



NEW STUDENT INFORMATION

Connecting with your New Community!



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TO-DO LIST BEFORE YOU GET TO CAMPUS!

Timeline

- Access your Voyager account **DONE!**
You already received your Voyager account from admissions
- July
 - Complete Online Housing Survey
 - Complete Online Housing Agreement
- July 16
 - First billing statement available online
 - Complete Online Advisor Info Sheet
- August 1
 - Select meal plan
 - Medical forms due, don't forget to send a copy of your insurance card
 - Complete Student Payment Agreement
- August 15
 - First payment due
- Anytime
 - Connect with roommate
 - Check your Lawrence email
 - Read Student Handbook
 - Check your financial aid document requirements in Voyager
 - Complete all document requirements before arriving on campus



LAWRENCE UNIVERSITY STAFF HELPFUL CONTACTS IF YOU STILL HAVE QUESTIONS AFTER READING THIS BOOKLET!

Question/Concern

Campus Resource

Academic information, faculty advisor, disability services,
Honor Code, advance registration

Student Academic Services

Geoff Gajewski
Associate Dean of the Faculty for Student Academic Services
920-832-6530
geoffrey.c.gajewski@lawrence.edu

Tutoring, academic support

Center for Teaching and Learning (CTL)

Julie Haurykiewicz
Director of the CTL
920-832-7022
julie.a.haurykiewicz@lawrence.edu

Intercollegiate athletics

Department of Athletics

Mike Szkodzinski
Director of Athletics
920-832-7348
michael.w.szkodzinski@lawrence.edu

Welcome Week (new student orientation),
arrival information, special housing needs

Dean of Students

Nancy Truesdell
Vice President for Student Affairs and Dean of Students
920-832-6596
nancy.d.truesdell@lawrence.edu

Housing/room assignment

Campus Life

Wendy Osero
Housing Coordinator
920-832-6765
wendy.osero@lawrence.edu

Residence Hall living

Campus Life

Amy Uecke
Associate Dean of Students for Campus Life
920-832-6595
amy.uecke@lawrence.edu

Campus clubs and organizations, student government

Campus Life

Curt Lauderdale
Assistant Dean of Students for Campus Life
920-832-6789
curt.lauderdale@lawrence.edu

Question/Concern

Campus Resource

International student services

International Student Services

Leah McSorley
Director of International Student Services
920-832-6509
leah.d.mcsorley@lawrence.edu

Diversity groups and services

Multicultural Affairs

Pa Lee Moua
Assistant Dean of Students for Multicultural Affairs
920-832-7030
palee.moua@lawrence.edu

Health and counseling services

Health and Wellness

Scott Radtke
Associate Dean of Students for Health and Wellness
920-832-6574
scott.w.radtke@lawrence.edu

Financial questions, billing and student accounts,
tuition and fees

Financial Services

Bonnie Schallie
Student Accounts Specialist
920-832-6547
bonnie.m.schallie@lawrence.edu

Financial aid, student employment

Financial Aid and Student Employment

Sara Holman
Director of Financial Aid
920-832-6583
sara.b.holman@lawrence.edu

**Welcome to Lawrence.
We look forward to seeing you on campus!**

Q & A

GETTING TO CAMPUS

Arriving by Air or Bus

- Appleton's Outagamie County Airport serves Appleton and the greater Fox Valley area.
- Greyhound Bus Lines also serve Appleton.
- Students arriving by air or bus may be picked up at Outagamie County Airport or the transit terminal by advance registration. To arrange for a ride, please call the Office of the Vice President for Student Affairs and Dean of Students at **920-832-6596**.
- International students should contact Leah McSorley, director of international student services, at **leah.d.mcsorley@lawrence.edu** with your arrival information.
- Please be prepared to provide your scheduled arrival date, time, location and appropriate flight or bus information.

Arriving by Car

- If you are driving to campus, you should follow the signs to the drop off zone near the entrance to your residence hall.
- You may check into your room anytime after 8 a.m. on Tuesday, September 10.
- Students and staff will be on hand to help you unload your vehicle and move things into your room.
- Once your car is unloaded, we ask that you move it to a parking area (maps to parking areas will be provided) to make room for the next person.



RESIDENCE HALL LIVING

What to Expect When Checking In

When you check into your residence hall, you will need to obtain the key to your room. The outside door to your residence hall is accessed by your Lawrence ID card, which you will get on arrival day. In the lobby of your residence hall you will find additional information that will be of interest to you as you begin your first year at Lawrence.

About Residence Halls and Your Room

Each residence hall features the same basic amenities: a computer lab, laundry facility, lounge/study space, an information desk, Internet and wireless access, and a staff of Residence Life Advisors (RLAs) headed up by a live-in Residence Hall Director (RHD).

Soon after you move into your room, it will become your home away from home. Each student room is equipped with essential furnishings including beds, desks, chairs, dressers, wastebaskets, closets or wardrobes, and window treatments. Some rooms include sinks, mirrors, lounge chairs, lamps or bookshelves. All rooms are painted a neutral color.

Linens

Students need to bring their own bed linens, blankets, pillows, towels and hangers. We suggest you bring **extra-long, extra deep pocket sheets** (or extra-long flat sheets that you can tuck in) because some mattresses are larger than normal, and you never know what size mattress you will have as you move into different rooms in future years. You should have received a brochure from a private company outlining a linen service they are making available to you through our student government, the Lawrence University Community Council. Questions regarding the linen program may be directed to the company at 800-957-4338 or the Lawrence University Campus Life Office at 920-832-6600.



Check the status
of your laundry online!
Visit

<http://m.lawrence.edu/laundry.php>



HOW AND WHEN DO YOU FIND OUT WHO YOUR ROOMMATE IS?

You will find information on your housing, including roommate information, on Voyager at the end of July.

One of the most important aspects of your college life is living with a roommate. If you have spent the last 18 years or so with your own room, this may be very new to you, or if you've shared a room, you may be an old pro at negotiating personal space. Either way, the relationship you develop with your roommate will be one of the most important ones during your college experience.

