INFORMATION for STUDENTS
SWITCHING HOUSING from Semester I to SEMESTER II

SWITCHING HOUSING -- MOVING

WHEN

The DEADLINE TO COMPLETE your MOVE
FROM your SEMESTER I ROOM TO your NEW SEMESTER II ROOM is
by 12:00 PM (NOON), SATURDAY, DECEMBER 17

Students switching rooms at the end of the semester are responsible for completing their move out of their
Semester I room and into their Semester II room BY 12:00 PM (NOON), SATURDAY, DEC. 17 WHEN THE RESIDENCE
HALLS CLOSE AND ONECARDS ARE DEACTIVATED FOR THE WINTER BREAK. NO ONE, UNDER ANY
CIRCUMSTANCES, MAY STAY IN THE RESIDENCE HALLS AFTER this deadline. Any student found in the dorms
after this deadline will be required to leave immediately and may be fined $150.00.

Please, asap, contact the student currently living in the room you will be moving into for Semester II to make
arrangements with them to move your things in and store your belongings in the room before you both leave. If
this is not possible, please read the note at the end of this notice*.

KEYS ~ Returning old & picking up new

NOTE: Facilities Management Office CLOSES at 12:00pm (NOON), FRI., DEC. 16.

YOUR SEMESTER I ROOM KEY

✓ Students are required to return the room key they were issued whenever they permanently move out of their
campus housing during the academic year due to a room switch, going on a leave or on study abroad,
transferring or at the end of the academic year. Students changing rooms in Semester II are responsible for
returning their Semester I room key to the Facilities Management Office BEFORE leaving campus for the
winter break. If you need to return your key outside of regular working hours (M-F 8:30 am - 3:30 pm), please
place your old room key in a sealed envelope with your name on it and drop it through the mail slot located
under the window of the Facilities Management Office (just outside and to the left of the pedestrian gate). Not
sure where the office is? Find it at #46 on the campus map. Please do not leave your key at Campus Safety
and do not give your key to someone else to return.

✓ If the student who, in Semester II, will be living in the room you are vacating needs to move their
belongings into your room before the break, please try to accommodate them* as that student must
move from their room before the residence hall closes also. If you will be leaving campus before that student,
and they need the key to the room, you must go to Facilities Management together, with your One-Cards, in
order to change the key records. Note: The Facilities Office CLOSES at 12:00pm (NOON), Friday, Dec. 16.

THE KEY TO YOUR SEMESTER II NEW ROOM

• You may pick up the key to your Semester II room before the break if the key to your new room is turned in
before you leave, or if the present occupant goes with you to Facilities Management to change the key records
before 12:00 pm (NOON) on Friday, December 16. Please make sure to bring your OneCard with you.
CHECKLIST of OTHER THINGS TO DO BEFORE YOU LEAVE

YOUR SEMESTER I ROOM

PLEASE LEAVE YOUR ROOM IN THE CONDITION YOU FOUND IT UPON MOVE IN

• Students are responsible for leaving their room in the condition they found it at the beginning of the school year. **You are responsible for cleaning your room or apartment and removing all trash before leaving.** If you leave your dorm space in an unsatisfactory condition you will be charged accordingly.
• If you have loaned or stored any College furniture, it is your responsibility to reclaim it and return it to your room before you leave. Please be aware that you will be charged for any damage to the room and its contents, including missing furniture, that you did not report to Facilities when you moved into the room.
• Inspect your room. If a student will be moving into your room before the dorms close, make sure that you inspect the room together, agree on its condition in writing and send that information to Facilities Management before you leave (you can email it to facilities@haverford.edu). If you will be vacating the room before someone moves in, you are encouraged to email Facilities at facilities@haverford.edu and ask them to inspect your room before you move out.

LOCKING UP

• Please close and lock your window(s), turn off all lights, and lock your individual room door when you leave. If you are the last one out, lock and secure the suite or apartment door as well.

YOUR NEW SEMESTER II ROOM

INSPECT YOUR NEW ROOM

• Inspect your room. If you will be moving into another student’s room before the dorms close, make sure that you inspect the room together, agree on its condition in writing and send that information to Facilities Management before you leave (you can email it to facilities@haverford.edu). If this is not possible, please inspect your new room and fill out and submit the online Room Condition Form before the break or immediately upon your arrival back in January.

LOCKING UP

Please close and lock your window(s), turn off and unplug all electrical appliances – microwaves, clocks, radios, timers, heating pads, electric blanket, etc. As a precaution, place books, papers, and the like on desks or beds; do not leave them on floors or radiators. Refrigerators - except for those in HCA* buildings (*HCA residents do not unplug stoves or refrigerators) - must be emptied, defrosted, and then unplugged before you leave. Turn out all lights, and lock your individual room door when you leave. If you are the last one out, secure the suite or apartment door as well. Please note that Facilities Management staff will unplug any appliances left connected, including refrigerators. Reminder: If you unplug a refrigerator before defrosting – you will be held responsible for the damage caused by the resulting water leakage.

QUESTIONS?

When in doubt – check it out!

Please contact the Office of Residential Life at hc-reslife@haverford.edu or call 610-896-1298 **BEFORE NOON, FRIDAY, DECEMBER 16.**

*NOTE:

WHAT HAPPENS IF IT IS NOT POSSIBLE to make arrangements with the student moving out of your new room to move your things in/store your belongings in the room before you both leave?
Sometimes extenuating circumstances arise that prevent a student from moving before the end of the semester (e.g., the student who is vacating the room is not moving out of the room before the other student leaves for the break or not until just before the dorms close for Winter Break and the room is too small to accommodate placing the new student’s belongings in one corner). **WHEN A SITUATION LIKE THIS ARISES, YOU MUST CONTACT THE OFFICE OF RESIDENTIAL LIFE AT HC-RESLIFE@HAVERFORD.EDU OR CALL 610-896-1298 ABOUT THE CIRCUMSTANCES AND TO SEE WHAT YOUR OPTIONS ARE.**