

# Welcome First-Year and New Students!

I hope you are having an enjoyable summer and are looking forward to coming to Haverford.

This letter contains important information regarding things to do *before* or *on* August 24<sup>th</sup>, your first day at Haverford and Non-Academic Registration Day.



## Before Coming To Haverford

**For safety & security reasons, all students are required to fill out the online EMERGENCY CONTACT INFORMATION form *before* they arrive on campus.**



Please, as soon as possible, fill out the online EMERGENCY CONTACT INFORMATION form <https://www.admin.haverford.edu/servlet/reality/hcadmin/studentinfo>

There are two portions to this form.

- **The Campus Related Emergency Contact Information**  
In the event of a *campus* emergency, you will be notified by any or all of the means listed on the form. You will be asked to please enter accurate information so that the College can reach you, *directly*. Please note that the information you provide will only be used in the case of an emergency and will not be made public without your permission.
- **The Personal Emergency Contact Information**  
You will be asked to please provide the name, phone number and address of the person you want us to contact if you are missing or in the event of an emergency involving yourself.

**STUDENT DIRECTORY – To restrict publication of any of your information in the Student Directory (online & hard copy) you must fill out this web form by August 2, 2011. The default setting is to publish the information listed on this form. Please refer to the email you received from Lee Watkins (Registrar) on July 12, 2011.**



You have the option of suppressing any information you choose by clicking on this link <https://www.admin.haverford.edu/servlet/reality/hcadmin/authpublish>, opening the program, and following the program's directions.

**Students must complete Non-Academic Registration to be considered fully enrolled. During the registration process you will verify that a number of things have been completed and if not, you will be asked to complete these requirements at that time. *Some of these THINGS YOU CAN COMPLETE AHEAD of time to make your arrival and the Non-Academic Registration process go smoothly and quickly.* If you haven't done so already, here are some things that you can do and have in place *before* you arrive at Haverford.**



### **HEALTH FORMS & HEALTH INSURANCE REQUIREMENT:**

- Make sure ALL required **HEALTH FORMS** have been submitted to Health Services and/or are complete.
- **COMPLETE HEALTH INSURANCE REQUIREMENT ONLINE**  
Access the insurance information here <http://www.haverford.edu/healthservices/insurance.php> to get more information/enroll in the insurance. **Students *must* have completed their health insurance**

**requirement online (either enrolled or waived insurance) before they will be permitted to pick up their key and Onecard, have Onecard access, or go through Non-Academic Registration. NO EXCEPTIONS.** Please contact Health Services (<http://www.haverford.edu/healthservices> ) if you have any questions or problems.



### **ONECARD**

Submit your OneCard application. The OneCard is your "key to the campus". The OneCard is your access to your campus and dorm buildings, your library card, your dining card, as well as your laundry and vending machine payment card. Complete the [OneCard Application](#) and visit the [OneCard site](#).



### **BLACKBOARD QUIZ**

If you have not done so already, please complete your [Technology Orientation](#) and required [Blackboard quiz](#).



### **STUDENT ACCOUNTS**

Check that your student account is up-to-date and that you have satisfied your account balances with the Business Office. You can view your student account from this page <http://www.haverford.edu/business/studentaccounts.php>



### **READ THIS IMPORTANT LIFE/SAFETY & RESIDENTIAL LIFE POLICY INFORMATION AHEAD OF TIME**

– Before submitting your completed Non-Academic Registration Guide form, all students will be required to sign the bottom of the form in acknowledgement of having read and understanding this Life/Safety policy.

"The College expects students to cooperate fully in maintaining a safe living environment on campus. **Effective March 3, 2011, anyone found to have tampered with or otherwise rendered ineffective any smoke detector or other fire/life safety equipment in the dorms and apartments WILL immediately lose their housing privileges. Depending on the circumstances, further action may be taken. There will be no punitive action if you call to report a nonworking alarm or even one which you suspect might not be working properly, for any reason.** Students are to call Safety & Security (x1111) who will respond immediately 24/7 to repair smoke alarms. If you have any questions about any aspect of dorm fire safety equipment, please do not hesitate to contact Mark Sweeney ([msweeney@haverford.edu](mailto:msweeney@haverford.edu) or 610-896-1111), the College's Safety Coordinator. "

## **SOME OTHER THINGS THAT YOU CAN DO AHEAD OF TIME**

- **If you will or think you might be WORKING at the COLLEGE**, please bring your **Social Security card and any other pertinent documentation and identification** with you to Non-Academic Registration. FIRST-YEAR & NEW STUDENTS who will be employed by the College must complete W-4 and I-9 forms. We will have someone there to assist you. **You can also fill out the necessary and appropriate forms ahead of time and bring them with you.** These forms can be found here <http://www.haverford.edu/business/forms.php>
- **THE COOP:** The Coop is a grill/café located in the Campus Center. If you wish to, you may set up a charge account by completing and sending in the account form and payment: [The Coop Information & Account Form](#) or do so during Non-Academic Registration and pay by check, cash, or credit card.
- **HOME ADDRESS and HOME TELEPHONE:** If either has changed recently, please update this information by filling out the Registrar Office online "[Change of Address](#)" form.