In your first week, RLAs will help you complete a Roommate Agreement, which will give you a chance to set the ground rules for your yearlong relationship. Think about contacting your roommate before you arrive in the fall so that your first conversation doesn't happen during the hectic move-in day. Here are a few discussion starters to begin developing your relationship with your new roommate.

Getting to know each other/breaking the ice:

- How did you decide to go to Lawrence?
- What are you most excited about?
- What classes interest you?
- What do you like to do in your spare time?
- What activities do you plan to pursue?
- What kind of music do you listen to?
- What kind of movies/sports do you like?

Should you buy all the things for your room before you get to Lawrence, or are there places nearby that you can purchase things?

- If you don't want to purchase things before you get to campus, Lawrence will have a Shopping Shuttle running during Welcome Week. The shuttle takes students to the Fox River Mall and local retail stores.
- The Shopping Shuttle also operates on a regular schedule during the academic year.



WHAT YOU CAN BRING



- Alarm clock
- Plastic bucket/carry-all to take your toiletries to and from the shower
- Pictures, posters and plants to make your room feel like home (TackyTac is recommended for hanging anything on walls. Duct tape and masking tape damage the walls and Scotch tape is hard to remove)
- Clothes hangers
- Bed linens, blankets, pillows (we recommend extra-long sheets)
- Towels
- Backpack or book bag
- Television, stereo and headphones (so you won't disturb your roommate)
- Small refrigerator (refrigerators larger than 4.4 cubic feet are prohibited)
- External hard drive/USB flashdrive
- Key ring

WHAT YOU SHOULD NOT BRING

The following items are against university policy:

- Hot plate, grill, toaster oven, toaster, space heaters (anything with an open coil is prohibited under fire code and is too dangerous)
- Microwaves (they blow fuses); microwaves are available in each residence hall
- Halogen lamps (too hot and often dangerous)
- Candles or anything with an open flame (a big fire code no-no)
- Tapestries that hang from the wall or ceiling (another fire code no-no)
- Anything that would require you to remove your window screen (air conditioner, satellite dish, etc.)
- Pets (any type of pet, except fish, needs to be approved by your floor before it can be brought to campus—see the Student Handbook)

ACADEMIC ADVISING

Advisor assignments

At Lawrence, we believe that students should receive individual attention from the faculty both as instructors and as academic advisors. In those ways, faculty members help students to explore the curriculum and achieve the most from their learning experiences.

Therefore, all Lawrence students are assigned a faculty member as an academic advisor. That assignment is made when new students submit the required advisor information form. For Fall Term (September) matriculation, the advisor information form is due by July 10.

The associate dean of the faculty for student academic services assigns new students to faculty advisors in particular university departments or divisions based upon the academic interests noted on the advisor information form. However, due to the number of faculty in each department, it is not always possible to initially assign every new student to an advisor associated with an identified academic interest or intended major. Nevertheless, all students may be assured that they will get assistance in making decisions about their curriculum choices and in adjusting to the academic environment. The name of your advisor will appear in your Voyager account under academic history later in the summer after advising assignments are complete.

Advising meetings

During Welcome Week, you will meet your advisor at the Advising Luncheon. At that time, you will learn more about the role your advisor will play in your education and your responsibilities in the advising relationship. You can review information in the advising FAQ section located on the Student Academic Services webpage under the resources and information tab.

You also will schedule an individual meeting with your advisor to discuss your responses on the advisor information form, to review your registration choices for the fall term, to make course selections for the Winter and Spring Terms, and to address any questions you may have as you begin the exciting and engaging experience of a liberal education.

Registration for new students will occur at the end of Welcome Week, following the individual advising meetings.

If you are a Bachelor of Arts (B.A.) degree student and registered for courses in the summer, you may then make changes to your fall registration if necessary and add courses for Winter and Spring Terms.

If you are a Bachelor of Music (B. Mus.), double-degree (B.A./B. Mus.), or visiting/special student, you will have your first opportunity to register for Fall, Winter and Spring Terms. But you should nevertheless plan your schedule during the summer.

You should stay in regular contact with your academic advisor during the year to assess your academic performance and perhaps to make changes to your schedule.

MAIL AND PACKAGES



Shipping your things to campus

You can ship boxes to the campus—please make sure your name and SPC# are on the box. Your SPC# is the mailbox number you will have throughout your time at Lawrence. It is available in your Voyager account.

We will hold your packages in the Lofgren Mail Services office on the second floor of the Warch Campus Center.

Address your boxes:

Student Name
711 E Boldt Way, SPC # (insert mailbox number)
Appleton, WI 54911-5699

How does the mail work? Where do you find your SPC#? Where do you get the combination for your mailbox?

The Lofgren Mail Services office and student mailboxes are located on the second floor of the Warch Campus Center. You can find your mailbox combination by visiting:

**VOYAGER>Go to the Personal Information tab>
View Address(s) and Phone(s) link.**

Mailroom services include:

- Pickup and delivery by USPS, UPS, FedEx and Spee-Dee Delivery
- Certified and registered mail
- International mailings
- Stamp purchases

All mail and packages for students are delivered to the mailroom on the second floor of the Warch Campus Center

Academic year hours

Monday–Friday • 8 a.m.–7 p.m.
Saturday • 10 a.m.–2 p.m.
Sunday • Closed

Summer hours

Monday–Friday • 8 a.m.–4 p.m.

TELEPHONES

- **General phones** (each floor and main lobby in residence halls) permit only campus, local and 800-number calls. Thus students will need to provide their own means to make long-distance calls. This is typically done with a calling card, cellphone with an appropriate calling plan, or using voice software on a personal computer.
- Lawrence uses Cellcom as its mobile phone service provider. Discount plans are available to Lawrence students. Read more about Cellcom plans at www.cellcom.com.
- You are encouraged to visit the Common New Student Questions section on the Technology Services website where you will find a great deal of information on computing services, facilities and telecommunications at Lawrence:

www.lawrence.edu/info/offices/technology_services/students/for_incoming_students

Student, staff and faculty contact information is accessible in the online directory <http://find.lawrence.edu>.

