROOM KEYS TO THE FACILITIES MANAGEMENT OFFICE BEFORE YOU LEAVE CAMPUS. If you return your key outside of regular working hours, M-F 8:00 am - 4:30 pm, please seal the key in an envelope with your name, dorm, and room number and drop the envelope through the mail slot located under the window to the left of the front door of the Facilities Management Office. *What to do if you forget to return your key before you leave you (see instructions at end of notice).*

HAVE THINGS YOU DON'T NEED ANY MORE AND WOULD LIKE TO DONATE TO CHARITY? There will be two Housekeeping trucks parked on main campus and at HCA for items that students wish to donate to charity. Items that will be accepted; clothing, small furniture, and kitchen items. The vehicle will be located at Roberts on main campus and in front of Building #22 at HCA from 4:00 p.m. until 6:00 pm Friday May 15th.

LOADING CARS

PLEASE DO NOT DRIVE CARS ONTO THE LAWNS FOR ANY REASON. It is a long-standing College policy that cars may not be driven across the lawns. Violation of this regulation **will result in a large fine** and **possible towing** of your vehicle.

ATTENTION INTERNATIONAL STUDENTS

Denise Allison, Director of International Student Services, will be available in her office (Chase Hall, room #201) for signatures on I-20 Forms on Sunday, May 17 from 1:00 – 3:00pm and on Monday, May 18 from 8:00am – noon.

ROOM INSPECTIONS, CONDITION, & FINES: All rooms and apartments are inspected, and fines for room damage and/or damaged or missing furniture are billed to the occupant(s). [Please see end of notice for Common Charges.]

STORAGE

PLEASE REMEMBER THAT ALL BELONGINGS MUST BE LABELED AND STORED NEATLY IN APPROVED STORAGE AREAS . No belongings may be left in dorm rooms, outside of the approved storage areas or in any other area not approved for storage. Personal belongings stored illegally will be removed and discarded when the dorms are cleaned right after Commencement. Students going on international study abroad, domestic study away & exchange programs and approved early arrival students may **ONLY** store belongings in their respective special storage areas (see details below). **Please also read pp. 59-61 in the HC Students' Guide 2008-09.**

STORAGE LIABILITY - The College accepts no responsibility whatsoever for any damage to or loss of student property, wherever it is located—including the student storage areas. **Students store items entirely upon their own initiative, risk and responsibility. The College will not honor claims made against it for damage or loss.**

STORAGE GUIDELINES

- ♦ Students graduating, going on leave, or transferring, **may not** store anything at the College.
- ♦ Students returning next fall may only store belongings in **approved storage areas** and should store items according to where you will be living **next year**. If you are on the Waiting List, simply pick one of the following storage areas as you won't know where you will be living until August.

- Barclay**.....Barclay Basement.
- Comfort, Jones, Lunt, La Casa, Lloyd**...Comfort Basement General Storage Room & Jones Basement
- Leeds**.....Leeds Attics.
- Cadbury, Drinker, Gummere, 710**.....Gummere Basement -STUDENT STORAGE ROOM marked "for residents only".
- Yarnall**.....Yarnall Attic storage rooms marked "for residents only"
- HCA**.....**Next year's residents only.** Storage Bins in the basement of each bldg

CURRENT HCA RESIDENTS: Please remove bin padlocks and clear bins by 9:00 am, May 11, so that next year's residents will be able to store their belongings. If next year's residents cannot get into their storage bins when they are ready to leave, Security will have to cut off padlocks.

