KEY PICK UP SCHEDULE

Wednesday, August 21
9:00a-4:00p

Friday, August 23
9:00a-4:00p

Saturday, August 24
9:00a-4:00p

Sunday, August 25
9:00a-4:00p

All keys will be picked up at Sayre Park Lodge.

(Using GPS? - 109 Upper Sayre Park Road, Bethlehem, PA 18015)

In order to receive keys to your house in August, a signed room contract must be completed and on record with the Office of Housing Services.

Keys will be distributed according to the rooming lists provided by chapter leadership. Members arriving after Sunday, August 25, must pick up their keys from Housing Services between the hours of 9:00 a.m. - 4:00 p.m. All keys must be picked up by August 28th.

A Lehigh or government issued ID will be required in order to pick up your keys.

WHAT’S INCLUDED
- Key Pick-Up Schedule
- Housing Information
- Personal Property Insurance
- Early Arrival Information
- M.O.O.V. Volunteers Needed
- Need to Knows from the GPO
- 2019-2020 Housing Calendar

HOUSING INFORMATION

Your housing information is now available on-line. Log into Housing and Dining Self Service. On the main page under Room Assignments and Dining plans you will be able to view your information including building, room, and roommates.
EARLY ARRIVAL INFORMATION

If you are a participant in a University Sports Pre-Season Camp or a participant in a University Program or Organization you **do not** need to submit an early arrival request form **unless** your circumstances fall outside the scheduled arrival date and time.

If you are not a participant in a University Sports Pre-Season Camp or a Participant in a University Programs or Organizations but have extenuating circumstances and need to move into your residential assignment early, you must submit an Early Arrival Request Form **no later than August 3rd**.

*No individual arrival will be available prior to Monday, August 19th.*

You can find the Early Arrival Request Form on the housing website: [go.lehigh.edu/earlyarrival](http://go.lehigh.edu/earlyarrival)

Upon receipt of the form, the Office of Housing Services will review your request and notify you by e-mail. If your request is approved, you will be informed of the check-in location, date and time for your early.

We ask for your cooperation with this process so that move in is a smooth process for everyone. Late applications or arriving without filling out an application or communication with the Office of Housing Services may result in additional processing fees.

PERSONAL PROPERTY INSURANCE

The University does not carry insurance on students’ property and does not compensate students for belongings lost to theft, fire, or other damage. Unfortunately, these events can occur. To help prevent theft, we ask that you do not leave valuables unattended in an unlocked room or vehicle.

Check your parents’ homeowner’s insurance to see if your property is covered while you are a student at Lehigh.

National Student Services, Inc. provides low-cost property insurance for students. Visit [www.nssi.com](http://www.nssi.com) to learn more about insurance options, including purchasing renter’s insurance.

*Please note that the University is merely making this plan available and has no involvement in its operation. The insurance contract will be between you and National Student Services, Inc.*
**M.O.O.V. VOLUNTEERS NEEDED**

As in past years, we are hopeful that fraternity and sorority members will volunteer to help with first-year student move-in. Nothing gets the semester started better than interacting with our first-year students and their parents and portraying the positive image of fraternity and sorority life that we all work so hard to convey.

First-year students will arrive on Thursday, August 22, from 8:00 a.m. to 1:00 p.m. Fraternity and Sorority houses will re-open on Wednesday, August 21, for all fraternity and sorority members.

All members assisting with the M.O.O.V. will be contacted by the Office of Housing Services regarding placements and T-shirt pick-up. More details on the check-in process will be emailed to your Lehigh account around the second week of August.

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**NEED TO KNOWS FROM THE GPO**

- **Candles and Incense**: Candles and incense are prohibited in residential buildings.
- **Decorations**: Decorations must be removable, nonflammable, and cannot hang from the ceiling or fire-safety equipment. Nails or brackets are not permitted. Any damage to walls and surfaces is the responsibility of the resident.
- **Door Closers**: Door closers must remain intact and connected to the doors as it is a life safety violation to tamper with the automatic door closers.
- **Lofts**: You may loft your bed according to the guidelines set by the Office of Housing Services at go.lehigh.edu/lofts
- **Over Door Hangers**: Over the door hangers are not permitted. They prevent the doors from closing and latching completely.
- **Painting**: The painting of individual bedrooms is not permitted.
- **Prohibited Appliances**: Hot plates, coffee maker (Keurigs are acceptable), microwave, halogen lamps, and portable heating units. For complete list, see G.P.O.
- **Smoking**: Smoking, including use of e-cigarettes and vapes, is prohibited in all residential facilities.

If you have any other questions about policies regarding residence halls please visit the General Provisions for Student Occupancy on the Housing website: go.lehigh.edu/greekgpo
AUGUST
August 21: Fraternities and Sororities Open

SEPTEMBER
September 6: Last day for changes to University Meal Plans

OCTOBER
October 14: Pacing Break

NOVEMBER
November 4: Residence Hall Spring 2020 Return/Non-Return Notification
November 4-15: Registration for Spring 2020 Classes
November 27: Thanksgiving Break begins

DECEMBER
December 1: Thanksgiving Break Ends
December 6: Classes end
December 18: Final Exams end

JANUARY
January 13: Sororities open to prepare for recruitment
January 18: Residence Halls and Fraternities open

FEBRUARY
February 26: Last day to register for Spring Break Housing

APRIL
April 4: Residence Hall Summer Session Housing Application Opens

MAY
May 1: Classes End
May 13: Final Exams End
May 18: University Day (Close for Graduating Seniors)

APRIL
April 13-17: Registration for Summer and Fall 2020 Classes

MAY
May 5: Final Exams Begin (Students must vacate Residence Halls 24 hours after last exam)
May 14: End of Year Close