



2008-2009 WINTER BREAK NOTICE STUDENT SERVICES & FACILITIES

WINTER BREAK BEGINS @ 5:00 pm, Friday, December 19

RESIDENCE HALLS CLOSE & ONECARDS DEACTIVATED @12:00 pm (noon) Saturday, December 20

RESIDENCE HALLS REOPEN @ 10:00 am, SUNDAY, January 18, 2009

THE COLLEGE IS CLOSED ON MONDAY, JANUARY 19, 2009 - MARTIN LUTHER KING, JR DAY

MEAL PLAN RESUMES with DINNER, MONDAY, JANUARY 19, 2009

WINTER BREAK ENDS & CLASSES BEGIN @ 8:30 am, Tuesday, January 20, 2009

RESIDENCE HALLS

ALL RESIDENCE HALLS CLOSE at 12:00 pm (noon), Saturday, December 20, 2008 and REOPEN at 10:00 am, Sunday, January 18, 2009. **PLEASE NOTE: THE COLLEGE WILL BE CLOSED ON MONDAY, JANUARY 19, 2009 IN OBSERVANCE OF MARTIN LUTHER KING, JR. DAY.**

NO ONE, UNDER ANY CIRCUMSTANCES, MAY STAY IN THE DORMS AFTER 12:00 pm (noon), SATURDAY, DECEMBER 20 when the dorms are locked and OneCards deactivated. Any student found in the dorms after this deadline will be required to leave immediately and may be fined \$150.00. **SPECIAL EMERGENCY ACCOMMODATIONS:** Students who believe they have a legitimate need for special accommodation MUST contact the Housing Office, by 5:00 pm, Thurs., Dec. 18.

PLEASE REMEMBER TO TAKE EVERYTHING YOU NEED WITH YOU. DORMS WILL CLOSED AND LOCKED UNTIL 10:00am, SUNDAY, JANUARY 18, 2009.

WINTER BREAK HOUSING: International students, approved athletes, and students taking classes at Penn that start January 14, 2009, who have been given permission for housing during the winter break will be housed in HCA 10, 11, 14, 18, 19, 23, Drinker, 710 College Avenue, and Yarnall.

FACILITIES MANAGEMENT

Building temperatures will be lowered to 50-55 degrees during the winter break. The heat will be turned back up on Sunday morning, January 18, 2009. Facilities Management and HCA staff will enter students' rooms and apartments over the break, as necessary, to check temperatures, make sure appliances are unplugged, etc. and at HCA to do winter break cleaning

LOCKS & KEYS: Please check your locks and report any problems to Facilities Management (x1096) before you leave. Remember to bring your key back with you when you return.

TURN OFF AND UNPLUG ALL ELECTRICAL APPLIANCES - microwaves, clocks, radios, timers, heating pads, electric blanket, etc. As a precaution, place books, papers, records, and the like on desks or beds; do not leave them on floors or radiators.

REFRIGERATORS. except for those in HCA* buildings. MUST BE EMPTIED. DEFROSTED. and then UNPLUGGED before you leave. *HCA residents **do not unplug refrigerators, yours have a self-defrost feature.** Facilities Management staff will unplug any appliances left connected, including refrigerators. Reminder: If you unplug refrigerator before defrosting - you will be held responsible for the damage caused by the resulting water leakage.

HCA RESIDENTS:

- o All food must be properly stored-do not leave any open boxes.
- o Prop open doors to the under-sink cabinets in the kitchen.
- o Bag all garbage and place in the exterior dumpsters. **Trash bags may be picked up at the HCA Office @15 Hannum.**
- o Turn thermostats back to 55 degrees.

Please make sure all windows are closed and locked when you leave, regardless of outside temperatures. A window left open only slightly can lead to frozen and broken pipes resulting in extensive water damage.

WINTER BREAK CLEANING.

In the up campus dorms - Housekeeping staff will deep-clean the bathrooms and lounges (including cleaning the lounge carpets) in the dorms. Please remove all personal articles, including baskets from the bathrooms and the lounge areas. Those items left in these areas during the Winter Break will be discarded by Housekeeping.

In HCA - The HCA Management will deep clean the kitchens and bathrooms in the apartments. HCA residents will receive additional and separate instructions on how to prepare their apartments this.

Arboretum: Arboretum student members can drop off their plants at the greenhouse between 9am and 3pm on Friday, December 12 and on Monday December 15. Staff will be only in the greenhouse on these days.

HEALTH SERVICES

Health Services will close at 3:00pm, Friday, December 19 and will reopen at 8:30am, Tuesday, January 20, 2009. In an emergency, please contact Safety & Security (610-896-1111) for transportation to the Bryn Mawr Hospital Emergency Room. If you wish to go to an Urgent Care Center: Doctor's Express Care is located at 525 West Chester PIKE, Suite 103A, Ground Floor, Havertown. No appointment is necessary, call 610-853-9900. They take most PPOs, Credit Cards, but not HMOs.