NEXT YEAR'S HCA RESIDENTS: Please use your next year's apartment bin. There is one clearly labeled bin for each apartment. **You must supply your own padlock.** If the bin for your next year's apartment is padlocked, first contact the current residents to get access. If you cannot reach the current residents, go to Security and ask that an officer cut the padlock. Wherever possible, use sturdy containers with tops and mark each item with your name, year and next semester's address. Please take items as far back as possible in the storage area and do not place large items on top of smaller ones. **Once in a while basement flooding occurs, please store your belongings accordingly.**

LARGE ITEMS may be stored in the student storage room of GUMMERE BASEMENT. NO ITEMS MAY BE LEFT ANYWHERE BUT IN THIS ROOM. ANY ITEMS LEFT IN COMMON AREAS WILL BE DISCARDED THE DAY AFTER COMMENCEMENT. Couches, chairs, tables, bicycles, full-sized refrigerators, and other large pieces of furniture, may be stored **IN** this storage room during the summer *only*. **The room may be used for storage starting Saturday, May 9 and must be removed by 5:00 pm, Tuesday, September 1, the day after classes begin.**

- **BICYCLES** may only be stored *in* the above mentioned storage section. Registered bikes may be left outside on racks or in bike sheds, but **unregistered bikes will be removed during the summer.**
- **FULL-SIZED REFRIGERATORS** may be stored *in* the above mentioned storage section, only under the following conditions: 1) it must be cleaned inside before it is stored; 2) the door must be propped open when it is stored to keep mildew from forming. ~If you leave a refrigerator in your dorm room/suite, it will be removed and discarded by Facilities Management and you, or you and your roommates, if the owner cannot be identified, will be charged a \$75.00 removal fee. ~

HIGH SECURITY STORAGE AREA

Valuable articles, such as computers, stereos, televisions, and radios may be stored in the High Security Storage Area in the Safety and Security Office located on the 1st floor of the GIAC. (Bicycles must be stored in the Gummere basement storage area). Each article must be boxed and marked separately with your name and year, and all items must be listed on a form provided by the Safety and Security Office. **SPACE IS LIMITED**, so storage is on a first come, first served basis. High Security Storage fills up quickly and is very often full and closed by the Thursday before Commencement. Once the room is full, the door is sealed. **Please remember that the College does not assume liability for your belongings even when they are stored in the High Security area.**

HAVERFORD COLLEGE GENERAL STORAGE AREAS & HOURS			
LOCATION	DAY	HOURS	ACCESS
Central Campus	Mon., 5/11 – Sat., 5/16 Sun., 5/17 Mon., 5/18	9:00 am - midnight 2:00 – 6:00 pm 8:00 – 10:00 am	Sign out key in the Safety and Security Office
HCA	Mon., 5/11 – Sat., 5/16	9:00 am – 10:00 pm	Storage areas are opened @ 9:00am and closed @ 10:00pm
	Sun., 5/17	4:00 – 6:00 pm	Call Security to send an officer to open Storage Room door
	Mon., 5/18	8:00 – 10:00 am	
High Security	Mon., 5/11 – Fri., 5/15 No weekend access	9 am - 3 pm	Call Security to make arrangements
	FIRST COME, FIRST SERVED -- CLOSED WHEN FULL		
Yarnall	Mon. 5/11 - Sat. 5/16	9 am - midnight	Sign out key the Safety and Security Office
	Sun. 5/17	2 pm - 6 pm	
	Mon. 5/18	8 am - 10 am	

PLEASE NOTE: AFTER THE STORAGE AREAS ARE SECURED ON MONDAY, MAY 18, THEY WILL NOT BE OPENED FOR ANY STUDENT UNTIL 10:00am, AUG. 29, 2009.

SPECIAL STORAGE for STUDENTS GOING ON INTERNATIONAL STUDY ABROAD, DOMESTIC STUDY AWAY, & EXCHANGE PROGRAMS – ONLY IN YARNALL special rooms

Students participating in formal International Study Abroad, Domestic Study Away, or in Exchange programs, **MAY ONLY STORE THEIR BELONGINGS IN THE TWO SPECIAL STORAGE ROOMS LOCATED IN YARNALL HOUSE, 3RD FLOOR (REAR) - with the exception of bicycles, large pieces of furniture and refrigerators.** The storage rooms in Yarnall are labeled for Year and Semester I Study Away storage. Large items, such as those noted above must be stored, properly labeled, in the far back section of the Gummere basement student storage room. Refrigerators must be cleaned and stored with doors propped open. Everything must be labeled and all items, except such big items as bikes and furniture, must be stored in sturdy containers with tops. **SPECIAL COLOR CODED LABELS, available at the Office of Safety and Security 24/7 only, MUST BE AFFIXED to each item stored by those going on International or Domestic Study Away or Exchange Programs.** Please label each item with your name, year, type of leave, date of departure and expected date of return, # of boxes mark each item #1 of 5 (so Security knows how many items you have placed in storage) and affixed with a special color coded labels. Please also see pp. 60-61, [HC Students' Guide 2008-09](#). **If you have any questions, don't guess – please ask the Housing Office.**

