2016-2017
INFORMATION for STUDENTS RETURNING in SEMESTER II
From International Study Abroad, Study Away, and Exchange Program or a Leave

WELCOME BACK!

Semester II - MOVING IN

- RESIDENCE HALLS OFFICIALLY RE-OPEN@ 10:00am, SUNDAY, January 15, 2017
- THE COLLEGE IS CLOSED MONDAY, JANUARY 16 - MARTIN LUTHER KING, JR DAY
- MEAL PLAN RESUMES with DINNER, MONDAY JANUARY 16
- CLASSES BEGIN at Haverford & Bryn Mawr on TUESDAY, JANUARY 17

ROOM KEY PICK UP

Please bring your OneCard* with you.

Pick up is in one of two locations depending on the time of day.

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Sunday, January 15</td>
<td>10:00am - 6:00pm</td>
<td>at Facilities Management</td>
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<td>6:00pm Sunday, January 15– 10:00am on Monday, January 16</td>
<td>at Campus Safety (GIAC)</td>
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<tr>
<td>Monday, January 16</td>
<td>10:00am – 3:00pm</td>
<td>at Facilities Management</td>
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<tr>
<td></td>
<td>3:00pm, Monday, January 16 – 8:00am on Tuesday, January 17</td>
<td>at Campus Safety (GIAC)</td>
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<tr>
<td>Tuesday, January 17</td>
<td>Regular hours 8:00am-3:00pm, only</td>
<td>at Facilities Management</td>
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*ONECARD: Please remember to bring your OneCard back with you. If your OneCard has been lost or damaged and needs to be replaced, please go to the Campus Safety Office (GIAC) and they will issue you a new one. Please do this before picking up your key.
CHECKLIST OF THINGS TO DO BEFORE YOU COME BACK TO CAMPUS

HEALTH INSURANCE:

A REMINDER: All students are required to have personal medical insurance. NO EXCEPTIONS. Questions may be directed to Catherine Sharbaugh (Health Services) at csharbau@haverford.edu.

Access the insurance information here to get more information/enroll in the insurance requirement.

YOUR EMERGENCY CONTACT INFORMATION

THE COLLEGE REQUIRES ALL STUDENTS TO PROVIDE, REVIEW AND KEEP UPDATED THEIR EMERGENCY CONTACT INFORMATION. Please take a few minutes to check the information in Bionic and update it as needed. If you have questions or experience any problems, please email the IITS Pro Desk.

COMPUTER CONNECTION:

Please read the letter from Megan Fitch, CIO, Instructional and Information Technology Services, that details "some important steps you need to take before you arrive on Campus. Please review and complete the items below. Doing these things now, while you’re still off-campus, will make life a bit easier for you when you arrive."

CHECKLIST OF THINGS TO DO ONCE HERE and YOU ARE IN YOUR CAMPUS HOUSING

- ROOM CONDITION REPORT ONLINE FORM

Every effort has been made to ensure that you will move into a room that is clean, in good working condition, and has the standard issued College furniture. Sometimes, however, something is missed. If you find any damages in your room or if something is missing or not working properly, we ask that you let us know of these pre-existing problems that need to be fixed by filling out Facilities Management’s Room Condition Report form.

All students moving into a new room should fill out and submit this online form within seven (7) days of moving in.

The Room Condition Report form is online. Link to it here: hav.to/roomconditionreport

This form, which you will get an electronic copy emailed to you for your records, is important for two reasons. First, it lets Facilities know what needs attention right now and second, it provides you the opportunity to log any existing issues with your space and is your proof of the condition of the room at the time of your 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 at the time you moved in.

It’s a long way off, but at the end of the year (or the semester, if you’re studying abroad or taking a leave) your room will be checked. Facilities will be looking to make sure that the room is in good condition and to make note of any damages that may have occurred above and beyond normal wear and tear.

Students are held responsible for and billed for all damages or missing property in their common areas/rooms or apartment furniture. Charges are assessed to the individual or group of students who occupied the damaged room. If a friend or neighbor caused the damage, Facilities Management should be notified of the individual responsible and the appropriate person to be billed. All damages to common areas not allocated to a particular individual or group are apportioned among all members of the floor or wing of the residence hall. For Haverford College students, charges are added to their Incidental Account; for Bryn Mawr students, costs are charged to their Bryn Mawr accounts. Any student who feels they have been unfairly charged for damages may discuss concerns with the Director of Residential Life. Vandalism and/or defective furniture should be reported.
immediately upon discovery to Campus Safety to avoid the damages being levied against the student’s own account.

- **HOUSEKEEPING & MAINTENANCE**
  Something broken? leaking? missing? squeaking? Having a problem in the dorms? Facilities Management Staff is there to help. Please email facilities@haverford.edu to submit a work request.

**IMPORTANT RESOURCES**

- **STUDENTS’ GUIDE** for information about College policies and living at HC.

  Since there are a plethora of policies and procedures, the Student’s Guide was created to centralize and make accessible important information. The Student’s Guide is produced as a resource for the students, faculty, staff, and administration of Haverford College. The information within the Student’s Guide is often subject to changes, so please contact the appropriate person(s) and/or office(s) to obtain the most up-to-date information.

- The Office of Residential Life’s website provides you with important information about living in campus housing.

If you have any questions or concerns, please feel free to contact us (the Office of Residential Life) by telephone 610-896-1298 or email hc-reslife@haverford.edu.

We are here to welcome and assist you.

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From: Megan Fitch, Chief Information Officer
RE: Computer Connections

Dear Students-
I'm writing to let you know about some **important steps you need to take before you arrive on Campus.** Please review and complete the items below. Doing these things now, while you're still off-campus, will make life a bit easier for you when you arrive.

**Remove any Torrent software**
Torrent software (like BitTorrent or uTorrent) is technically legal, though the vast majority of people who use it are using it to steal music and movies. Using torrent software to avoid paying for software, movies, music or other media is illegal. Respecting others' copyrights is simply the right thing to do and an important part of college policy. Please make sure any torrent software is removed from your computer before you connect back to the network.

**Patch your Computer’s OS**
Regardless of whether you have a Mac or a PC, it's important that you **install critical updates for your operating system software.** Mac users click the Apple menu and select Software Update. Windows users, run Windows Update from Control Panel or the Start Menu.

**Protect Your Computer and Your Important Documents**
Kaspersky AntiVirus is available to students for free: please contact the ProDesk for installation instructions, as they vary by operating system. Google Drive offers unlimited document storage. Be sure to keep a backup copy of your important files and documents in a second location to ensure redundancy.

**Wireless When You Return**
Most Macs and Windows computers can connect directly to the Eduroam network. Use your Haverford email address as the username and usual Haverford password.
If you have an older Mac or a Windows 7 or earlier computer, connect to the Haverford Connect network first and open a web browser. A page will open that will walk you through the steps necessary to move to Eduroam.
Please don't use Haverford-Guest. That’s for guests, as the name implies, and your data is not nearly as secure when using the Guest network.

**Getting Help When You Need It**
The ProDesk uses a reservation system. If you need help you need to *make a reservation to meet with someone at the ProDesk*. Call [610.896.1480](tel:610.896.1480) or e-mail [ProDesk@haverford.edu](mailto:ProDesk@haverford.edu) to reserve a time.

Best wishes for a great holiday break and, if you’re going away, safe travels!
Thank you,
Megan

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Megan Fitch
CIO
Instructional and Information Technology Services