## **JUST A FEW REMINDERS of things you might want to bring with you**

- **Your pocket campus map.** You may wish to bring along the **pocket campus map** sent to you earlier in the summer as a handy guide around the campus. Nevertheless many students and staff will be around to help you find your way around the campus.
- **Your housing assignment letter (email).** You may find it helpful to bring your **housing assignment letter** with you to have as a reminder of your exact room assignment.

## OTHER INFORMATION you may wish to look through (or look through, again) before coming

- **CUSTOMS PROGRAM & SCHEDULE (for Students and Parents).** <https://www.haverford.edu/customs/>
- Check out what's coming up on Arrival Day and the days that will follow.
- **FREQUENTLY ASKED FIRST-YEAR HOUSING QUESTIONS (FAQs)**  
<http://www.haverford.edu/reslife/policies/faq.php>
- **SOME HOUSING POLICIES & PROCEDURES** <http://www.haverford.edu/reslife/policies/index.php>
- **RESIDENTIAL LIFE CALENDAR** <http://www.haverford.edu/reslife/calendar.php>



**AUGUST 24<sup>th</sup>: AT LAST, YOU ARE HERE!!!**

## WELCOME TO HAVERFORD!

Parking can be found in the South Visitors' Parking Lot [[Campus map](#) #53]

Welcome signs will direct you to the **WELCOME DESK ON FOUNDERS PORCH** where you will start Non-Academic Registration (NAR).

### **NON-ACADEMIC REGISTRATION (NAR) SCHEDULE & INFORMATION**

**WHEN:** Wednesday, August 24<sup>th</sup>, 2011

**TIME:** 8:30am – 4pm. *Please arrive no later than 3:00pm to allow an hour to complete the registration process. Registration will close at 4:00pm, promptly.*

**WHAT IS IT:** NAR is the process of checking in, making sure all is in order, and picking up your room key, OneCard, and other valuable information for the Customs Program and for living at Haverford. NAR is mandatory for all students.

**WHERE:** Registration begins at the WELCOME DESK on Founders Porch and continues in Founders Great Hall (1<sup>st</sup> floor). Most of the offices necessary for student check-in will have relocated here to make for an easy registration process. Just follow the balloons and signs! Questions along the way? Ask anyone – we are all here to help.

**HOW IT WORKS:**

At the WELCOME DESK you will be greeted by some of our wonderful Customs folks who will give you your individualized NAR Guide form. They will direct you to your next stop. If you still need to finish up things for Health Services, you will be directed to Morris Health Services, first, and once they have stamped your form you will come back to Founders. If Health Services has stamped your form saying that all has been completed for them, you will be directed to go inside to Founders Great Hall – feel free to pick up something to eat or drink in the foyer. **Then, go to each station, in order, to get the necessary signature/stamp saying you've completed each requirement and then will hand in the NAR Guide at the very end.**

# WELCOME

## READY... SET... REGISTER!

### **Founders Porch**      **Registration begins at the WELCOME DESK on Founders Porch.**

If you still need to finish up things for Health Services, you will be directed to Morris Health Services, first, and once they have stamped your form you will come back to Founders. If Health Services has stamped your form saying that all has been completed for them, you will be directed to go inside to Founders Great Hall.

### **In the Great Hall:**

#### **Pick up your Student Identification Cards (OneCard) from the Safety & Security Office**

ALL STUDENTS must obtain their OneCard here before they complete registration. FIRST-YEAR OR NEW STUDENTS that did not send in a picture during the summer will have their picture taken and OneCard made at this time.

#### **Check your Student Account – Business Office**

ALL STUDENTS stop at this station to confirm that they have satisfied their bills or to do so at this time and at this station. Please do not go to the Business Office in Stokes.

#### **Customs Week Schedule**

FIRST-YEAR STUDENTS will receive materials from the Customs Committee, including the orientation schedule for the week's events, complimentary meal tickets for lunch in the Dining Center, a welcome bag to carry your things around in, and answers to any questions you might have.

