

2011 EARLY ARRIVALS

Students with permission to return early, (e.g., UCAs, CPs, HCOs, SRPs, PAFs, AMAs, Customs Program support, or athletes), are asked to carefully read the below information and instructions on key pick up and early arrival.

Please note: 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 THE SATURDAY, AUGUST 27th. ANY STUDENT(S) WHO PERMITS SOMEONE TO STAY IN THEIR RESIDENCE HALL/APARTMENT WILL ALSO BE FINED \$250. Imposing fines is not something we do lightly, so hope you recognize the magnitude of the problem and respect our effort to deal with it fairly.



Before Returning to Haverford & EARLY ARRIVAL INSTRUCTIONS



EMERGENCY CONTACT INFORMATION: For safety & security reasons, all students are required to check that the Emergency Contact information on record is accurate and up to date *before* they arrive on campus. *Please, as soon as possible, go to the online EMERGENCY CONTACT INFORMATION form <http://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.



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.

If you arrive without this requirement being completed, you will be asked to find a computer and a printer, complete this requirement online, and print out the receipt that confirms completion of this requirement. You will, then, provide this confirmation form to the folks handing out the keys who will then be able to give you your key.



READ THIS IMPORTANT LIFE/SAFETY & RESIDENTIAL LIFE POLICY INFORMATION AHEAD OF TIME – Please note that 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 & Residential Life 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 or 610-896-1111), the College's Safety Coordinator. "



ARRIVAL DATE: Please make sure to note the date you have been given permission to arrive back early on. You will only be permitted to be on campus and pick up your room key on the date you have been approved to arrive on. You will not be permitted to be on campus or pick up your room key prior to your approved early arrival date. Please see the table below for where to pick up your key.

Students arriving on Saturday, August 20th or Sunday, August 21st by taxi or bus should be dropped off at the bus pull-in at the south side of the GIAC. A Facilities Management worker will watch belongings for students while they are in the GIAC. Golf Cart & dollies will be available in this area.

EARLY ARRIVAL KEY PICK UP INFORMATION	
Students with permission to arrive on	Key pick up hours & location
Sunday, August 14th	➤ 24/7 @ Safety & Security Office
Thursday, August 18 th <i>after 6:00pm</i>	➤ After 3:00pm @ Safety & Security Office
Friday, August 19th	➤ 8:00am-3:00pm @ Facilities Management Office ➤ After 3:00pm @ Safety & Security Office
Saturday, August 20th & Sunday, August 21st	➤ 9:00am-4:00pm @ GIAC in the main lobby ➤ After 4:00pm @ Safety & Security Office
Monday, August 22 nd , Tuesday, August 23 rd , Thursday, August 25th & Friday, August 26th	➤ 8:00am-3:00pm @ Facilities Management Office ➤ After 3:00pm @ Safety & Security Office
Wednesday, August 24th	➤ 8:30 am – 3:00 pm Founders Great Hall ➤ After 4:00pm @ the Safety & Security Office



ONECARD: Please remember to bring your OneCard for identification and in order to swipe for your key. If, when you first arrive, you are not able to personally swipe your OneCard for your room key, you may do so at the Facilities Management Office during regular hours M-F, 8am - 4:00 pm or at Non-Academic Registration, on either Wednesday, August 24th (those with special permission to go through on that day - Customs folks and Athletes, ONLY) or on Sunday, August 28th. Swiping for your key is mandatory and must be done no later than by the end of Non-Academic Registration on Sunday, August 28th. Dorm security is a serious matter, and Facilities Management must be able to confirm that the department's records match the individual number of the key in your possession. Thank you, in advance, for your cooperation.



MEALS: Each sponsoring department/office will let their Early Arrival students know what meals are included. Please make sure you are clear about what meals are and are not covered by the department/office sponsoring your early arrival. Students will swipe their OneCard at the DC checker table. Students will assume responsibility for all meals swiped if not covered by their sponsoring department/office. If you wish to, you are welcome to purchase additional meals at the DC checker table. Please note: The meal plan starts for the academic year with dinner on Sunday, August 28, 2011.

Thank you, in advance, for following these instructions. We greatly appreciate your cooperation and understanding and ask that you plan your arrival accordingly.

Sincerely,
 Marianne (Smitty) Smith
 Director of Residential Life
 hc-reslife@haverford.edu (or if confidential in nature msmith@haverford.edu)