Questions about telecommunication services?

- Visit Technology Services online at www.lawrence.edu/info/offices/technology_services
- Send an email to helpdesk@lawrence.edu
- Call 920-832-6570

TECHNOLOGY SERVICES

Technology Services looks forward to assisting you with your computing and telecommunication needs. Using the Lawrence network, you will be able to send and receive email and connect to the Internet. You will have personal storage for your important documents on a secure server that is backed up nightly. Should you inadvertently delete an important document, Technology Services will likely be able to restore a prior version. That sure beats starting over—especially if the document is a research paper due tomorrow!

Once you are on campus, your computer account (username and network/email password) will allow you to access the Lawrence network from many campus locations including residence hall computer labs, labs in academic buildings and from your own personal computer.

Planning on bringing a computer with you to campus? Personal computers can be connected to the Lawrence network from your room, giving you access to your personal network space, your Lawrence email and the Internet. In addition, if you have a laptop, you will be able to make wired or wireless connections from many locations on campus. Below are some things you can do at home before bringing your computer to campus:

Check your system

To connect to the Lawrence network, Technology Services recommends the following:

WINDOWS

Component	Minimum Configuration	Suggested Configuration
Memory (RAM)	1 GB	4 GB
Hard Drive Size	40 GB	100 GB
Processor	Intel Core 2 Duo or equivalent	Intel i5 processor
Operating System	Windows XP with Service Pack 3	Windows 7 with Service Pack 1

MACINTOSH

Component	Minimum Configuration	Suggested Configuration
Memory (RAM)	1 GB	1 GB
Processor	Intel	Intel i5 processor
Operating System	OS 10.5.8	OS 10.8 with the latest updates

Things you need to do at home before bringing your computing devices to campus:

- **Wireless access to the campus network is available on campus.** Your laptop will need a wireless card (802.11g or 802.11n card) to be able to connect wirelessly. Wireless access is available in all campus housing and academic buildings, and nearly all administrative buildings.
- **Bring a lengthy (20'-25') network cable** if you plan to connect "wired" to the network from the data port in your room. NOTE: Personally owned wireless access points or wireless routers are NOT allowed to be used on campus because they interfere with the Lawrence-provided wireless network.
- **Read the instructions** for access to the Internet, personal network space and network printers on the Technology Services website under the Students tab>For Incoming Students.
- **Security patches and service packs:** Install all available security patches for your operating system. If you are running a Windows computer you must also have current service packs installed. Your computer will be scanned for these files during the network registration process. If security patches and the service packs (Windows computers only) are not in place, you will NOT be able to register your computer. To find and download the current security patches for your operating system, see:
Windows: www.windowsupdate.com
Apple: Choose software update from your Apple menu
- **Anti-virus software:** It is REQUIRED that all Windows and Apple computers connected to the Lawrence network have current anti-virus software. Anti-virus software is available at no cost to Lawrence students if you do not already have your own. Please see Lawrence's anti-virus page for more information. Note—you may download the software from on or off campus. For both Windows and Apple computers it is strongly recommended that the built-in firewall be activated.
- **External hard drive:** It's a good idea to bring an external hard drive with you in order to back up your computer in case of hard drive issues.
- **Bring all original installation disks** in the unlikely event that the computer needs to be reformatted. Technology Services offers support for connecting computers to our network and gaining access to the Internet and campus printers. Technology Services will attempt to assist student with personally owned computers that are having trouble with viruses and spyware but in some extreme cases may refer the student to outside vendors. For tips on troubleshooting spyware or malware issues see: www.lawrence.edu/dept/ITS/services/spyware_info.shtml.
- **Other devices:** Lawrence allows each student **up to five** different devices to be registered on the network. This includes computers, tablets, smartphones, gaming devices, TV boxes and anything else that can connect to the Internet. Please note that gaming systems are not allowed on the wireless network, so you may need a mini-hub if you will connect more than one device to the wired network.
- **Mini-hub check out:** If both you and your roommate plan to make **wired** connections to the Lawrence network, one of you will need to check out a mini-hub from Technology Services. This device allows multiple computers to be connected through one data port. (NOTE: You will not need a mini-hub if you plan to connect wirelessly.) There is no charge to borrow a mini-hub. If the mini-hub is not returned or is returned damaged at the end of the school year, there will be a \$50 charge (in addition to a \$20 processing fee) applied to your student account. Mini-hubs can be obtained from the Technology Services Helpdesk, located in Room 201 of the Seeley G. Mudd Library.

Another thing to know:

Print management: In order to conserve paper, when you print to a residence hall or library printer, your documents will not print until you release the print job at the printer. Documents not printed within 15 minutes of sending will be automatically deleted. Another benefit of this system is that students may release their print jobs from any managed printer, so if one printer is out of paper you can go to another location to print your document.

Technology Helpdesk

- Lawrence maintains a **Helpdesk** whose sole purpose is to assist you with problems ranging from network connections to formatting a paper to telecommunication issues.
- You can contact the Helpdesk at any time by emailing **helpdesk@lawrence.edu** or by calling 920-832-6570 during normal business hours.

