

SUMMER

MAILING ADDRESS CHANGES

- Please make mail address changes now for summer. Now is a good time to notify everyone of address changes. It takes at least 6 weeks for address changes to take effect. Mail can no longer be forwarded to off-campus addresses & will be returned to sender.
- If your permanent address has changed, please update your records with the Registrar's Office in Old Main.
- Update the mailing address of your online shopping such as Amazon, DoorDash, etc., ship-to-home deliveries from Walmart, etc., and credit card companies to your summer mailing address



Andrews and Lawson Hall

ROOM FURNITURE

Be sure to move room furniture to the locations defined in the diagram

DESKS

- Set flush with wall
- Hutches are permanently affixed to desks
- Final placement of desks should resemble the diagram(s) shown on this poster

DRESSERS

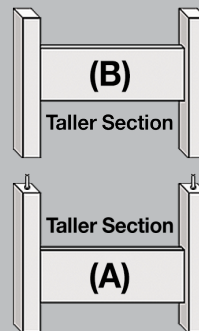
- Bookcases should be stacked on top of dressers
- Set flush with wall
- Final placement of dressers should resemble the diagram(s) shown on this poster

BEDS

- Should be bunked
- Guard rails out
- Set flush with wall
- Set taller section of lower bed frame (A) up, and taller section of top bed frame (B) down
- Final placement of beds should resemble the diagram(s) shown on this poster

MAKE SURE TO...

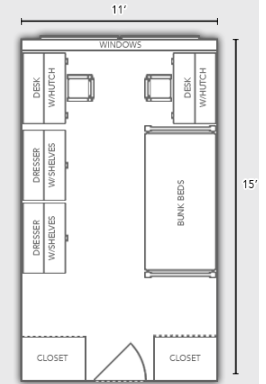
- Use the pins to couple furniture pieces together
- You may request additional pins from your front desk at no charge
- You will not be allowed to check out until all your room furniture is moved to the locations defined in the diagram with the pins in the proper place
- Please be aware that failure to reset your room may result in a \$100 improper checkout charge



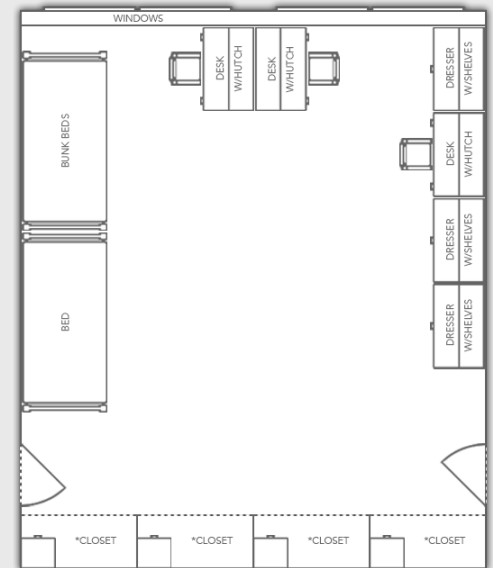
Single Room:



Double Room:



Triple Room:



Layouts not to scale.