Dear Students and Parents/Guardians,

We hope you’re having a terrific summer and are looking forward to returning to campus in August. We’re certainly looking forward to having you back! Even though you will be returning to Lyco for a second, third or fourth year, we hope that you will find the information in this newsletter helpful. Some of the information may be new to you and some review. As you read through this newsletter, please make specific note of any dates and deadlines outlined in the “Important Dates Fall 2016” section so that you can see which required deadlines and plan travel accordingly for openings, closings, and breaks.

As always, the staff in the Res Life Office are here to help you. If you ever have any questions or concerns about your campus housing please contact your RA, Affinity Community Facilitator, House Manager, RLC or the Office of Res Life.

Here’s to a great 2016-2017 academic year! See you soon!

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**FALL 2016 CHECK-IN INFORMATION**

**UPPERCLASSMEN (BOTH RETURNING AND TRANSFER) RESIDENTIAL LIFE CHECK-IN TIMES:**
- **Saturday, August 27 from 8am to 5pm**
- **Sunday, August 28 from 10am to 5pm**

Unless previously approved to arrive early, all travel arrangements should be made for arrival during the dates/times above.

- Arrival on campus prior to Saturday, August 27 requires approval from the Office of Residential Life.
- To request early arrival, students must complete an on-line request in Web Advisor by midnight Monday, August 17.
- Those who are approved for early arrival will receive official notification including information regarding where to check-in/pick up key(s).
- Select offices, including Residential Life, will be open on Saturday, August 27 and Sunday, August 28.
- Dining Service operates both days according to a regular weekend schedule.
- Students with a balance due will be notified via e-mail during the week of August 8, that they will need to report to the Business Office in Long Hall on Saturday, August 27 between 9 a.m. and 5:00pm. If you have questions regarding your student account, please contact the Business Office.

**FOR ADDITIONAL INFORMATION ABOUT FALL 2016 CHECK-IN, SEE THE RES LIFE WEBPAGE UNDER “CURRENT NEWS” FOR “FALL 2016 CHECK-IN INFORMATION”.

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**IMPORTANT RES LIFE DATES FALL 2016**

**Please plan your arrivals and departures according to the openings and closings listed below.**

**Friday-Sunday, September 9-11**
- Family Weekend
  - Classes in Session
  - Campus Housing is open

**Friday - Sunday, October 14-16**
- Long Weekend
  - No classes
  - Campus Housing is open
  - Meal service operates on a weekend schedule

**Wednesday - Sunday, November 23-27**
- Thanksgiving Break
  - Tuesday, November 22
    - Meal service ends with lunch
    - Campus Housing closes @ 9pm
    - Campus Housing operates with limited support services
    - Students must register to stay on Campus after closing
  - Sunday, November 27
    - Campus Housing re-opens @ 10am
    - Meal service resumes with dinner

**Monday-Friday, December 12-16**
- Fall 2016 Finals week
  - Students are expected to depart campus within 24 hours of their last final exam

**Friday, December 16 - Sunday, January 15**
- Winter Break
  - Friday, December 16
    - Meal Service ends with lunch
    - Campus Housing closes @ 6pm
  - Students must receive permission to stay on campus after closing
  - Additional housing charges may apply (late departures and/or early arrivals)

**Sunday, January 15**
- Spring 2016 Semester begins
  - Campus Housing opens @ 10am
  - Meal service begins with dinner
  - Students must receive permission to arrive early
  - Additional charges may apply (early arrivals)

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For additional information on deadlines/dates, see the Academic Calendar and the Registrar’s, Business or Res Life Office sections of the Lycoming College webpages.

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**NEED TO CONTACT US?**

The Office of Residential Life is located in Rich Hall, 1st floor

**Mailing address:**
Lycoming College, Campus Box 146
700 College Place
Williamsport, PA 17701

**Web address:** http://www.lycoming.edu/residentiallife/

**Office hours:**
Monday - Friday 8:00-12:00 and 1:00-4:30 (4:00pm in summer)

**Phone:** 570-321-4046
**E-mail:** reslife@lycoming.edu
## REMINDERS

- Candles are not permitted in your residence.
- String lights must be battery operated.
- Road signs are not permitted to be hung in your residence.
- Any damages to walls (due to use of Command strips, duct tape, tape, putty, tacks, etc.) will result in a charge to repair the wall(s).
- Please do not use carpet tape.
- Extension cords are not permitted.