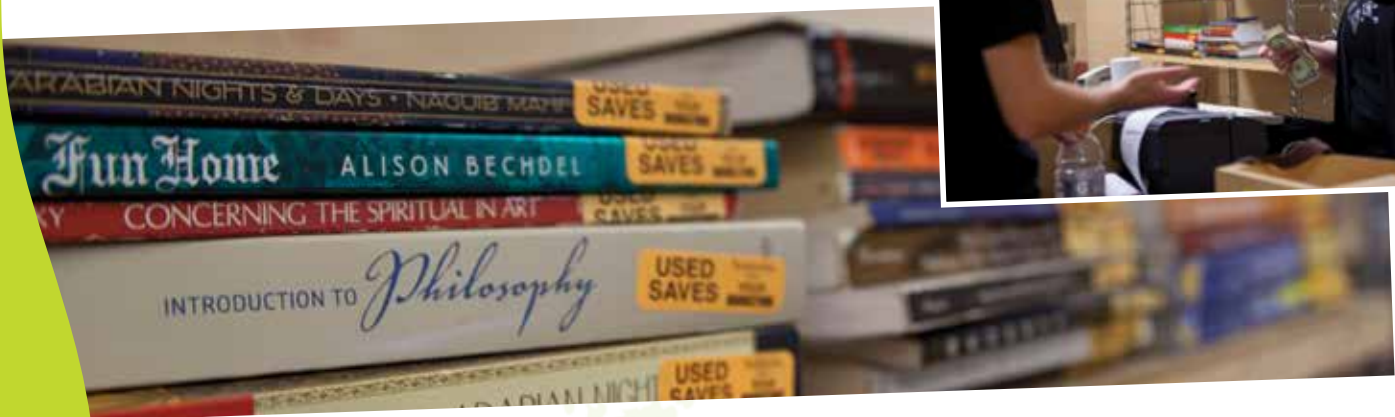
For more information about campus technology, access to the Internet, personal network space and network printers, go to www.lawrence.edu/info/offices/technology_services/students/for_incoming_students

BUYING BOOKS AND RENTING CARS

Lawrence contracts through e-Follett to manage the Viking Bookstore. The bookstore, located on the first floor of Colman Hall, is open advertised hours during the first few weeks of each term (for students to buy books or pick up pre-ordered books) and the last few days of each term (for book buy-back).

At any time, students can order textbooks and course materials on the website at www.lawrence.bkstr.com.

One note: Your first *Freshman Studies* text will be provided for you. While you may wish to buy other *Freshman Studies* texts in advance, we suggest you make sure your course registration is finalized before purchasing books for other classes.



Enterprise CarShare Program

Enterprise CarShare vehicles will be available for students (18 years and older) to rent by the hour, the day, overnight or even on weekends. The cars will be conveniently located on campus and available 24/7. So you can leave your car at home yet have ready access to a vehicle when you need it. The low hourly rate includes fuel and insurance. Details of the CarShare program will be available for all students when you arrive.

For more information on Enterprise CarShare, visit: www.entreprisecarshare.com.



MEAL PLANS

Our college meal plans are designed to foster a sense of community and embrace the fact that dining together is an important part of a Lawrence University residential liberal arts educational experience. These meal plans encourage and support communal dining while maintaining enough flexibility to meet individual student needs.

Lawrence meal plans offer the most convenient, quick and easy method for dining on campus with **no cash involved**.

You can sign up for your meal plan through your Voyager account. The deadline to sign up for a meal plan is just prior to the start of the term. Changes after that point and up to three days into the term will incur a \$50 change fee.

Meal plans are active only when students are enrolled and on campus. They may only be used by the student whose name is on the plan: they are not transferable. Culinary Cash and unused meals may roll over from term to term but there are no reimbursements for remaining balances at the end of the year. Meal plans below are based on one trimester. The meal plans are split between meals in Andrew Commons, an all-you-can-eat facility, and Culinary Cash that can be used in all retail operations including the Andrew Commons facility. Students are encouraged to change between plans from term to term based on individual schedules. Balances are carried over from term to term.

Plan	Meals	Average per week	Culinary Cash	Cost Per Term
A	120	11 meals	\$150	\$1,507
B	95	9 meals	\$300	\$1,507
C	150	14 meals	\$25	\$1,507
D	Declining Balance <i>(not available first term freshman year)</i>		\$1,051	\$1,507

A portion of your meal plan dollars is retained by Lawrence University to cover the operating expenses of the Warch Campus Center. These costs include custodial services, utilities, the purchase and maintenance of dining equipment, human resources and financial services. Meal plan costs cover all of these expenses and provide funds to offer quality meals.

Each student should decide which meal plan is most appropriate for his or her lifestyle. Student choice should be based on that which best meets these needs. Each plan offers a different level of spending power and flexibility. If one plans to dine in the all-you-can-eat facility regularly, Plan C offers the greatest value, but less flexibility in spending Culinary Cash in retail food operations on campus. Plan D offers the most flexibility, but less spending power, as students will pay every time they enter the café. Plans A & B are the most popular options.

Culinary Cash and unused meals roll over from term to term but expire at the end of the academic year.

DINING ON CAMPUS

Andrew Commons

MONDAY-FRIDAY

Breakfast	7:30 a.m.–10 a.m.
Lunch	11 a.m.–1:30 p.m.
Dinner	5:30 p.m.–8 p.m.

SATURDAY-SUNDAY

Brunch	10:30 a.m.–1 p.m.
Dinner	5 p.m.–7:30 p.m.



For breakfast, lunch or dinner visit the exciting world of Andrew Commons, our all-you-can-eat facility located on the lower level of Warch Campus Center. We cook from scratch daily using fresh, quality ingredients served in a variety of specialty stations:

Breakfast Bar All Day—Stop by any time of the day for fruit, yogurt, cereal, waffles with fresh fruit compotes, scones, pastries, fresh-squeezed juice and milk.

Stockpots—Like all good restaurants, we make our own stocks and soups from scratch daily. Seasonal varieties of fresh soups, stews and chili are always featured.

Garden Fresh Salads—Choose from fresh vegetables, produce, composed salads, toppings and dressings made from scratch. Our first choice is to buy from local farmers within a 150-mile radius, including the on-campus sustainable garden.

Comfort—Maybe it's not home, but it's a close second. Our comfort station provides all the essentials of Mom's home cooking such as meatloaf, maple glazed ham, herb-roasted chicken, poached salmon, BBQ ribs, mashed potatoes and gravy, macaroni and cheese, green beans, creamed spinach, candied yams, and corn on the cob.

Italian Pies—Fresh from our fire hearth oven, using passed-down family recipes, we serve great pizza, calzones, stromboli and more.

The Grill—From flavorful marinades and spice rubs to mouth-watering caramelization, serving great meat at the grill is what we do. From short order breakfast food to dinner entrees, well-prepared meats and seafood are carefully matched with tasty side dishes to create a meal that rivals any local chop house.