#### **Room Keys**

Collect and sign for your room key. Students sign for their room key by having their OneCard scanned. If you pick up your keys earlier at another location, you must still scan your card. **NOTE:** For safety and security reasons, **no duplicate keys are made**. If a key is lost, a \$75 fee is charged as the lock must be changed and a new key issued.

#### **Vehicle Registration**

First-Year students **MAY NOT** have vehicles on campus. Students permitted to keep a motor vehicle on College property must register it at this time. All other students **MUST** confirm in writing that they do not intend to keep a motor vehicle on campus.

#### **Computing Information**

ALL STUDENTS should pick up the Dormnet Guide for information about connecting your computer to the network.\* \*For further computing assistance go to Haverford's Helpdesk located in Stokes 204T, which is open M-F 9am-5pm.

#### **Meal Plan and OneCard Validation**

STUDENTS must stop at this station to verify their meal plan status and validate this on their OneCard.

**COOP Account: (optional)** Students may create a Coop account and may pay by check, cash, or credit card.

#### **Residential Life – Completion of NAR**

- Students will be asked to sign the bottom of the NAR guide form acknowledging that they have read and understand the Life/Safety Policy. ("ALL **College Policy regarding tampering with or otherwise** by their signature on this forms that they have read and understand the following: The College expects students to cooperate fully in maintaining a safe living environment on campus. **Effective March 3, 2011, anyone found to have tampered with or otherwise rendered ineffective any smoke detector or other fire/life safety equipment in the dorms and apartments WILL immediately lose their housing privileges. Depending on the circumstances, further action may be taken. There will be no punitive action if you call to report a nonworking alarm or even one which you suspect might not be working properly, for any reason.** Students are to call Safety & Security (x1111) who will respond immediately 24/7 to repair smoke alarms. If you have any questions about any aspect of dorm fire safety equipment, please do not hesitate to contact Mark Sweeney (msweeney@haverford.edu or 610-896-1111), the College's Safety Coordinator. ")
- Submit your completed NAR Guide form

**YOU ARE ALL DONE with the required portion of NAR !!!!**

**But don't stop here. THE FOLLOWING STATIONS ARE OPTIONAL but it is recommended you stop & check them out:**

***On the 2<sup>nd</sup> floor of Founders Hall***

**W-4 & I-9 Forms**

FIRST-YEAR & NEW STUDENTS who will be employed by the College must complete W-4 and I-9 forms. RETURNING STUDENTS who have an I-9 form on file do not need to fill out another one.

Telephone information and how the billing system works, as well as instructions on operating the telephone system and voice mail, will be available at this station.

***In the Dining Center foyer***

**Voter Registration**

Students may register to vote in the lobby of the Dining Center. So, when you go over to have lunch in the DC you can easily register to vote. Just look for one of the student workers who will be happy to assist you.

***On the Ground Floor of Whitehead Campus Center***

**Checking Accounts**

Students may open a *free* checking account with TD Bank and apply for an ATM card.

**NOW THAT YOU HAVE COMPLETED  
NON-ACADEMIC REGISTRATION  
IT'S TIME TO...**

**FIND YOUR RESIDENCE HALL & ROOM**

- ✓ Wondering how to find Barclay? HCA? Gummere? Don't worry. There will be plenty of people on campus to help you find your way. The HCA Rd. to the Haverford College Apartments will take you to a small parking lot. Campus Map <http://www.haverford.edu/visiting/campusmap.php>
- ✓ ***PLEASE make sure to fill out your Room Condition Form*** that you received when you picked up your key. It is very important to complete and submit this form to Facilities Management within 7 days of the start of your first semester. All students moving into a new room must fill out a "Room Condition Report" form issued with your room key. It is very important that you do this as this form is your proof of the condition of your room at the time of moving in. If the Room Condition Report is not returned, it will be assumed that all furniture was present and the room and furniture were in excellent condition the time the student moved in. Charges are based on this form.

**HAVE LUNCH IN THE DINING CENTER**

**TAKE A CAMPUS TOUR...DO A LIBRARY TUTORIAL...PARTICIPATE IN A PANEL...ENJOY!**

**SAY YOUR GOOD BYES TO FAMILY, FRIENDS, GUARDIANS**

**4:00pm, MEET YOUR CUSTOMS GROUP**

**The Class of 2015 Customs Program will begin at 4:00pm on Wednesday, August 24<sup>th</sup>.**

If you have any questions, please go to our Residential Life website or call my office at 610-896-1298 (summer hours are M-F 8:30am-4:30pm).

Safe travels and I look forward to seeing you on August 24<sup>th</sup>!

Sincerely,  
Marianne (Smitty) Smith  
Director of Residential Life