### POLICY REMINDERS

**BELLOW ARE SOME HIGHLIGHTS REGARDING RESIDENTIAL LIFE AND CAMPUS POLICIES. FOR COMPLETE INFORMATION ON CAMPUS POLICIES, INCLUDING RESIDENTIAL LIFE, SEE THE RES LIFE WEGPAGE UNDER “POLICIES & PROCEDURES”**.

**CHECKING INTO YOUR HOUSING.** All residents must assess the condition of their living space(s) and complete an RCR and return it to the Res Life Office ASAP after move in.

**ROOM FURNISHINGS.** All furniture that is in your housing space must be in the space when you check out. DO NOT place furniture in hallways or on porches/patios.

**HANGING THINGS ON WALLS/CEILINGS, ETC.** Although we encourage you to personalize your living spaces, we cannot recommend any products designed to hang things on walls. Even products that claim to be damage free can damage surfaces if not used properly and residents will be held accountable for any damage(s).

**ITEMS THAT ARE PROHIBITED FROM CAMPUS HOUSING.** The following are some of the items you SHOULD NOT BRING to campus: Air conditioners without prior approval; Halogen lights, Incense, oil lamps, candles, items with an exposed heating element/surface (ie. hot plates, tart warmers); Toasters, Toaster Ovens, Pets, except fish (non-carnivorous fish only; tank size less than 10 gallons.) All other pets are prohibited; Offensive weapons or any projectile impelling device; Extension cords. Only power strips with built in surge protection and indicator lights are allowed; Multi-plug adapters without surge protection (an "multi-plug adapter" is an item that allows you to plug several items into one socket); Temporary electrical lights (decorative string lights, rope lights, holiday lights); Charcoal grill, charcoal and/or charcoal lighter fluid.

**HEALTH AND SAFETY INSPECTIONS.** Campus Residences will be inspected for health and safety policy compliance monthly. These inspections are conducted to check for fire and safety hazards and to evaluate the condition/cleanliness of the residence and furnishings.

**MEAL PLAN CHANGES.** Upperclassmen may make their own meal plan changes by going into Web Advisor. Changes can be made once per semester up to the end of the second week of the semester. Requests for a change after the change period will require approval from Dining Services and may not become effective until the following semester. To view the meal plan you selected when you completed your Housing Agreement, simply log into Web Advisor. To see this year’s Meal Plan options, see the Campus Dining webpage.

**HOUSING CHANGES.** During the fall and spring semesters an open housing change period is designated by the Office of Residential Life. Students wishing to make a housing change during this period (or any other time of the year) must coordinate the process through their RA, House Manager, or RLC. Unauthorized/undocumented moves are not permitted.

## LOOKING AHEAD TO SPRING 2017

| Sunday, January 15 | • Campus Housing opens @ 10am  
|                    | • Meal service begins with dinner  
|                    | • Students **must receive permission** to arrive early & additional charges may apply  |
| Friday, February 24 | 17-18 Enrollment deposit due  |
| Monday - Friday, March 13-17 | Spring Break, No classes  |
| Friday, March 10 | • Meal service ends with lunch  
|                   | • Campus Housing closes @ 6pm  
|                   | • Campus Housing operates with limited support services  
|                   | • Students **must register** to stay on Campus after closing  |
| Sunday, March 19 | • Campus Housing re-opens @ 10am  
|                  | • Meal service resumes with dinner  |
| Friday, April 14 | • Meal service operates on a weekend schedule  |
| Monday - Friday, May 1-5 | Spring 2017 Finals Week  
|                  | • Students are expected to depart campus within 24 hours of their last final exam  |
| Friday, May 5 | • Meal Service ends with lunch  
|               | • Campus Housing closes @ 6pm  
|               | • Students **must receive permission** to stay on campus after closing  
|               | • Additional housing charges may apply (late departures)  |
| Saturday, May 13 | Class of 2017 Commencement  |

For additional information on deadlines/dates, see the Academic Calendar and the Registrar’s, Business or Res Life Office sections of the Lycoming College webpages.