SAFETY AND SECURITY

- ▶ DO NOT LEAVE VALUABLE ARTICLES IN YOUR ROOM. Please read see STORAGE section below.
- ▶ MAKE SURE TO LOCK all windows and doors.
- ▶ PARKING REGULATIONS are in force 24/7 throughout the academic year, including breaks. Please do not park in areas reserved for faculty & staff during normal business hours as staff will be working during winter break.

STORAGE

PLEASE REMEMBER, THE COLLEGE ACCEPTS NO RESPONSIBILITY WHATSOEVER FOR ANY DAMAGE TO OR LOSS OF STUDENT PROPERTY, WHEREVER IT IS LOCATED OR STORED. FOR THIS REASON, THE COLLEGE STRONGLY RECOMMENDS THAT ALL STUDENTS MAKE SURE THEIR **PERSONAL PROPERTY IS ADEQUATELY INSURED.** THE COLLEGE WILL NOT HONOR CLAIMS MADE AGAINST IT FOR DAMAGE OR LOSS.

HIGH SECURITY STORAGE - 1st floor of the GIAC

Safety & Security recommends that all valuable articles such as computers be stored in High Security Storage located at the Safety & Security office on the 1st floor of the GIAC. **SPACE IS EXTREMELY LIMITED AND WILL BE FILLED ON A "FIRST COME, FIRST SERVE" BASIS.** You may bring your articles to Safety & Security, M-F, 9:00am - 3:30pm. All articles must be boxed and clearly marked with your name and year. Articles may be picked up after the break on Sunday, January 18 & Monday, January 19 from 4:30 pm - 6:00 pm, and beginning on Tuesday, January 20, M-F, 8:30 am - 3:30 pm.

STORAGE ROOM HOURS PRIOR to & CLOSINGS for WINTER BREAK

Please note the closing time for the various storage areas and plan accordingly. Once the storage rooms are closed, they will not be reopened until the dorms reopen at 10:00 am, Sunday, January 18, 2009. The regular storage hours will be in effect through Sunday, December 14. Please see the Student's Guide for details. Hours for December 15-20 are as follows:

LOCATION	ACCESS	SCHEDULE
Central Campus	Sign out key	Available 24 hours ENDING 12:00pm (noon), Saturday, December 20
Yarnall	Sign out key	Available 24 hours ENDING 12:00pm (noon), Saturday, December 20
HCA	Doors open	M-F 9:00am - midnight Sat. 9:00am - noon ENDING 12:00pm (noon), Saturday, December 20
High Security	Go to Security	M-F 8:30am - 3:30pm

THIS CAN FILL UP EARLY, SO PLEASE PLAN AHEAD.

REMINDER: STUDENTS PARTICIPATING IN INTERNATIONAL STUDY ABROAD, DOMESTIC STUDY AWAY OR EXCHANGE PROGRAMS MAY ONLY STORE THEIR BELONGINGS IN THE SPECIAL STORAGE ROOMS RESERVED & LABELED EXCLUSIVELY FOR THEIR USE IN YARNALL. (Bicycles, furniture and medium-large refrigerators may be stored in the 3rd rear section of Gummere basement.)

Haverford College Dining Services

DINING CENTER The last served meal available before winter break, will be dinner on Friday, December 19 which will be served from 4:00 pm until 6:00 pm. Box meals will also be available from 8:00am - 6:00pm on Friday, December 19. The first meal Dining Services will offer in January will be dinner on Monday, January 19, 2009 from 5:00 - 7:30 pm.

THERE IS NO MEAL EXCHANGE UNLESS BOTH COLLEGE DINING SERVICES ARE IN OPERATION.

Bryn Mawr College Dining Services

Rhoads:	Closes: Tuesday 12/16	Closes after lunch
	Reopens: Monday, Jan. 19	Opens for lunch
Haffner:	Closes: Thursday, 12/22	Closes after lunch
	Reopens: Sunday, Jan. 18	Opens for dinner
Erdman:	Closes: Friday, 12/19	Closes after lunch
	Reopens: Sunday, Jan. 18	Opens for dinner

CAMPUS

The College will close at 5:00pm, Tues., Dec. 23, 2008 and will reopen at 9:00am, Fri., Jan. 2, 2009. A few departments, such as Safety and Security and Institutional Advancement, will remain in operation when the College is officially closed. During this period, building temperatures will be lowered to 50-55 degrees. Staff will return to work on Fri., Jan. 2, 2009, when many, but not all, buildings will reopen. In general, buildings will close each day at 5:00pm until classes resume on January 20, 2009.