SPECIAL STORAGE for EARLY ARRIVALS- ONLY TWO STORAGE LOCATIONS

Only students with special permission from the Housing Office or Athletic Department (e.g. UCAs, CPs, HCOs, SRPs, PAFs, OMAs, Customs Program support, or members of athletic teams) will be allowed to move in before the official opening of the residence halls at 10:00am on August 29, 2009. **Students with permission to arrive early should store only the belongings they will need when they first arrive. All other belongings should be stored in a general storage area that is accessible as of Saturday, August 29@ 10:00am.**

TWO STORAGE LOCATIONS FOR EARLY ARRIVALS

- **HCA BINS for NEXT YEAR'S RESIDENTS.** Please **only** use your individual apartment storage bin.

- **COMFORT BASEMENT ROOM, labeled “EARLY ARRIVAL”** for students living anywhere but HCA. (Use the entrance facing Lunt.) This room is reserved for the **EXCLUSIVE USE** of early-returning students. **DO NOT LEAVE ANYTHING IN THE OPEN AREA OF COMFORT BASEMENT! ITEMS LEFT THERE WILL BE DISCARDED. NO OTHER STORAGE AREAS BESIDES THE ABOVE, (HCA AND the COMFORT BASEMENT ROOM, labeled “EARLY ARRIVAL”) WILL BE OPENED EARLY.**

OFF-CAMPUS STORAGE

Please visit <http://www.haverford.edu/housing/policies/files/Storage.pdf> for more information about off-campus storage locales. The listing of these services does not imply endorsement by Haverford College.

HEALTH SERVICES

Please pick up medications and return all loaned items, including bed boards, by 4:00pm, Friday, May 15. MEDICATIONS WILL NOT BE RETURNED BY MAIL, AND REFUNDS WILL NOT BE GIVEN FOR BED BOARDS RETURNED AFTER MAY 15. Haverford Health Services will close at 4:00 pm, Friday, May 15 for the summer. In the event of an emergency after that time, please call Security at 610- 896-1111 or go to the Bryn Mawr Hospital Emergency Room. If students wish to see a physician on a fee-for-service-basis after May 15, they may call Bryn Mawr Family Practice at 610-526-3400 or Doctor’s Express Care at 610-853-9900. Doctor’s Express Care is located at 737 West Chester Pike, Havertown. The office is open seven days a week from 10:00 am to 6:00 pm, and no appointment is necessary. Doctor’s Express Care will accept self-pay only. For all other inquiries check out: www.haverford.edu/healthservices

DINING SERVICES

BOARD PLAN: Haverford first-years, sophomores and juniors. The last meal on Haverford's board plan is a box dinner on Friday, May 15. Haverford first-years, sophomores and juniors must pay cash for their meals at Haverford or Bryn Mawr. Make your own box dinners will be available on Friday, May 15, between 9:00 am and 3:00 pm.

Haverford seniors-your last meal will be the Commencement luncheon on Sunday, May 17.

The Bi-College Meal Exchange ends with Friday's lunch on May 15. The last meal on Bryn Mawr's board plan is the Commencement Brunch on Sunday, May 17. For additional BMC Dining Services info go to <http://www.brynmawr.edu/>.

MAIL CENTER

CENTRAL RECEIVING will maintain the regular schedule until Saturday, May 16 see below.