Antipasto Bar—Enjoy a flavorful selection of salami, sausage, cured meat, marinated vegetables, olives, peppers and assorted cheeses.

Deli—We offer house-roasted meats, cheese, fresh spreads and toppings, composed deli salads, artisan breads, pita, brioche or croissants to make the perfect deli sandwich.

Global Market—Experience a blend of the senses from every area of the globe. Our global cuisine includes rice and noodle bowls, curries and sambals. Fresh, local ingredients are matched with timeless techniques to provide authentic world flavors.

Desserts—Baked fresh daily in our campus bakery, we serve a delectable array of cakes, pies, cookies, bars, pastries, muffins, scones and more to satisfy any sweet craving.

Kate's Corner Store

MONDAY-THURSDAY 8 a.m.–11 p.m.

FRIDAY 8 a.m.–midnight

SATURDAY-SUNDAY 4 p.m.–midnight



Located on the second level of Warch Campus Center is a sophisticated, comfortable retail shop designed with a focus on freshness and a menu of popular brands. Snacks, beverages and personal items are among the many convenience items offered. It also features premium items such as Alterra coffee and Chocolate Shoppe packaged ice cream.



Main Street Café and Kaplan's Grill

OPEN DAILY

7:30 a.m.–midnight

Here you'll find great food served in a quiet, efficient manner. Our deli cases are constantly filled with specialty sandwiches and paninis. At breakfast we feature a full line of bagels and breakfast sandwiches. Our full grill menu includes hot sandwiches, great burgers, appetizers and many late night snack options. Main Street Café and Kaplan's Grill are located just inside the entrance to the Warch Campus Center.

Bob & Pat's Coffee Shop

OPEN DAILY

7:30 a.m.–midnight

Located adjacent to the Café and Grill is our full service coffee shop featuring Alterra coffee and coffee drinks, smoothies, Chocolate Shoppe hand-dipped ice cream and a full line of homemade pastries and desserts—all baked fresh daily in our campus bakery.

ID CARD AND VIKING GOLD

What is the purpose of your ID card?

Your LU ID card is your official campus photo identification card. You should carry it with you at all times when you are on campus.

Your ID card also is used as your:

- Meal plan swipe card
- Access card to open the front door of your residence hall
- Library card
- Access card to the Buchanan Kiewit Wellness Center and some other spaces on campus
- Way to pay for laundry in the residence halls
- Way to use vending machines around campus

How do you use Viking Gold?

By adding funds to a Viking Gold debit account, students can make purchases at various venues in the Warch Campus Center. The funds can also be used for laundry and at several vending machines on campus. Funds are tracked on the Lawrence University ID card.

You can put money on Viking Gold in multiple ways:

1. **Online through Voyager**—the amount added will appear as a charge on your student account
2. **ID office in the Campus Center**—cash, check, credit card or ask that the amount be charged to your student account
3. **Cashier window/financial services office** in Brokaw Hall
4. **Lawrence Apparel & Gifts in the Warch Campus Center**—credit card payments accepted

FINANCIAL SERVICES

Your Student Account and Billing Procedures

Paper bills will NOT be mailed. All billing will be provided electronically. You will be able to access your student account through Voyager beginning the week of July 14. Your first bill will be available July 15 with payment due on August 15.

Please log into your student account through Voyager as soon as possible to set up users for those who may be responsible for paying your tuition and fees. You are able to do this on the lower left-hand side of the main student account screen in the PARENT USERNAMES box. These users will have access only to your student account. They will be able to view your billing statement and make payments on your behalf.

Payments can be made online using ACH direct bank debit from your checking or savings account or by credit card. Payments can also be mailed to Lawrence at the address listed below or made in person at the cashier window on the first floor of Brokaw Hall. For international students who wish to pay by wire transfer, please email **financial_services@lawrence.edu** for wire instructions.

Lawrence University offers the option of an interest-free monthly payment plan, allowing students to spread education expenses over 10 monthly payments. To enroll, please fill out the payment plan form and send it to the student accounts specialist in financial services. If you have any questions, please call 920-832-6547 or send an email message to: **student.accounts@lawrence.edu**.

Student Payment Agreement

All students are required to read and sign a Student Payment Agreement that discusses the terms of their account. You will find this form listed with the other required financial aid documents in your Voyager account. Please sign it and return it via fax, email, mail or in person. All contact information is listed below.

Financial Services Contact Information

We are always here to assist you with any of your questions or needs. Our student accounts specialist (Bonnie Schallie), the cashier window and all other members of the financial services team are located on the first floor of Brokaw Hall. Please feel free to contact us at any time with any questions you may have.

Our contact information is as follows:

Address: Lawrence University
Student Accounts
711 E Boldt Way SPC 33
Appleton, WI 54911-5699

Email: financial_services@lawrence.edu

Phone: 920-832-6547

Fax : 920-832-6952

STUDENT EMPLOYMENT

I-9 and W-4

If you plan to work on campus, you must complete an I-9 and a W-4 form. During Welcome Week, students can stop by the financial aid office (104 Brokaw Hall) to complete their I-9 and W-4 forms.

To complete your I-9: You must bring ORIGINALS of the required documents with you. In addition to your Lawrence ID or driver's license, you MUST have at least ONE of these documents to verify that you are eligible to work in the United States:

- Passport
- Permanent Resident card
- Social Security card
- Birth certificate

You will not be allowed to work on campus until your I-9 is complete!

Direct Deposit

Direct deposit is **REQUIRED** for campus employment earnings and **highly recommended** for federal work-study earnings. If you elect not to do direct deposit, please note that there is a \$20 fee to re-issue a lost check.

- Student employment earnings can be direct deposited into ANY bank account in the U.S.
- Students DO NOT have to have a local bank account.
- For those students who would like to open an account at a bank in Appleton, there will be bank representatives at the Welcome Week Services Fair.
- Students have ready access to an ATM in the Warch Campus Center and can exchange personal checks for cash (up to \$50) at the cashier window in Brokaw Hall.
- The Direct Deposit Form found on the **Lawrence University website > Financial Services > Payroll webpage** can be submitted to the Financial Aid Office in 104 Brokaw Hall during Welcome Week.

