

- *When can I move in?*
  - SOPHOMORES ONLY are allowed to move in on Friday, the 25th of August. There is a special dinner for all sophomores on the 25th.
  - For juniors and seniors, the house opens on Saturday the 26th.
- *Can I move in early?*
  - You can only move in early if you are on the approved list from the Office of Student Life. Leverett is the largest house and we have a short window of time to best prepare the house for the beginning of the semester. [Your cooperation is appreciated.](#)
- *Where do I go to get my key?*
  - Come to the Leverett Building Manager and Guard's offices in the Leverett library. If you are arriving late, the guard should have your key. Please ensure you sign in to receive your key.
- *What's my address?*
  - Login to the Leverett website and you will see your mailbox number on the Leverett [Facebook](#).
- *When can I send packages?*
  - You may start receiving packages [and mail](#) on August 16th. Due to the overwhelming number of packages arriving, packages will be located in the MAC quad stored in package depots. You can pick up packages during operating hours.
- *How could I get term-billed or ad-boarded?*
  - Smoking. You are responsible not only to not smoke yourself but to ensure that no guests in your room smoke. You should report to the tutor on call immediately if you smell smoke. The security guard may enter rooms unannounced if smoking is suspected.
  - Covering or tampering with a smoke detector. This is an ad-board punishable offense. If the fire alarm goes off, treat each alarm as if there were a fire and exit the building appropriately.
- *Mail*
  - Pick up packages at the package depot, and pickup mail on the first floor of F tower. Your mailbox combination is located on the [Leverett Facebook](#): below your photo there is a link that will email you your mailbox combo.
  - After September 13th, the package depots will close and all packages will be located in the Leverett library [near the guard office in the Tower courtyard](#). Be prepared to show your HUID and sign when picking up packages.
- *Damage and missing furniture*
  - One of the first things you should do upon moving in is checking your suite for missing furniture or damage.
  - Each student receives one set of student furniture. [Report anything broken or missing](#), or items beyond normal wear and tear; it is important to identify issues now to avoid being term-billed later.
- *Safety*
  - Never hide your key above your door, leave doors ajar, keys on door frames, etc. Doing this puts your neighbors at risk as well as yourself. There have been robberies in the past and we want to ensure the safety of you and your neighbors.
  - Never let anyone 'piggyback' into dorm buildings behind you; we live in a Metropolitan city and should exercise caution.
- *Switching rooms*

- Confirm you are staying in the room that is listed on the [Leverett webpage](#). While students may change rooms within a suite or entryway, you need prior approval from the housing office and JoAnn. Leverett needs to know what room you are in for emergency purposes.

Travel Safe and remember to use the website as it will make your stay more efficient and easier!