Regular Hours		Commencement Weekend Hours		Summer Hours	
Mon.-Fri.	9:00am to 5:00 pm	Saturday 5/16	9:00am to 4:00pm	Mon.-Fri.	8:30am to 4:30pm
Saturday	9:00am to 1:00pm	Sunday 5/17	11:00am to 4:00 pm	Sat. & Sun.	CLOSED
Sunday	CLOSED				

SHIPPING PACKAGES AND TRUNKS: Please bring packages and/or trunks to Central Receiving in the Campus Center for shipping; Central Receiving will not pick them up. Use sturdy corrugated boxes sealed with plastic tape and affix a mailing label to the bottom right hand corner of the top of package. Print all label information and include both shipping address and shipper's name. **BOXES, TAPE AND LABELS ARE AVAILABLE FROM THE BOOKSTORE.** Central Receiving will not supply them. Central Receiving staff will weigh packages/trunks and calculate shipping charges, and payment must be made by check—there can be no charges to student accounts.

RECEIVING MAIL DURING THE SUMMER

Mail will be placed in your mail boxes through Commencement. After this time all first class mail and monthly or bi-monthly magazines will be forwarded automatically to your permanent address. **Please notify the Mail Room before Friday, May 15 if you want mail forwarded** to a summer address. If you are staying in the area, you may continue to use your regular mail box, *if you make arrangements with the mail room*. Monthly and bi-weekly periodicals will automatically be forwarded.

LIBRARY

The Magill Library staff would be grateful if borrowers return their Tri-co books as soon as possible BEFORE the end of the semester so that the staff can make sure that borrowers' records are clear before they leave for the summer. For additional summer hours please check <http://www.haverford.edu/library/about/hours.html>.

MAGILL SUMMER HOURS

Friday, May 15	Closed at 4:00 pm
Saturday, May 16	Closed
Sunday, May 17	Noon—4:00 pm
Monday, May 18 - Sunday, August 30	M-F 9:00 am - 4:00 pm (closed weekends)
Monday, May 25 & Friday, July 3	Closed
Monday, August 31	Resume regular academic year hours
(Note: Open for Alumni Weekend Saturday, May 30, 10:00 am - 4:00 pm).	

ACADEMIC COMPUTING CENTER AND LANGUAGE LEARNING CENTER

ACADEMIC COMPUTING CENTER AND LANGUAGE LEARNING CENTER COMPUTER LABS in Roberts 9, Roberts 11 and 30 Hannum Drive (HCA) will be open until noon on Friday, May 15.

ALL COMPUTING FACILITIES are scheduled to close at noon, Friday, May 15. Students who have written extensions from the Deans Office will be allowed to use a computer in Stokes 204 until 5:00 pm.

THE LANGUAGE LEARNING CENTER will observe the usual hours of M – Th from 8:30 am – 11:00 pm; Friday 8:30am – 5:00pm; Saturday from 3:00pm – 5:00pm; and Sunday from 3:00pm – 11:00pm until noon on Fri., May 15 at which time the lab will close until classes resume next fall.

THE COMPUTING HELP DESK will continue its regular weekday hours, through Friday, May 15.

COMPUTER PICK UPS - Any student computers left for service must be picked up by Thursday, May 14 at noon.

CAMPUS CENTER

THE CAMPUS CENTER will maintain regular hours through Thursday, May 14. On Friday, May 15 and Saturday, May 16 building hours will be 9:00 am - 11:00 pm; Sunday, May 17 building hours will be 9:00 am - 3:00 pm.

Summer hours will be M - F 8:30 am - 4:30 pm; closed weekends.

Gamerom/DVD Library: The last night to borrow from the DVD Library is Friday, May 1. All movies must be returned by Monday, May 4 at 8:00 pm. The Gamerom will close on Wednesday, May 13 at midnight.

THE BOOKSTORE will remain open until 4:30 pm on Friday, May 15. On Saturday, May 16, we will be open from 11:00 am - 2:30 pm. On Sunday, May 17, we will be open after Commencement from 12:00 pm (noon) - 2:00 pm.

Summer hours begin on Wednesday, May 20. We will be open Monday - Friday, 12:00 pm (noon) - 3:00 pm throughout the summer. We will have extended hours for Alumni Weekend.

