

**Guide to  
The Real World  
Lawson**

**Lawson Hall  
Resident Handbook  
2008 – 2009**

## Welcome, Lawson Lady!

What does it mean to be a Lawson Lady? A Lawson Lady is intelligent and street-smart, confident and respectful, hard-working and fun-loving, and concerned about the environment and global issues. When all else fails, a Lawson Lady knows her limitations and continues to grow as a community member and a friend. Welcome to Lawson Hall!

The college years are some of the most defining and memorable of your entire life... we want to help make them some of your *best* years! Hopefully this handbook will answer many of your questions as you get settled into your new space. Please read it and keep it handy during your stay with us. In addition, it is requested that you read the Housing Handbook because you ARE held accountable for all the information in it! Please understand that the information presented here is accurate at the time of printing and is subject to change without notice.

At capacity, Lawson Hall fills 8 floors with over 400 residents. A new and interesting change to Lawson Hall is the reconstruction of floors 2 and 3 that previously housed the Music and Art Department offices. Floors 4 through 9 are home to you, the residents! A Resident Assistant (RA) lives on each of these floors, ready and willing to help you with questions or concerns you have as you make your time living in Lawson enjoyable. In addition to the RAs, Lawson also has two professional housing staff members and a Senior Staff Assistant ready to assist you in any way they can.

## Fall 2008 Residential Life Staff

### Professional Staff

Temetria Hargett, Resident Director	581-7697
Jessica Thornton, Associate Resident Director	581-7698
Rachel Morgan, Lawson/Taylor Senior Staff Assistant	581-5203
Louise McCrary, Lawson Hall Secretary	581-5131

### Resident Assistants

Karlene (Karli) Waters	327	581-5045
Stevi Dillenburg	404	581-5046
Claire Burns	527	581-5049
Jennifer (Jen) Brnusak	604	581-5040
Abigail (Abby) Latek	727	581-5053
Katie Kubski	927	581-5235

## Things to Know as You Move In:

### Room Assessment & Responsibility

When you check in, review your “Room Assessment & Responsibility” sheet, which lists the general condition of your room. Make sure that any/all room damages are listed on the sheet and return it to your RA promptly. When you check out of Lawson Hall, you may be asked to pay for damages to the room that were not listed, therefore, it is important to be detailed in your initial assessment of the room.

### Furniture

All furniture present in your room at check-in must stay in your room at all times so furniture is not lost for the end-of-year check-out. To ensure a good-looking and comfortable living space that is usable by everyone, miscellaneous furniture found in lounges will be removed and residents will be responsible for replacement costs. *Please do not remove beds, chairs, lamps, or any furniture from the room!* Likewise, university furniture originally in the lounges must remain in the lounges.

### Internet Connection (Ethernet)

Each room has two separate Ethernet ports. If your computer is equipped with a compatible 10-100 LAN Ethernet card and you have a Category 6 (CAT 6) cable, the Internet should be accessible 24-hours a day. You may purchase a Category 6 cable at the Front Desk if needed. Contact the Front Desk also if you have problems making your internet connection.

## Policies at a Glance

Community living is a new and different experience for most people. To assist with the transition from living at home to discovering your new home in Lawson Hall, University Housing policies were established with health and safety in mind. Housing Policies are detailed in the Housing Handbook issued at check-in and the University’s reaction to discipline situations are explained in the Student Code of Conduct.

Please learn the policies... Ignorance is no excuse! The Housing Office and the Office of Student Standards are the final authority in most matters of policy. Questions about policy should be directed to a Lawson

Hall staff member or member of the Office of Student Standards located in the MLK Jr. Union.

# Lawson Hall Council

## Lawson Hall Council (Lawson, INC.)

If you are you looking for a way to get involved, look no further! Lawson Hall Council is one of the best ways for you to make your mark on Eastern's campus! As a member of Lawson Hall's governing board, Lawson Hall Council, you will foster hall-wide community, discuss hall issues, provide feedback to the Central Housing Staff, and most importantly have fun! Council members have even been known to receive scholarships for their service!

Lawson, INC. has an Executive Board that includes the positions of President, Vice-President, Vice-President of Programming, Vice-President of Hall Improvements & Dining Services, Secretary, Treasurer, and Residence Hall Association (RHA) Representative. Each of these positions will give you the needed and *transferable* skills to be a successful leader community member, no matter where your path in life takes you. Even if you feel an executive position isn't for you, various opportunities for involvement still exist and will look equally as good on a résumé!

You are *always* welcome to participate. We frequently plan and implement programs that include dances, ice cream socials, raffles, House Calls, and more! You don't like these? Let us know what you want! See a Lawson, INC. member or a staff member.

Lawson Hall is your home. Have a voice.

## Activity Card

Upon check-in, we hope you purchased your Activity Card, a \$20 payment good for the entire school year. The money is budgeted and used by Lawson, INC. to provide programming for you, update resources at the Front Desk such as magazines and cookware (*see section on Front Desk*), and provide other benefits available only to Lawson Hall residents! Since most items available at the Front Desk are funded by sales of Activity Cards, you would need the Activity Card to use such items. If you have questions or would like get yours today, please see a Lawson Hall staff member.

## Services in Lawson Hall

### Lawson Hall Front Desk

The Lawson Hall Front Desk's main purpose is to serve you and your visitors. Trained to meet most of your needs, the Lawson Hall Secretary and student workers are ready to assist. The desk offers a variety of services to meet your needs including: equipment check-out, mail services, change, campus directories, answers to frequently asked campus questions, service for maintenance requests, and more. Find out for yourself!

