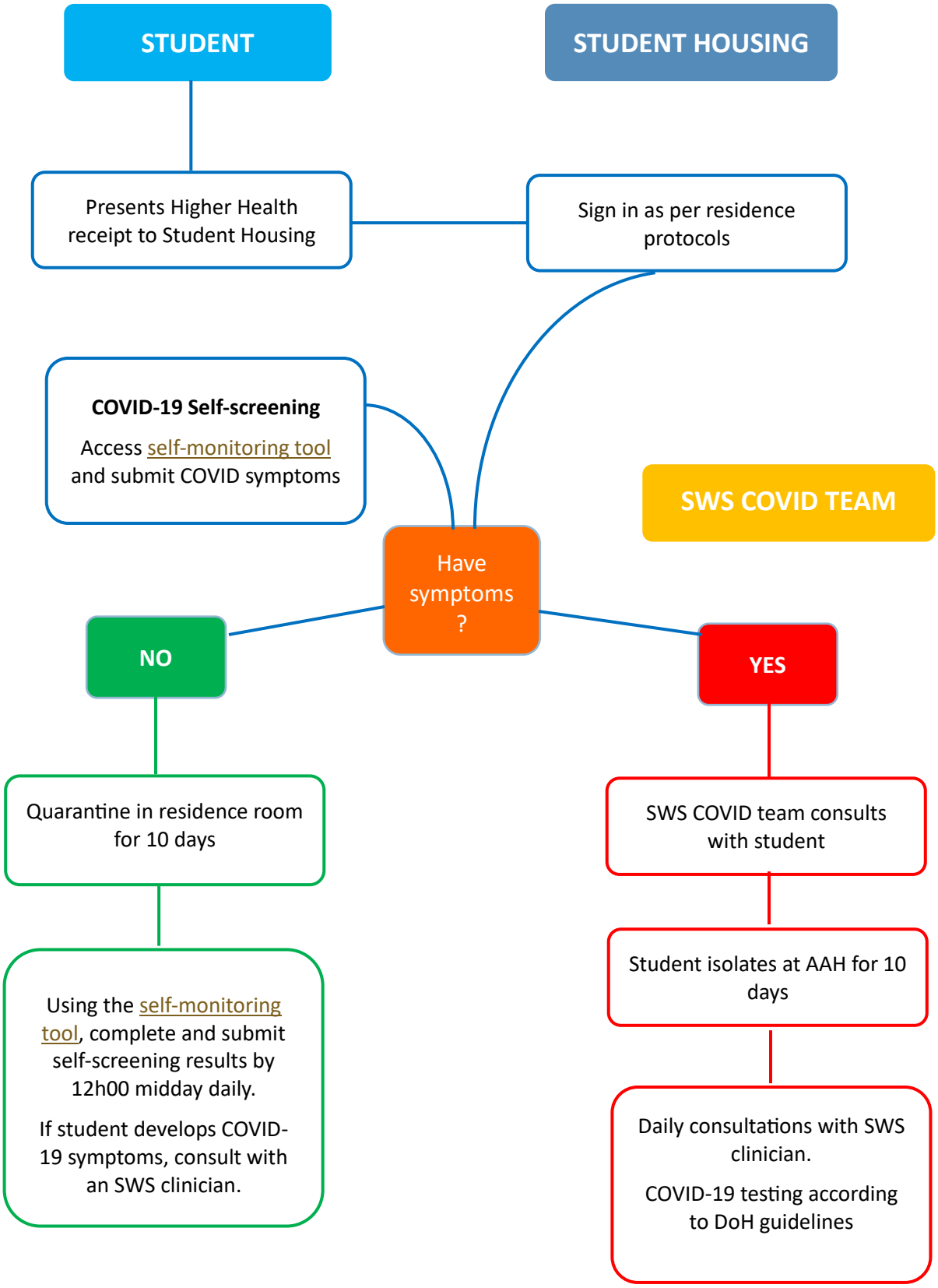3.3 PROCEDURE FOR STUDENTS ARRIVING AT RESIDENCE (SUMMARY)