

Polymer Clay Collaborative Retreat *Check-In Process*

What to do when you arrive at Shepherd University

6/1/09-All retreat participants must sign in at the Student Center Storer Ballroom Lobby between 2:00 - 4:00pm. You will get your key cards for your room/meals and your bed linens. [Remember to bring your own blanket/pillow].

Registration Process:

When you arrive at the University, you may park along **King Street**. Handicapped spaces are available in front of the Student Center.

If no spaces are available along the street, park in **B lot** (across the street from Student Center behind Ikenberry Hall). The King Street entrance to the B lot is at the left of Ikenberry Hall.

Note: B lot stretches from Ikenberry Hall, past the Scarborough Library, and behind the Byrd Science Center. The other exit out of the B lot is at Princess Street.

Enter the Student Center at the **right-hand entrance** at ground level, (*sign reads "Book Store"*).

Inside the Student Center, take the elevator to the 3rd floor. Registration takes place in the lobby in front of the Storer ballroom. At registration, you will receive all registration materials, your room assignment, residence hall key, and linen sets.

To find your residence hall, follow the campus map and drive (from east campus) to west campus, the location of the residence halls.



6/6/09 - Check out is from 1:00PM - 3:00PM in the Student Center Storer Ballroom Lobby. You will return your room key at that time. Please leave your linens in your room.

Student Center