

# THE RESIDENCE HALL NEWSLETTER

SUMMER 2018 | LEHIGH UNIVERSITY



## WHAT'S INCLUDED

- Key Pick-Up Schedule
- Housing Information
- Personal Property Insurance
- Early Arrival Information
- Meal Plan Changes
- Adding Dining Dollars
- Need to Knows from the GPO
- 2018-2019 Housing Calendar

## KEY PICK UP SCHEDULE



**Saturday, August 25**

**9:00a – 7:00p**

*All keys will be picked up at Farrington Square D Lounge.*



**Sunday, August 26**

**9:00a – 7:00p**

Students arriving after Sunday, August 26 must pick up their keys from the Office of Housing Services between the hours of 9:00 a.m. and 4:00 p.m. All keys must be picked up by August 29th. A Lehigh or government issued ID will be required to pick up your keys.

## 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. More information about your building, room, and themed community (if applicable) is available on our website:

<http://www.lehigh.edu/housing>.



## 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.*

## 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 20th.*

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 arrival (\$25 per night until your scheduled arrival date).

We ask for your cooperation with this process so that move in is a smooth process for everyone. Untimely communication may result in additional processing fees (i.e. \$25 for late sign-up, \$25 for no sign up) in addition to the \$25 per night early arrival cost.





## MEAL PLAN CHANGES



You may make **one change** to your Dining Plan by August 27th. You will be able to make **one additional change** to your Dining Plan between August 27th and September 7th. These changes will be viewable in our system immediately and in Banner the following day.

We would like to encourage you to review all of your meal plan options now and make only one change to your meal plan for the upcoming semester. This will help you to keep your Bursar bill for the upcoming semester neat and tidy which makes the Bursar bill easier to understand.

To change your meal plan, please log into [Housing and Dining Self Service](#); Select Meal Plans; Select Fall 2018 as the Term; Click Submit. From here you will be able to make one change during each of the above mentioned timeframes to your Meal Plan.

All Meal Plan changes must be made according to your Meal Plan requirements based on where you live. If you are unsure of these requirements, please check them on our [2018-2019 Meal Plan Rates page](#).



## ADDING DINING DOLLARS



If you add Dining Dollars the first TEN days of class, you receive a 20% bonus! If you add Dining Dollars after the first ten days of class, you will receive a 10% bonus! The \$350.00 Dining Dollars Plan receives a 20% bonus with additional purchase of dining dollars all semester long!

Dining Services will automatically add your rewards dollars to your account. To add dining dollars, Visit [Housing and Dining Self Service](#); Log In using your Lehigh username and password; Select Meal Plans from the top Menu bar; Select Purchase Dining Dollars; Select the Term (Fall 2018) and submit; Select the number of points to purchase from the drop down menu and submit.

## 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](http://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.
- Pets:** Residents are only allowed a fish as a pet. Fish must be contained in a tank no larger than 10 gallons.
- Prohibited Appliances:** Hot plates, coffee maker (Keurigs are acceptable), microwave, halogen lamps, and portable heating units. For complete list, see G.P.O.

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/reshallgpo](http://go.lehigh.edu/reshallgpo)

**AUGUST**

**August 23:** Residence Halls Open for First Year Students

**August 26:** Upperclass Student Check-in

**SEPTEMBER**

**September 10:** Residence Hall Room Change Waiting List begins

**OCTOBER**

**October 15:** Pacing Break

**NOVEMBER**

**November 5:** Residence Hall Spring 2018 Return/Non-Return Notification

**November 5-16:** Registration for Spring 2019 Classes

**November 21:** Thanksgiving Break begins

**DECEMBER**

**December 7:** Classes end

**December 19:** Final Exams end

**JANUARY**

**January 14:** Sororities open to prepare for recruitment

**January 19:** Residence Halls and Fraternities open

**FEBRUARY**

**February 1:** Last day for changes to university meal plans

**APRIL**

**April 1:** Residence Hall Summer Session Housing Application Opens

**MAY**

**May 3:** Classes End

**May 15:** Final Exams End

**May 20:** University Day (Close for Graduating Seniors)

**AUGUST**

**August 25:** Residence Halls Open for Upperclass Students

**August 27:** Classes Begin

**August 29:** Deadline for Key Pick up

**SEPTEMBER**

**September 7:** Last day for changes to University Meal Plans

**OCTOBER**

**October 16:** Pacing Break

**NOVEMBER**

**November 5:** Residence Hall Spring 2019 Waiting List Begins

**November 7:** Deadline to sign up to remain on campus for Thanksgiving Break

**November 25:** Thanksgiving Break ends

**DECEMBER**

**December 11:** Final Exams begins

**December 20:** Semester Break Begins

**JANUARY**

**January 15:** Residence Halls open for women approved to participate in Sorority Recruitment

**January 21:** Classes begin

**MARCH**

**March 9-16:** Spring Break

**APRIL**

**April 15-19:** Registration for Summer and Fall 2018 Classes

**MAY**

**May 7:** Final Exams Begin (Students must vacate Residence Halls 24 hours after last exam)

**May 16:** End of Year Close