THE CAMPUS CENTER

THE BOOKSTORE will close at 2:00pm on Friday, December 19 and will reopen at 9:00 am on Tuesday, January 20.

THE CAMPUS CENTER will close at 2:00 pm, Friday, December 19 and will reopen at 8:00 am, Monday, January 5, 2009 at which time building hours will be M-F, 8:00 am - 5:00 pm (CLOSED WEEKENDS). Regular hours will resume Tuesday, January 20, 2009.

THE COOP CAFE will close at 1:00pm on Friday, December 19, 2008. It will open on January 5 from 11am-2:30pm, then Jan. 6-16 the hours are M-F 8:30am - 2:30pm. **It will be closed on Monday January 19, 2009.** Regular hours, M-F 8:00am - 3:00pm, will resume on Tuesday, January 20, 2009.

The Coop at Night will close at 11:30pm on December 16 and will reopen Tuesday, January 20, 2009.

VIDEO LIBRARY will close for borrowing at 11pm, Wed., Dec. 10; all DVD's must be returned by 5pm Fri., Dec. 12. Regular hours will resume on Tuesday, January 20.

GAME ROOM: will close at midnight on Wednesday, December 17 and will reopen at 6:00 pm on Tuesday, January 20.

MAIL CENTER

The Mail Center hours:

December 19	9:00 am - 1:00 pm
December 22-23	9:00am - 5:00pm
December 24 thru 26, 30	CLOSED
December 29, 31	10:00 am - 1:00 pm
January 1, 2009	CLOSED
January 2, 2009	Resume regular hours*

*Please Note: **The Mail Center will be closed January 19, 2009.** SENIORS, if you are expecting mail from graduate schools and want your mail forwarded home during Winter Break, you must stop by the Mail Center *before December 12.*

SHIPPING PACKAGES & TRUNKS

The Mail Center staff will weigh packages and trunks and will calculate shipping charges. *The Mail Center will not supply boxes, tape or labels. Payment for shipping charges must be made by check and may not be charged to your student account.* Please bring packages and/or trunks to the Mail Center. There is no pick up service. 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 information and include both shipping address and shipper's name. The College's main shipper is United Parcel Service. UPS will not pick up packages from the dorms. UPS has the following weight and size limits: Maximum weight: 150 Pounds/ Maximum size: 130" combined length and girth. UPS also offers service to Puerto Rico, Canada and Alaska. Packages and trunks exceeding UPS limits may be shipped via freight trucking companies. Please plan on making your own arrangements if you wish to ship by freight. Insuring your packages/trunks for the replacement value of the contents is encouraged. UPS charges \$.35 for each \$100.00 of coverage. The first \$100.00 is free.

HAVERFORD COLLEGE MAGILL LIBRARY

PLEASE RETURN/ RENEW LIBRARY BOOKS BEFORE LEAVING

Fri., Dec. 12	8:30 am - midnight
Sat., Dec. 13	10:00 am - midnight
Sun., Dec. 14 - Thurs., Dec. 18	Regular hours
Fri., Dec. 19	8:30 am - 5:00 pm
Sat., Dec. 20 - Sun., Dec. 21	CLOSED
Mon., Dec. 22-Tues., Dec. 23	9:00am-4:00pm
Wed., Dec. 24-Thurs., Jan 1	CLOSED
Fri., Jan. 2 - Sun., Jan. 18	M-F, 9:00 am - 4:00 pm (Closed Weekends)
Mon., Jan. 19	Closed for MLK Day
Tues. Jan. 20	Resume Regular Hours

HAVERFORD COLLEGE KOSHLAND LIBRARY

Friday, Dec. 19	9:00 am - 5:00 pm
Sat., Dec. 20 - Sun., Dec 21	CLOSED
Mon., Dec. 22-Tues., Dec. 23	9:00am-5:00pm
Wed., Dec 24-Thurs., Jan 1	CLOSED
Fri., Jan. 2 - Sun., Jan. 18	9:00 am - 5:00 pm CLOSED WEEKENDS
Mon., Jan. 19	Closed for MLK Day
Tues. Jan. 20	Resume regular schedule

BRYN MAWR COLLEGE LIBRARIES

Please visit: <http://www.brynmawr.edu/library/hours.shtml> for information on other BMC library branches.

LANGUAGE LEARNING CENTER

The Language Learning Center closes at 12:00pm (noon), Friday, December 19. The Center will then remain closed until Tuesday, January 20, 2009 when it will reopen with regular hours.

HOUSING OFFICE

The Housing Office will close at 5:00 pm, Wed., Dec. 23 and will reopen, with regular business hours, Monday, January 5, 2009. Please contact the Housing Office at 610-896-1298 or pharris@haverford.edu with questions.