### Equipment Check-Out

The Lawson Hall Front Desk has many items available fee-free for your use, unless otherwise noted. With the exception of vacuum cleaners and moving carts, residents must leave their Activity Card at the Front Desk while in possession of the item(s). The number of items that may be checked out to one resident may be limited. Again, you MUST live in Lawson Hall to check-out these items:

- Cookware (pots, pans, utensils, bowls)
- Sporting Equipment (basketballs, footballs, Frisbee, tennis equipment)
- Board games and decks of cards
- Magazines
- Vacuums
- Moving carts
- Billiards Equipment (there is a minimal fee of 25¢ for every 15 minutes of play, this equals \$1 per hour)

A fee is assessed for billiards to fund the maintenance or replacement of the equipment and table.

### Mail

Mailboxes are located to the right of Lawson Hall's Front Desk and individual boxes (shared with your roommate) open with your room key. You may purchase stamps and send outgoing mail from the Front Desk as well. The mailing address is as follows (please be aware that without this complete address, mail could be delayed or lost):

(Name of Lawson Lady)  
(room #) Lawson Hall  
2151 4<sup>th</sup> St.  
Charleston, IL 61920-4260

## Maintenance Requests

Should you notice a maintenance issue in your residence hall room or building, please report the issue to your RA or a Desk Assistant. Once alerted, the Lawson Hall Secretary will make the formal request with the appropriate University personnel and track the request to ensure completion in a timely manner.

## Cash to Card Machine

Cash to Card Machines, with various locations around campus, are used to add money to your Panther Card. For your convenience, a Card to Chip Machine is located in the Lawson Hall lobby. If you have difficulty with the operation of this machine, ask for help at the Front Desk.

## Laundry Facilities

Each residential community (floor) has a laundry room with 2 washers and 2 dryers for student use. The machines operate from money loaded onto your Panther Card—\$1.25 to wash and free to dry!

## Room Telephone

Each room in Lawson Hall has a phone jack, separate from the Ethernet and cable connections. The PIN you were issued during Freshman Orientation allows you to make long-distance calls, billable to you each month. Do not give others access to your PIN as you are responsible for any long-distance charges. Please consult the Telecommunications Office at 581-5951 for current rates and for information about adding services such as Voice-mail and Caller ID to your phone line.

### **Campus and Local Dialing**

Dial the complete 7-digit number. Dialing 9 is not needed. Campus and local calls are free.

### **Long-Distance Dialing**

Dial 1 then the complete 10-digit number (area code with number) when dialing outside of the 217 area code. Dialing 9 is not needed.

## Visitation

Lawson Hall has 24-hour visitation 7 days a week.

## **Employment Opportunities**

An added value of living in University Housing is the ability to have a PAID job right here at home! Listed are some common ways you can receive a paycheck while living in Lawson:

### **Desk Assistant**

Desk Assistants staff the Front Desk and average 8-10 hours per week and 2 weekends each month. Outlined duties of this position include checking-out equipment, sorting mail, answering the phone, making change and most importantly, acting as a resource for fellow residents and guests. Inquire at the Front Desk.

### **Night Assistant**

Night Assistants serve provide added security during late nights and early mornings for residents. The rotating shifts typically allow between 5-20 hours of work per week. If you are a night owl, get your application from the front desk!

### **Dining Service Worker**

Dining Services is looking for enthusiastic, hard working people to work for them in a variety of paid positions with flexible hours. If interested, contact Dining Services for an application.

### **Student Building Service Worker**

Building Service Workers (BSWs) are employed by the University to make sure Lawson Hall is cleaned and comfortable on a daily basis. Often, they seek student help during morning and early afternoon shifts. If you are hard working, responsible, and enjoy cleaning, contact the BSW Sub-Foreman or Front Desk for more information.

## Panther Dining

Panther Dining operates many different locations across campus. The meal plan that you selected with your housing contract allows you to access Panther Dining's many options.

Used weekly, the "meal swipes" component of your meal plan give you access to the residential dining centers at a 20% discount off the cash/guest price. Any unused swipes are forfeited from week to week.

The Dining Dollars component of your meal plan give you access to all Panther Dining operations, including entry to the residential dining centers (at a 20% discount off the cash/guest price) and purchases from the University Food Court and Marketplace Convenience Centers. Dining Dollars are usable during the entire academic year and additional Dining Dollars may be purchased from the Dining Services Office on the First Floor of the MLK Jr. Union.

### Menu Hotline

Call 581-FOOD (3663) or access ([www.eiu.edu/~dining](http://www.eiu.edu/~dining)) for hours of operation and food selections served daily at all of the Panther Dining locations across campus.

### Panther Card

Your Panther Card is encoded with the meal option you chose on your Housing Contract. For your protection, the Dining Service staff is required to confiscate any cards not used by the owner.

### Guidelines for Panther Dining

Shoes and shirts must be worn in the dining facilities at all times and smoking is not permitted. Damage, excessive noise, and excessive mess is prohibited.

## **Welcome Once Again!**

The Housing team in Lawson Hall, consisting of Professional Staff, RAs, Desk Employees, Hall Council members, and Building Service Workers have worked hard to guarantee a smooth Opening. We are pleased you decided to live in Lawson Hall and our entire team is dedicated to making your stay a memorable one.

**I am EIU.  
I am a Lawson Lady.**