THE COOP will close at 2:30pm, Friday, May 15. It will reopen Monday, May 18 with its regular summer hours (Monday - Friday 8:30 am-2:30 pm). **The Coop @ Night** will close at 11:30pm on Thursday May 7.

TRANSPORTATION

Last Regular Run will be on Friday, May 15

Blue Bus: 6:20 p.m. from Haverford to Bryn Mawr
 Swarthmore Van: 5:30 p.m. from Swarthmore to Bryn Mawr
 HC/SC Van: 5:50 p.m. from Swarthmore to Haverford, 5:30 p.m. from Swarthmore to BMC

Commencement Bus Schedule on Sunday, May 17

Bryn Mawr to Haverford	Haverford to Bryn Mawr
Busses run every half hour on the half hour	Buses run every half hour on the quarter hour
First run @ 8:30 am	First run @ 8:45 am
Last run @ 6:30 pm	Last run @ 6:45 pm

At BMC, buses will stop at Goodhart Hall. At HC, buses will stop at both Stokes Bay and Harris Road (by Jones Hall).

PARKING. There is no student parking during the summer. Student employees must use the South Lot and the Orchard Lot. Full time year round faculty/staff spaces are not available for summer employees.

WHAT TO DO IF YOU FORGET TO RETURN YOUR KEY BEFORE YOU LEAVE YOU (SEE INSTRUCTIONS AT END OF NOTICE).

Return it to Facilities Management by 4:30 pm, Monday, May 18, there will be no charge

- ♦ Return it to Facilities Management after May 18 but by 4:30 pm, June 1, you will be charged the standard \$50.00 late key fee but avoid a lock change charge
- ♦ Return it after 4:30pm, June 1, or not at all, you will be charged \$125.00 (\$50.00 late key fee & \$75.00 lock change fee)
- ♦ PLEASE NOTE: Each ROOM KEY is stamped with a 5 digit number that is unique to each student and if the key that was assigned them does not get returned; charges will be imposed.

~~See HC Student Guide 2008-09 page 54 for packaging information if you are sending your key back.~~

ROOM INSPECTIONS, CONDITION, & FINES

All rooms and apartment are inspected, and fines for room damage and/or damaged/missing furniture are billed to the occupant(s). Common charges are as follows:

Painting			Repair/Replace		
Touch up	\$50+		Broken Window panes	\$50+	
Bedroom	\$175+		Furniture	\$50+	
Living room	\$225+		Carpet	\$150- \$500	
Cleaning			Removal		
Common Room	\$100+		Tape, stickers, wax	\$35+	
Bedroom	\$50+		Excess Furniture	\$35 - \$75	
Entire apartment	\$200+		Student items	\$35+	

FALL 2009 ~ INFORMATION FOR RETURNING STUDENTS

Check the [Housing](#) website during the summer for further information

- **DORMS OFFICIALLY OPEN for RETURNING STUDENTS @ 10:00 am, SATURDAY, AUGUST 29.**
- **NON-ACADEMIC REGISTRATION SUNDAY, AUGUST 30, 2009.**
- **CLASSES START on MONDAY, AUGUST 31, 2009.**

EARLY ARRIVALS: *Only students with special permission from the Housing Office or Athletic Department (e.g. UCAs, CPs, HCOs, SRPs, PAFs, OMAs, Customs Program support, or members of athletic teams) will be allowed to move in before the official opening date of August 29, 2009.* If it is necessary for you to be in the area before 10:00 am on August 29, 2009 you should make arrangements to stay off campus. If circumstances occur that you believe necessitate moving in before August 29, 2009, you must contact the Housing Office, with your request, 48 hours in advance. You will not be granted permission if you arrive on campus unexpectedly.

Due to the increasing number of students arriving without permission, there will be a \$250 fine for students who are on campus before the residence halls officially open on August 29, 2009. The student(s) who permits someone to stay in their residence hall/apartment will also be fined the \$250.

Please contact the Housing Office at (610) 896 – 1298 or housing@haverford.edu with questions.



~ HAVE A GREAT SUMMER ~

