

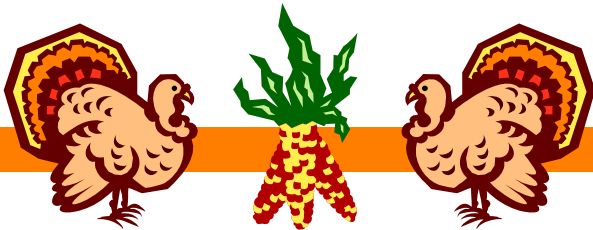


IMPORTANT INFORMATION



Thanksgiving Recess 2009

Residence Halls Close Wednesday,
November 25th @ 12 Noon
Residence Halls Re-Open
Sunday, November 29th @ 11am



Things to Remember

- ◆ Attend closing meeting
- ◆ Report ALL window problems to the Quad Office
- ◆ Close & lock ALL WINDOWS
- ◆ Take out all garbage & recyclables
- ◆ All **first floor** residents close shades
All others leave shades open
- ◆ Bring home all valuables
- ◆ The last person to leave the suite must notify staff that the room is vacant (as per instructions by staff)

Important!

Access to Residence Halls during the Recess periods is **strictly prohibited**. Please take all necessary belongings with you (remember all medication & fish!)

Winter Intersession 2009

Residence Halls Close Thursday,
December 17th @ 12 Noon
Residence Halls Re-Open
Sunday, January 17th @ 11am

All students **MUST** leave the residence halls **24Hours** after their last final exam or by 12Noon on 12/17/2009, **Whichever comes first.**

Preparing for Break

- ◆ **Attend closing meeting**
- ◆ Report ALL window problems to the Quad Office; Close & lock ALL windows
- ◆ Take out all garbage & recyclables
- ◆ All **first floor** residents close shades
All others leave shades open
- ◆ Bring home all valuables/medicine
- ◆ **Unplug all items in the room!**
- ◆ **Clean and defrost your refrigerator at least 24 hours prior to departure.**
- ◆ The last person to leave the suite must notify staff that the room is vacant (as per instructions by staff)
- ◆ **ATTEND DAMAGE BILLING MEETING IF ANY ROOMMATE OR SUITEMATE WILL NOT BE RETURNING FOR THE SPRING 2010 SEMESTER**

RECESS HOUSING

Recess Housing is available on a limited first come, first serve basis for those with extenuating circumstances. Upon approval, residents currently residing in Anthony, Cooper, Fulton, Van Rensselaer, Ryckman, Ten Broeck, Waterbury, Sayles or Pierce Halls can remain in their current assignment. Students not residing in these areas will be housed in the bunk rooms on Alumni Quad. **Applications will be available for:**
Thanksgiving break on Monday 10/26/2009 and are **due by Monday 11/16/2009 by 5pm**
For Winter break on Monday 11/30/2009 and are **due by Friday, 12/11/2009 by 5pm**
Applications are available in every Quad Office and on our website at www.albany.edu/housing

- * Food Service will not be available, and other services will be limited.
- * There will be a refundable \$25.00 key deposit for the bunk rooms on Alumni Quad.

Moving to a New Room?

- ◆ File a Room Change Request with your RD prior to 11/30/09
- ◆ Check Out of your current assignment (removing all of your belongings) by the latest 12/17/2009 at Noon.
- ◆ Check into new assignment on 1/17/2010 anytime after 11AM
- ◆ If you do not check out of your current location prior to intersession, you will forfeit your new assignment

Not Returning to a Residence Hall for the Spring 2010 Semester?

Your Residence Hall license is a legal binding contract for the entire academic year. If you are **leaving the University** for ANY reason (i.e.: graduating, transferring, withdrawing) you must:

- ◆ Complete a request for release form at the Residential Life office located in Building 25 (the old Health Center) or available to print out on our website at www.albany.edu/housing/ and return to our Central Office
- ◆ Attend the damage billing meeting.
- ◆ Upon approval of Request, you must completely check out of your room, make an appointment with the Quad Office to turn in your keys and officially check out.
- ◆ A reminder that all freshmen are required to live on campus.

Is Your Roommate or Suitemate Not Returning in the Spring 2010?

- ◆ Attend the damage billing meeting scheduled for your Residence Hall.
- ◆ Prepare your room for your new roommate before you depart for the recess.
- ◆ Your new roommate will check in on January 17, 2010.



HOUSING SIGN UP FOR FALL 2010

- √ You will soon be receiving information regarding the housing sign up process for the 2010-2011 academic year, including housing deposit deadlines and fees.
- √ The housing deposit must be paid **PRIOR** to room sign up.
- √ Housing assignments will begin to take place at the end of February for University Apartments and mid-March will open the doors for all other housing option sign ups!
- √ **If you are Studying Abroad for the Spring 2010 semester and wish to sign up for housing for the Fall 2010 semester, Then you must contact Residential Life at 518-442-5875 or email us at Reslife@albany.edu and notify us by February 1, 2010 that you wish to do so.**