End of Semester Guide

The Lamson Letter

HOW TO CHECK OUT OF LAMSON HALL (To be done, you remember, by noon on April 29 unless you are graduating or staying for summer, or have already worked it out with Dean Phillips), Procure checkout papers at West Desk. You’ll receive 1 white paper, 1 blue paper. The white one has the entrance inventory on one side, on which the RA or housekeeper will note exit condition of the room compared to its condition when you moved in. On the other side is the cleaning guide, which tells you how to clean and also which cleaning tasks you’ll be personally responsible for, based on whether you are the only, first or second to move out. Clean and initial each section. The blue paper tells us whether you’re moving OUT or from one room to another, where mail is to be sent, if you are returning (in which case you must have gone on-line to apply for a fall room), and if you wish the release of your room deposit which goes back to your AU account (only say yes if you don’t want a room held for you, as it cancels your room reservation). All these pages are essential, READ THEM. They must be filled out completely or you will be billed for whatever we have to do after you leave: it should be left so clean that summer students can move straight in. A 2nd check of your room will be conducted once you have gone, and charges for damage and cleaning assessed, so do it right the first time. DO NOT LEAVE CLEANING TILL THE LAST MOMENT. IF DAMAGE WAS CREATED BY ONE PERSON IN THE ROOM as opposed to by both, both residents will need to write that on their checkout form and sign it, or sign a note and attach a copy to each checkout form. Once the room is clean, pack up the last of your belongings, and move them out of the building. Do not leave in hallways, etc. where they are a safety threat and may not be safe themselves. REMOVE ALL ITEMS FROM LAMSON TRUNKROOMS: watch for scheduled times, there will be no others. If you are not living in LH for summer, your things cannot ‘live’ here either, and may be left here with a friend or you will be billed rent. Pull Dean Burrill’s earlier e-mail listing local storage companies. Once the room is clean and belongings out, HAVE WEST DESK PUT YOUR NAME ON THE CHECKOUT LIST. During exam week, RA teams are scheduled for checkouts, other than that, you’ll want to ask a housekeeper (till 3 pm) or line up an RA (at a time that is convenient for you both). Take completed, checked and signed papers to the west desk along with room keys. NO CHECKOUTS AFTER 10:45 PM OR DURING SABBATH HRS. If you must leave at a crazy morning hour, get checked out the night before, leaving just the essentials.

CLEAN OUT FRIG AND MICROWAVE: Make time to clean and clear ‘em so they’re ready for travel. And if you rented from us, also arrange for their (spotless and timely) return.

NOTHING MAY BE LEFT IN THE HALLWAYS: this is for the safety of all (think late night fire alarm), and the safety of your own stuff.

CHANGE FORWARDING ADDRESSES NOW on bills, magazine subs, all correspondence, etc.

FALL ROOM Not sure about fall yet, or just haven’t gotten around to requesting a room. You can still do that at http://www.andrews.edu/go/roomapp or just get on vault, residence hall occupancy, and follow prompts to room application. It’s too late now to select a particular room, but you can tell us you plan to return, need a space, etc.

REMEMBER, IT WON’T ALL FIT? However you brought your things here in the fall, trust me, you’ve got more here now. So remember that as you make your plans. You may want/need to ask a local friend to store some stuff, or to ship some things on ahead. What you can NOT do is leave your things here in the room of someone staying for summer. Whoever she is will have a summer roommate and if your things are stored in a room, YOU will be charged rent.

IF STAYING FOR SUMMER remember that you must be financially cleared just as for any other semester. And all house rules still apply. Unless you’re a May graduate, every day you stay past April 28 will be considered a summer day and you’ll see daily rent on your account. Those remaining more than a few days will need to relocate to basement and 3rd floors.

GRADUATE STUDENT THIS FALL? Make plans for Fam & Grad Housing, or the new North Tower.

EARLIEST ARRIVAL DATES FOR FALL: The first day of fall classes is Monday, August 22. Plan to arrive that weekend, from Aug 19 on. No moving in or checking in/out during Sabbath hours. If you arrive earlier, your room may not be ready, and your rent won’t have ‘kicked in’ yet either.

ACADEMIC REGISTRATION AND FINANCIAL CLEARANCE Don’t wait for the last minute to register for fall classes, or to work out your financial clearance: don’t arrive on campus this fall till financially cleared. At that point, all SFS will be working on financial packages for last minute acceptances, so you will NOT find it easier to make an appt to see your SFS advisor.

LOST AND FOUND? If you loaned something, it’s time to track it down and get it back. If you borrowed something, it’s time to return it. In person: desk will not accept items YOU borrowed from someone else, this is YOUR responsibility.

FIND MISPLACED KEYS AND RECEIPTS You’ll need your receipts to get things out of storage. And if you lost a key somewhere along the way, this is your last chance to turn it in before being charged to re-key the door, a big expense.

Events

This Weekend
Dean on duty
Valerie Phillips
Sunset Friday–4:32

Scrub that Shower!
If it’s kind of crusty, spray with white vinegar (or commercial shower cleaner) and allow to set a few minutes before scrubbing. But expect to scrub! If you do this now, it shouldn’t need much attention when you go to check out, just keep it well rinsed each day in the meanwhile. And then, Voila! one less icky thing to do at check-out.

CLEAR UP YOUR CITIZENSHIP
Your choices will follow you, so deal with it! See Dean Munz about late and unaccounted fons, and Dean Mogridge about worship credits. But only till this Sunday at midnight, make sure all contested totals are in by then!

OVERWHELMED?
“It is not too difficult for God!” Don’t let your anxiety freeze you…. “do the next thing,” and forgive yourself the best possible circumstances for success!

22 AND REQUESTED A ROOM IN LAMSON FOR FALL? you don’t know how lucky you are? our incoming freshman class will be, but we’ll do our best to fit y’all in. And if not, it could be worse than to get to be the first class to live in the brand new residence hall

Last Lamson Worship
Friday, 4/22, 7 am

Finals Stress Reliever
PB&J, April 26, 5 in the Living Learning Center, for Lamson women only!

Check the on-line Andrews Agenda, for a million more weekend, Sabbath and other programs.

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