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 Wednesday, August 26, 2015, your first day at Haverford and the day of Non-Academic Registration.

Please note: Incoming first-year students who are flying directly and traveling alone to Philadelphia either from the West Coast or from abroad may request to arrive on Tuesday, August 25. Please email the Office of Residential Life before 4:00 p.m. on Friday, August 21 if you are requesting arrival on August 25.

Some things you complete before coming to Haverford to make your arrival and the Non-Academic Registration process go smoothly and quickly.

First-Year and new students will go through Non-Academic Registration on Wednesday, August 26. This is a mandatory process which students must complete 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.

Here are some things that you can do and have in place before you arrive at Haverford.

If you haven’t done so already:

- **SUBMIT ALL REQUIRED HEALTH FORMS and COMPLETE the online HEALTH INSURANCE REQUIREMENT** Please contact Health Services if you have any questions or problems.

  Make sure ALL required HEALTH FORMS have been submitted to Health Services and/or are complete.

  If you haven’t already done so, access the insurance information here. You must complete your health insurance requirement before going through Non-Academic Registration or picking up your room key and OneCard.

- **REGISTER and UPLOAD your ONECARD PHOTO:**

  Your OneCard is your access to the residence halls and other campus buildings, your library card, Campus Cash, and your dining card both at the Dining Center (the DC) and at the COOP.

  Please follow these INSTRUCTIONS to register and upload your OneCard photo. Learn more about the OneCard here. You will pick up your OneCard during Non-Academic Registration.

- **STUDENT ACCOUNTS:**

  The bills have been sent out via snail mail. For information on student accounts please visit http://www.haverford.edu/business/student_accounts/ If you or your parents/guardians have any questions or concerns, please be in touch with Barbara Wilson (Student Accounts) in the Business Office (610-896-1251 or bwilson@haverford.edu). She will be happy to discuss the particulars with you and answer your questions.

  If you have a question or concern about how your financial aid is being applied, please call 610-896-1350 or e-mail finaid@haverford.edu.

- **BICYCLE REGISTRATION:** If you will have a bicycle on campus, please register it with Campus Safety.

  Please use the online form http://www.haverford.edu/security/bikeregistration.php

- **CAMPUS MAILBOX:** Keep an eye out for an email from the Mail Center regarding your campus mailbox. Each student is assigned a mailbox at the beginning of the school year. Your mailbox will change each academic year. Mailboxes are secured with a combination that will be emailed to you prior to the start of the academic year. If you forget your combination, you can request it from the Mail Center. http://www.haverford.edu/campus_center/mail_center/mailboxes.php
SOME OTHER THINGS THAT YOU MAY WISH TO THINK and READ ABOUT AHEAD OF TIME:

❖ PARKING AND GETTING AROUND ONCE YOU ARRIVE:
Please let us know, asap, if you and your family/guardians need special parking accommodations.
CONTACT US AT hc-reslife@haverford.edu or (610) 896-1298
Parking can be found at the south end of the campus (Campus Map).

❖ WILL YOU BE OR MIGHT YOU CONSIDERING WORKING ON CAMPUS?
Bring your W-4 and I-9 forms. If you will or think you might want to have a job 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

❖ CUSTOMS PROGRAM & SCHEDULE (for Students and Parents): https://www.haverford.edu/customs/

❖ FREQUENTLY ASKED FIRST-YEAR HOUSING QUESTIONS: (FAQs)
http://www.haverford.edu/reslife/policies/faq.php

❖ RESIDENTIAL LIFE CALENDAR: http://www.haverford.edu/reslife/calendar.php.
This is your resource for the opening and closing of the residence halls for the breaks and other important and useful residential life information.
Also on this page you can access the Academic calendar. A helpful guide to these calendars (which have some information in common):
- Residential Life Calendar contains information about move-in, move-out, breaks, Room Draw, and more.
- Academic Calendar (from the Registrar’s Office) contains information about classes, grades, registration, exams, and more.

REMINDE Ring of some things you might want to bring with you:

- Your housing assignment letter (email). You may find it helpful to have your housing assignment letter available as a reminder of your exact housing assignment – building and room.
- W-4 and I-9 forms. If you will or think you might want to have a job at the COLLEGE, please bring your Social Security card and any other pertinent documentation and identification.

AUGUST 26 AT LAST, YOU ARE HERE!!!
WELCOME TO HAVERFORD!

