

# 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



## Taylor 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

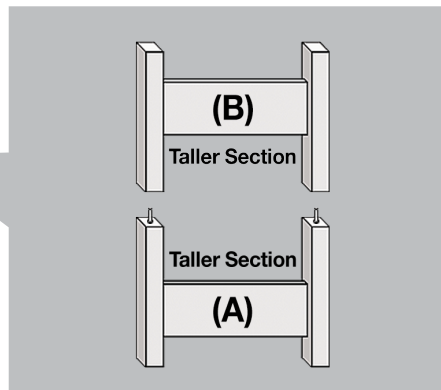
## BEDS

- 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

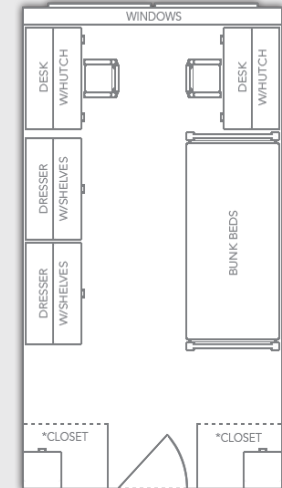
\* Only applicable in Double Rooms

## 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

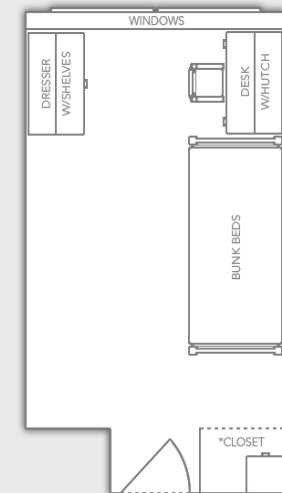


### Double Room:



### Physical Single Room:

[ Rooms 104, 153, 204, 253, 304, 353, 404, 453, 504 and 553 ]



Layouts not to scale.