

July 19, 2010 Check-In Info

1. Check-in 1:00 pm on Monday July 19.

Arrive in Shepherdstown. Go to West Campus Residence Halls. Register at Boteler Hall. Check-in with university staff; get your room assignment, ID card, key, towels. You may access it either from University Drive, near Sheetz and BBT Bank (on Rt 45), or from Rt. 480 "flashing lights in street" (across from football field, Ram Stadium)

2. Go to your assigned room, unload your gear, (make sure the floor lamp in your bedroom is plugged in and works - If not, alert the staff at Boteler Hall). **Park only in the parking lot**, not in the cul de sac (except for loading/unloading)

During unloading of your gear at Lurry Hall and Martin Hall (just behind Lurry), you may park briefly in the cul-de-sac. **This is the only time (except for loading on departure day) that your car may be in the cul-de-sac. Your car will be ticketed if you park there at any other time. Park in the large parking lot in front of Lurry Hall.**

3. Next, you'll check in at our work room and pick up your HUGE AND ASTONISHING goodie bag! Drive to the Lower Level Dining hall, to our work room: Drive to the Rt. 480 "flashing lights in the roadway".

Turn left onto Rt. 480 toward bridge, drive almost to the Potomac River Bridge and turn Right into last Shepherd entrance before the bridge. (If you miss the turn, cross the bridge, turn around, enjoy the view of the Potomac River and Shepherd U, and turn into the first left.)

Park in front of the lower level of the dining hall, (a long yellow brick building). Our work area is at the windows facing the parking lot. Check in, get your goodie bag, and select a work space.

Stuff to bring

For the work room:

- clay/art tools/art supplies
- note book or journal, pen
- extension cords
- small work light for your table
- small trash bags
- work surface to protect the tables
- items (your art works or tools) to sell or trade

In your residence hall suite:

- Bedding: Twin sized sheets, mattress pad and anything you have to keep sheets on plastic encased mattress, like mattress garters, etc.
- pillow, pillow cases, light weight blanket
- small flashlight
- plastic or stainless steel coffee mug, plastic drinking glasses/bottles
- your gear in a plastic container could be used as a bed side table (bedrooms have no night stands)
- small lamp is nice to have
- Coffee pot if needed

Boteler Hall has access to free washers & dryers (bring laundry detergent), kitchen with fridge, microwave, sink, stove if you wish to use at any time.