## INFORMATION FOR PARENTS
Your student will pick up his/her room key outside of Graham-Lees (and can return to that area later to file any University Facilities requests). Then he/she will find you, give you the room key, and proceed to Early-Fielding to check in. While your student is checking in, student volunteers (members of the Residential Life Staff and First-Year Orientation Committee) will help family members move all students’ belongings into their rooms.

### CHECKLIST FOR STUDENTS

- **Pick up your room key** outside of Graham-Lees. [University Facilities](#) will be available to assist with needs.

- **Give your family your room key** and go to the Early-Fielding building to matriculate and check in. With the help of returning student volunteers, your family will move all your belongings into your room while you’re checking in.

Checking in is quick and easy: just go through the line and complete all the steps along the way.

- You will officially [matriculate](#) if you did not already complete this online.
- You will sign up for our campus [emergency alert system](#) if you didn’t already.
- You’ll get your [University Card](#)
- If you’ve been awarded employment through the [Work Study program](#) (or any other programs on campus), you must stop by the student employment table and present your IDs and completed forms (as indicated to you via email earlier).
- [Dining Services](#) will be answering questions about meal plan and dining options.
- [Sustainability Office & Public Safety](#) will be answering questions and/or handing out information about sustainability efforts and on campus safety.
- [US post office box keys](#) are picked up here. The University does not maintain student mailboxes.

- Once you’ve made your way through the check-in process, go back to your room to finish moving in with your family. Your first orientation meeting is tonight at a location to be announced by your resident adviser.

## OPTIONAL ACTIVITIES AND MORE INFORMATION

- Students and families can meet members and leaders of [local faith communities](#) in the Baker-Davis-Gilliam (BDG) quad.
- The [Lexington-Rockbridge Chamber of Commerce](#) will be outside Early-Fielding to welcome new students and their parents.
- [Information Technology Services (ITS)](#) will be available in the BDG quad to help configure students’ personal computers for the W&L network and to answer questions about University computing.
- Representatives from [local banks](#) will also be in attendance.
- The [Business Office](#), located upstairs at 2 South Main Street (3 blocks up Washington Street), will be open until 1:30 p.m.
- Visit the [Mock Con](#) table in the BDG quad and find out about W&L’s 2016 Mock Convention

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Look for their distinctive t-shirts!

### Students need to go to Early-Fielding and complete the check-in process on their own.

Are you wondering what your student is up to? See the right-hand column for information on what your student will be doing while you’re taking care of moving them into the residence hall.

Did you ship packages ahead of time? Packages are on the bottom level of the parking garage, Nelson Street side. You can retrieve them between 8:30 a.m. and 1:30 p.m. Follow the directions below to the parking garage.

After you’ve unloaded your car, please park in the parking garage. Follow Washington Street around the curve to the stop sign. Turn right onto Nelson. Take the first right. The parking garage entrance is ahead on the right.