Search for Employment Opportunities

Students are responsible for seeking their own employment opportunities:

- Search for open positions at **www.lawrence.edu/students/resources/career/luworks**
- If you have been awarded federal work-study or campus employment as part of your financial aid award, you can begin searching for a job at any time.
- Have an interest in working within a specific department? Contact it directly! Not all departments post their student employment positions through LU Works.

PARKING ON CAMPUS

Vehicle registration

All student motor vehicles must be registered or re-registered in the fall of each academic year or within three working days of bringing the vehicle to campus. You can start the registration process online and then bring your state-provided registration to Raymond House to complete the process. The vehicle registration link can be found in your Voyager account under both the Student Services and Personal Information menus. There is no charge for vehicle registration.

Appleton city ordinances prohibit parking on city streets between 2 and 5 a.m. every day.

Parking Ramp in Downtown Appleton

Lawrence University students have access to the City of Appleton's East Ramp located three blocks from campus. Permits are required and are available for \$75 per term. We have 100 permits available on a first-come, first-served basis. These passes will be available for purchase starting on Monday, September 16, 2013.

Campus Parking Lots

Most of the campus parking lots are used by faculty and staff during daytime hours, Monday through Friday. These same lots are available for student use for overnight and weekend parking, but **students must remove their cars from these lots by 7:30 a.m. Monday through Friday**. In addition, a limited number of spaces (including one spot each for a freshman, sophomore and junior) are available for 24-hour student parking, allocated through a seniority-based lottery, which is conducted on a term-by-term basis. The parking lottery deadline for Term I is 2 p.m. Friday, September 20, 2013. Students who wish special consideration due to a medical or physical disability must complete a Parking Exemption Request Form available in the Dean of Students Office in Raymond House and must substantiate the request from a treating physician. The request and supporting documentation must be submitted to the Dean of Students Office, Raymond House, by noon on Friday, September 20, 2013.

Any questions about parking should be directed to the Dean of Students Office at 920-832-6596.

YOUR SAFETY AND WELL-BEING

Security

The personal safety and security of each student, faculty and staff member is both an individual and community concern. While the university strives to provide a campus environment free of undue risks to persons and property, it is each person's responsibility to pay attention to his or her surroundings, to avoid hazardous situations and to exercise his or her own best judgment to maintain personal safety and well-being. In addition, each member of the community must call attention to conditions or situations that threaten the safety and security of others by contacting the Lawrence security department.

Campus security staff carry cellphones and emergency pagers. They patrol campus by foot or vehicle 24 hours a day. All students should learn (or program into their cellphones) the security phone number: **920-832-6999**.

How security helps Lawrence students:

- Responds to emergency situations—it works with local police and fire department personnel
- Provides escorts anywhere on campus (and to the gym across the river or to/from area parking ramps)
- Assists with lock-outs—if you are accidentally locked out of your room and your residence hall desk is closed, security can let you into your room
- Maintains security of all campus buildings and grounds
- Responds to reports of unusual or suspicious behavior

A Balanced Life

Lawrence is a vibrant community, a place of tremendous vitality and richness that offers abundant opportunities for meaningful work and play. This abundance brings with it the challenge of maintaining a healthy, balanced life—a life characterized by productive tension among such competing needs as work and play, sleep and wakefulness, solitude and sociability.

All members of the Lawrence community—students, staff and faculty—have the responsibility to promote balance in their lives by making thoughtful choices. Balanced choices flow from an understanding that human flourishing requires the fulfillment of very real physical, emotional, spiritual and social needs. Balanced choices flow from an understanding that failure is part of the road to success in all endeavors, whether academic, extracurricular or social [taken from Lawrence University's Healthy Balance Statement].

Each person can, at times, feel off-balance or overwhelmed. Planning ahead, setting realistic goals, monitoring signs of stress and developing effective coping strategies are all part of the learning process. At Lawrence there are many people and resources to help you make good choices. Take advantage of all the help available to you.

Student Health 101

Student Health 101 is an online “magazine” that is sent on a monthly basis to student email accounts. It includes articles and links to important health-related topics of special interest to college students, and it features Lawrence student and staff videos about staying healthy in college. The e-magazine is free to all Lawrence students—watch for the orientation issue coming in late summer!



Smoking Policy

There is a no smoking policy in all Lawrence University owned, leased or operated buildings and vehicles. Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets), but smoking is not permitted on Lawrence sidewalks, in Lawrence parking lots or on green spaces.

Two designated areas where smoking is permitted are the smoking shelter to the north of Ormsby Hall and the smoking shelter south of the orchard and behind the Warch Campus Center. In addition, smoking is permitted on the Viking Room patio during operating hours only. Per Lawrence University Community Council legislation, formal group and theme houses have the ability to designate an outdoor smoking area in cooperation with the Campus Life Office.

Any student who is interested in learning about smoking cessation or reduction programs can contact staff in Health Services located in the Buchanan Kiewit Wellness Center.

Choices Regarding Alcohol

Because college is a time to challenge yourself and push your limits, for some students this means experimenting with alcohol. Stereotypes lead many incoming college students to believe that abusive drinking is not only a reality in college, but an expectation. The perception that “everyone drinks” frequently leads students to drink when they normally wouldn’t, or drink more than they normally would, in order to fit in or partake in the “college experience.” The reality is that for some students this can lead to a number of unintended consequences—many serious and life threatening—which could, and occasionally do, get in the way of the real reasons they came to college.

It is important to know that most college students behave responsibly, which may mean not drinking at all. Numerous national studies confirm this fact, and it is certainly the case at Lawrence. Consider the following results from a recent campus student survey:

- Most Lawrence students choose to drink moderately, infrequently, or not at all (one in six choose not to drink).
- Most Lawrence students do not let drinking get in the way of their academics. 94% of students believe that their use of alcohol has not negatively impacted their academic performance (i.e., received a lower grade in a class, on an exam or on an important project).

