



State University of New York Maritime College

## **Important Information from the Office of Student Life**

### **Check Out Procedures for Winter Break**

Before you leave campus for a well deserved Winter break, please remember that you must check-out of your room and return your room key before leaving campus.

#### **The following are approved check-out times:**

**Dec. 8<sup>th</sup> 1PM- 4PM**

**Dec. 12<sup>th</sup>-14<sup>th</sup> 1PM-4PM**

**Dec. 15<sup>th</sup> 2PM-5PM (All students must be out of their rooms NO LATER than 6 PM)**

Please sign up to check out with your platoon commander or RA to make sure that you have completed check out properly. You must also come to the Office of Student Life and turn in your key to Victor during the times listed above. **FAILURE TO RETURN YOUR KEY WILL RESULT IN A \$100 CHARGE,** and the lock being replaced.

For those of you who are leaving Maritime College and not returning please make sure you have checked out properly with a Student Life Representative and receive the copy of your RCR for your records.

#### **Those of you that will be returning to Maritime may check in at the following times:**

**Dec. 27<sup>th</sup> 1PM-4PM (IDO's return)**

**Jan. 6<sup>th</sup> 12PM-2PM (3<sup>rd</sup> Class, 4<sup>th</sup> Class, Civilian, Day Students)**

**Jan. 6<sup>th</sup> 2PM-4PM (1<sup>st</sup> Class, 2<sup>nd</sup> Class, Civilian, Day Students)**

- ✓ Please note that Student Accounts must be CLEARED prior to check-in, if you are not cleared you WILL NOT receive a key
- ✓ ALL students living on campus must check-in
- ✓ New Residence Hall keys will only be programmed during check in times

**NO EXCEPTIONS to  
this schedule will be  
made without written  
approval from  
Student Life**

### **Other Important Information:**

Any students that plan to remain on campus for any reason during Winter break MUST complete a housing form with the Office of Student Life prior to Nov. 17, 2006. Housing forms may be picked up at the OSL in Baylis hall.

Please note that maintenance and housing staff will be entering the rooms during break, it is advisable that you take all valuables with you when you vacate the room. Maritime college is in NO way responsible for any lost or stolen property.

**HAVE A SAFE AND HAPPY WINTER BREAK**

~Office of Student Life Staff