TRANSPORTATION

BLUE BUS

A schedule for the reading and examination period will be distributed separately. Service for the first semester will end with the 4:35 pm run from Haverford to Bryn Mawr on Friday, December 19. **The weekday schedule will be used on December 19. PLEASE NOTE: REGULAR BLUE BUS SERVICE WILL RESUME ON TUESDAY, JANUARY 20, 2009 FROM BRYN MAWR TO HAVERFORD.**

BMC/SC VAN

Regular service will end with the 6:40 pm van from Swarthmore to Bryn Mawr on Thursday, December 18. **There will be no service on Friday, December 19.** Regular service will resume on Tuesday, January 20, 2009.

HC/SC VAN

Regular service will end with the 1:25 pm van from Swarthmore to Haverford on Friday, December 19. **The weekday schedule will be used on Friday, December 19.** Regular service will resume on Tuesday, January 20, 2009.

AIRPORT RUNS

The Bi-College Transportation Service is offering rides to the airport on Friday, December 19. **There will be no pickups from the airport on the last day of vacation.** The fee is \$10.00. Reservations and payment must be received by 5:00 pm, Wed., Dec. 17, in the Bryn Mawr College Transportation Office (located in the Maloney Public Safety Building) to guarantee a spot on the bus. (There is limited seating, so first come, first served.) You may pay by cash or check (made payable to "Bryn Mawr College BITS". For more information contact BMC Public and Safety Transportation at dbarton@brynmawr.edu or at 610-526-5206.

The schedule is as follows on **FRIDAY, DECEMBER 19- PLEASE ARRIVE EARLY - THE BUS DOES NOT WAIT!**

Leave	Leave	Arrive
BMC PEM ARCH	HC Stokes	Airport
1:00 pm	1:15 pm	2:00 pm
3:00 pm	3:15 pm	4:00 pm

HAVERFORD TRAIN STATION PICK-UPS

SUNDAY EVENING JANUARY 18, 2009 ONLY. A van will pick up students at the Haverford train station Sunday evening, January 18, 2009. The first pickup will be made at 6:45 pm on the Westbound (outgoing) side. The next pickup will be an hour later, at 7:45 pm, continuing until the last run at 11:45 pm. The van will enter Haverford's campus at the Lancaster Avenue entrance and drop students off, as requested, at the following locations:

1. Juncture of College Lane and Coursey Road by Barclay;
2. S.E. rear corner of South Lot by path to HCA trail;
3. Walton Road between Gummere and Leeds;
4. Juncture of Carter and Harris Roads by the North Dorms.

TRAIN STATION PICK-UPS -- IN GENERAL Officers from Safety and Security will pick up students at the Haverford or Ardmore Railroad Stations (R5) or the Haverford P&W Station (High Speed Line) any evening if it is after dark and if the student is alone. **REMINDER:** There is also Regional Rail/SEPTA service to & from the Bryn Mawr, Haverford, and Ardmore train stations and the airport.

ACADEMIC COMPUTER CENTER & COMPUTER LABS

The Roberts Computing Labs and the HCA Computing Lab will close at 5:00pm Friday, December 19. The Academic Computing Offices and Help Desk will close at 4:00pm Tuesday, December 23.

The Academic Computing Offices and Help Desk will reopen on Friday, January 2, 2009 at 9:00 am. Roberts Computing Lab and HCA Computing Lab will resume regular hours beginning Tuesday, January 20, 2009.

APPLE HARDWARE REPAIRS and WINTER BREAK -- If a repair is brought to the Help Desk after Friday, December 12th, Haverford's Apple technicians may not be able to complete a repair before you leave campus. If we anticipate difficulty getting the repair completed before you leave for break, we may refer you to an Apple store for repair after the semester ends.

ATHLETIC DEPARTMENT

Gardner Athletic Center Bldg. (East/West doors)

Fri., Dec. 19	Facilities close at 2:00 pm
Sat., Dec. 20 - Thurs., Jan. 1	All facilities CLOSED
Fri., Jan. 2 - Mon., Jan.19	Mon thru Fri -9am-5pm Doors will be open during Basketball games. Resume regular hours
Tues., January 20	

The Alumni Field House will be closed from Friday, December 19 through Monday, January 19 except for team practices, or for College community use requested through and approved in advance by the Athletic Department.

Tellem Fitness Ctr & Squash Courts (CARD ACCESS)

Fri., Dec. 19	Close at 2:00 pm
Sat., Dec. 20 - Thurs., Jan. 1	CLOSED
Fri., Jan. 2	11am-7pm
Sat. & Sun. Jan. 3 & 4	Closed
Mon., Jan 5 - Mon., Jan 19	7-9am, 11am-2pm, 4-7pm
Weekends	11:00am - 4:00pm
Tues., January 20	Resume regular hours