In other words, succeeding at Lawrence and getting the true college experience requires thoughtful planning about whether you plan to drink and, if so, how much. Achieving your full potential requires the ideal balance of academic, personal and social growth—all of which can be adversely affected by a decision to abuse alcohol.

We strongly encourage you to take some time in the coming months to consider this issue by taking the Alcohol eCHECKUP TO GO—an interactive online tool which will provide you with alcohol information personalized to your behavior, the Lawrence student body and college students as a whole. To access Alcohol eCHECKUP TO GO, go to the Counseling Services website at www.lawrence.edu/students/wellness and click the link on the right side of the page. Additional information about alcohol use and abuse can also be accessed at the site as well as at www.collegedrinkingprevention.gov.

Making Good Decisions

During this exciting time of transition and in the next few years you will be faced with a number of challenges and decisions that will affect your life. College is a time to cultivate values and sound judgment, and set life expectations. Although this process of self-actualization is a lifelong endeavor, you will find that it is one which will be ever-present at Lawrence. Soon you will find that this process is openly supported on campus by staff, faculty and administrators, as well as by your fellow students. It is a prominent expectation of your education here, made clear in the mission of the college.

No one is expecting you to be perfect or know how to handle every new situation you will face. Trust yourself, seek help and advice from campus resource people who are trained to offer support, and know that you are joining a caring community of students, faculty and staff.

Some key resource people:

- Your RLA
- Your Residence Hall Director
- Campus Life, Student Academic Services, Dean of Students Office and Wellness Center (health, counseling, wellness and recreation) staff



**Lots of folks are here to offer support and assistance!
Never hesitate to ask for help.**

TIPS AND SUGGESTIONS

YOUR FIRST DAYS AT LAWRENCE UNIVERSITY

Get your ID

ID photos will be taken in Warch Campus Center on arrival day and during business hours during the week. Your ID card is needed to access dining facilities, some student residences, the Wellness Center and other locations around campus. Your ID is also used to check out materials from the Mudd Library.

Attend Welcome Week Sessions

Welcome Week sessions will give you a wealth of valuable information and hopefully answer any questions that may come up. We also encourage you to attend and participate in the evening Residence Hall events. There will be fun, fun, fun to be had and you will meet the other students who will live with you all year.

Meet the Campus Nurse

Make sure you meet with Nurse Susie if you have any health issues or concerns.

Please remember that you need to send all your health forms to Health Services before you arrive on campus. Forms (and a postage-paid envelope) were sent to you in the packet of information from the admissions office. Don't forget to include a copy of your insurance card.

You can also log on to the Health Services website and print out the necessary forms. Health Services is located on the second floor in the Buchanan Kiewit Wellness Center.

Meet the Staff and Faculty

Make an effort to get to know campus staff and your classroom faculty members early in your time at Lawrence. You will want to rely on Residence Hall Directors (RHDs), student Residence Life Advisors (RLAs), deans, counselors, instructors, your residence hall custodian, librarians, security ... everyone who works at Lawrence is here because **you** are here.

Use Technology Services

Technology assistance is available if you need help with computer-related issues and computer account information. It is located on the second floor of the Seeley G. Mudd Library—Room 214.

Schedule a Conservatory Audition

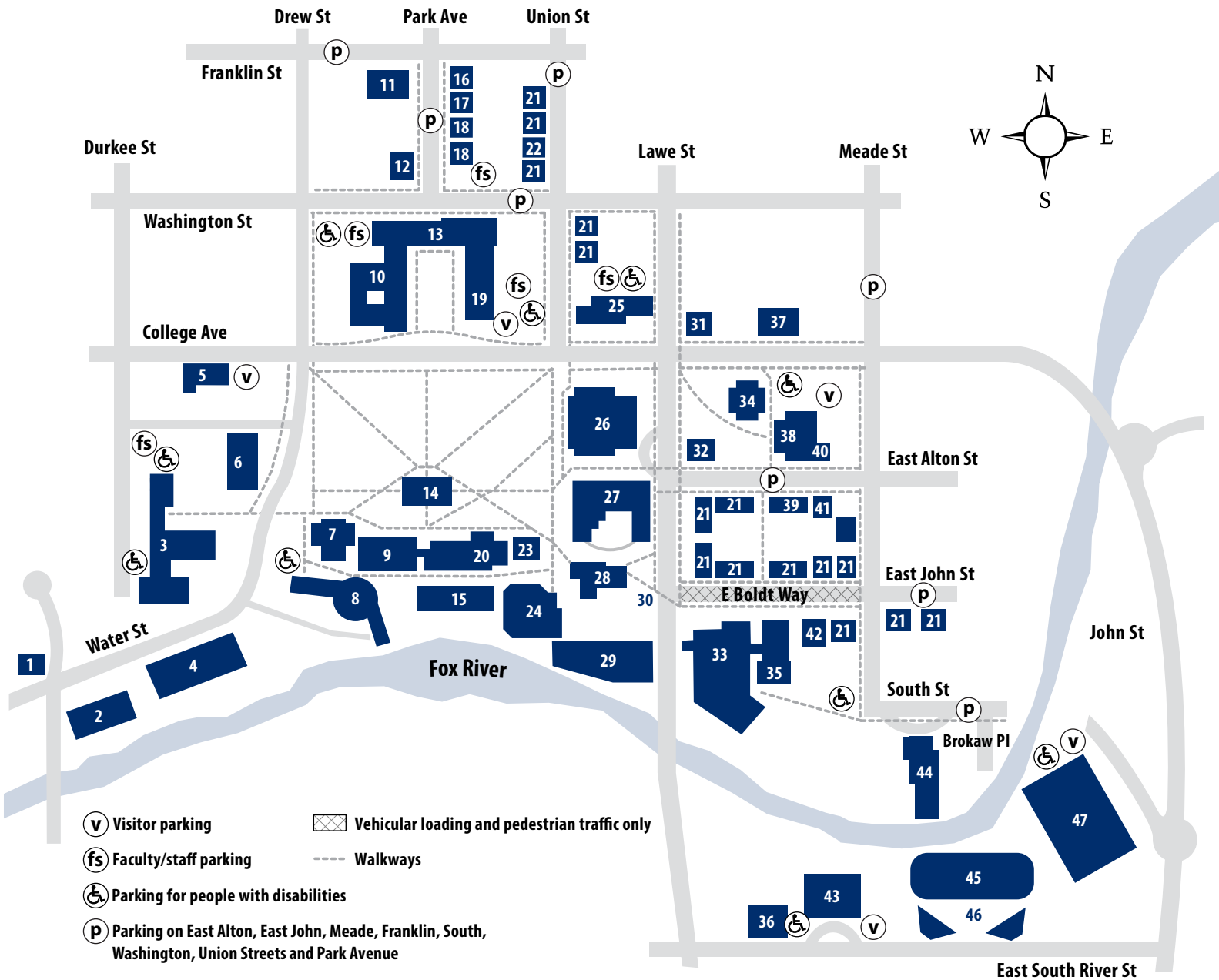
Auditions are scheduled by the Conservatory of Music. For information, contact the Conservatory Help Desk, Conservatory office or ensemble director.