Parking can be found at the south end of the campus (Campus Map).
PLEASE LET US KNOW IF YOU AND YOUR FAMILY/GUARDIANS NEED SPECIAL PARKING ACCOMMODATIONS. CONTACT US AT hc-reslife@haverford.edu or (610) 896-1298

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

NON-ACADEMIC REGISTRATION (NAR) SCHEDULE & INFORMATION

WHEN: Wednesday, August 26, 2015

TIME: 8:30am – 4:00pm. 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: Founders Hall. Registration begins at the WELCOME DESK on Founders Porch and continues in Founders Great Hall (1st floor). Most of the offices necessary for student check-in will have relocated here to make for an easy registration process. Just follow the signs and people! 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 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 Campus Safety Office.** ALL STUDENTS must obtain their OneCard here before they complete registration. FIRST-YEAR OR NEW STUDENTS who have sent in their form will have their OneCard waiting for them here. For those who were not able to do so you will have your picture taken and OneCard made at this time.

- **First-Year students confirm with the Campus Safety Office that they will not keep a motor vehicle on campus.**

- **Check your Student Account with the Business Office** You will stop at this station to confirm that you have satisfied your 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** You 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** You will pick up your room key and swipe your OneCard in acknowledgement of receiving it. If you have already picked up your key as an early arrival student you must still stop at this table and swipe your OneCard. The Facilities Management Room Condition Form is now online and you are asked to fill it out once you have moved into your room.

- **Computing Information** You will pick up information here about connecting your computer to the network. For further computing assistance go to Haverford’s ProDesk located in Stokes 204T, which is open M-F 9am-5pm.

**Residential Life – Completion of NAR**

- You will be asked to read and sign the bottom of this form acknowledging that you have read and understand the Life/Safety Policy (included at the end of this email) and then submit your completed form.

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

But don’t stop here. THE FOLLOWING STATIONS ARE OPTIONAL but we recommend you stop & check them out:
In Founders Hall just before you exit the Great Hall:
- Dining Services, the COOP, Campus Cash information

On the 2nd floor of Founders Hall:
- W-4 & I-9 Forms
  FIRST-YEAR & NEW STUDENTS who will be or think they may wish to be employed by the College can complete their W-4 and I-9 forms here.

In the Dining Center foyer:
- College’s Health Insurance Plan
  Students can get information on and questions answered about the College’s Health Insurance plan here from Insurance Company Representatives.
- 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.
- Philly CarShare

In the Whitehead Campus Center foyer:
- Checking Accounts
  Students may open a 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? Gummere? HCA? Or Tritton? Don’t worry. There will be plenty of people on campus happy to help you find your way.
- Please make sure to fill out your Facilities Management Room Condition Form Online. 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. 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 submitted, 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 2019 Customs Program will begin at 4:00pm on Wednesday, August 26.

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

Safe travels and we look forward to seeing you on August 26th!

Sincerely,
Smitty & Nathan
Office of Residential Life

Marianne (Smitty) Smith Nathan Diehl
Assistant Dean of the College Coordinator of Residential Life
Director of Residential Life
**Fire & Life Safety Policy**
Haverford College is committed to the safety and security of its students in residence. Installed and maintained in the residence halls are the following fire and life safety devices: Carbon Monoxide Detectors, Emergency Exits and Exit Signs, Fire Extinguishers, Smoke Detectors and Sprinklers. Every student living in the residence halls and their guests play an important role in preventing fires and responding appropriately to life safety emergencies and each assumes the responsibility of complying with fire and life safety policies, procedures, and guidelines as put forth in the Haverford College Students’ Guide and all Fire and Life Safety Device Policies. **Violations of these and related College policies and procedures are treated with the highest priority and carry serious consequences.** Anyone found to have tampered with or otherwise rendered ineffective any smoke detector or other fire/life safety equipment - including the defacement of hallway exit signs, falsely activating fire alarms, discharging fire extinguishers, and activating fire suppression/sprinkler systems - in the residence halls, houses, and apartments **WILL face the loss of their campus housing privileges.** Depending on the circumstances, further action may be taken.

There will be no punitive action if a student calls to report an accidentally damaged or non-working alarm or other fire or life safety device or even one which you suspect might not be working properly. In the case of accidental damage the student responsible will; however, be asked to pay the cost of the necessary repairs. Students are to call Campus Safety (610-896-1111) 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.

**GETTING AROUND UPON YOUR ARRIVAL**