LAWRENCE LEXICON

Alex	Alexander gymnasium
The Ave	College Avenue (main street through the campus)
Banta Bowl	(pronounced Bon 'ta)—Lawrence's football stadium located east of the main campus across the College Avenue bridge
Beta, DG, Delt, Kappa, Phi Tau, Sig Ep, Theta	Nicknames for fraternity and sorority groups
BSU	Black Student Union (student organization)
CA	Career Assistant—student peer assistant in career services office
Cabaret	Traditional spring event featuring international food and student entertainment from around the world
CODA	Committee on Diversity Affairs
Con	The Conservatory of Music
Convo	Short for Convocation speaker series
Co-op	A student group living in a formal group house
CTL	Center for Teaching and Learning (lowest level of Briggs Hall), office for academic support and tutors
Exec Houses	Student housing at 300 S. Meade and 813 E. John on east side of campus (had been called Executive House apartments when Lawrence bought and renovated them)
Fall Festival	Lawrence's combined Parents' Weekend and Homecoming
The Flats	The area of land below the campus on the Fox River
The Green or Main Hall Green	Grassy area in front of Main Hall extending to the library (great for Frisbee)
The Horseshoe	Lawn area in front of Alexander Gym
IFC	Interfraternity Council—collective of four fraternities
Info Desk	Information Desk in Warch Campus Center (staffed by student workers)
ITC	Instructional Technology Center—computer lab and training facility located in the library
Lake Ormsby	Grassy area in front of Ormsby and to the east of Main Hall—used informally as ice rink in winter
LARY	Nickname for Lawrence—usually used with "U" as in LARY U
LARY buddy	Lawrence Assistance Reaching Youth
Lawrentian	Both the name of the student newspaper and the term used for any member of the Lawrence community
LCF	Lawrence Christian Fellowship (student organization)
LI	Lawrence International (student organization)
LSO	Lawrence Symphony Orchestra
LUAA	Lawrence University Alumni Association
LU-A-Roo	Lawrence's very own music festival
LUCC	Lawrence University Community Council (student government)
Mêlée	Dance troupe (student organization)
The Mudd	Seeley G. Mudd Library

Octoberfest	A downtown Appleton traditional street fair (usually the last Saturday in September)
ORC	Outdoor Recreation Club (student organization)
Ormsby Pit	The basement level of student rooms in Ormsby Hall
Panhel	Panhellenic Council—collective of three sororities
Panhel Wing	Chapter/meeting rooms on the first floor of Colman Hall—assigned to sororities
The Quad	The grassy quadrangular area on the east side of campus and the surrounding six identical student residences. (Facility Services identifies the buildings as Quad 1, Quad 2, etc.—others refer to the buildings surrounding the Quad by the names of the groups residing there.)
Reading Period	Midterm reading period—no classes held on Thursday and Friday around Week 6 (each term)
Reunion Weekend	Alumni reunion on campus (usually held the weekend after Commencement)
RHD	Residence Hall Director—full-time professional staff person who lives in and oversees a major residence hall
RLA	Residence Life Advisor—paid student staff member who lives on a residence hall floor/wing
RLM	Residence Life Manager—paid student staff member who lives in a formal group house or theme house
Sci Hall or New Science	Science Hall (Youngchild—Steitz Halls)
Shack-a-thon	Student event held each year as a fund raiser for Habitat for Humanity—student groups build and sleep in shacks on Main Hall green
SLUG	Sustainable Lawrence University Gardens (student-run)
SOUP	Student Organization for University Programming (student programming organization)
Super Senior	A fifth-year student (generally refers to the final year for a student in the five-year B.A./B.Mus. double-degree program)
Trivia	Annual Midwest trivia contest hosted by Lawrence students and held at the end of January each year
Tropos	College literary magazine (student organization)
The Turnaround	(or Wriston turnaround)—the service driveway between the back of the library and Wriston Art Center (near the fountain) that is often used as a drop-off/pick-up area
Union Hill	The hill located behind Memorial Hall that goes down to the river (used for sledding in the winter in days gone by)
VCSC	Volunteer and Community Service Center
Vikes or Vikings	Athletic teams' nickname
VR	Viking Room in basement of Memorial Hall—a licensed pub available to those who are 21 and older (largely student-run and student-managed)
WLFM	Campus Internet radio station (student-run)
Zoo Day	Traditional Ormsby Hall spring festival day

CAMPUS MAP



- (v)** Visitor parking
- (fs)** Faculty/staff parking
- (♿)** Parking for people with disabilities
- (p)** Parking on East Alton, East John, Meade, Franklin, South, Washington, Union Streets and Park Avenue
- (Hatched box)** Vehicular loading and pedestrian traffic only
- (Dashed line)** Walkways

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