

FALL 2011 IMPORTANT END OF SEMESTER INFORMATION

RESIDENTS MUST VACATE by 9:00 a.m. on the day following their last final exam or by

*5:00 pm on December 21, 2011, whichever is earlier. *Students enrolled in Wednesday evening classes and have scheduled exams, will be permitted to register, in the Residential Life Office, to remain in the halls beyond 5:00pm.

RESIDENCE HALLS LOCKED—THERE IS NO ACCESS TO ROOMS OR BELONGINGS until 12:00 Noon on Jan. 2nd (for registered winter session residents only). NO EXCEPTIONS

DO NOT LEAVE VALUABLES: While we do not require residents to remove their possessions, residents leave belongings at their own risk. The college will not assume responsibility for losses or damages that may occur. Residents will not be given access rooms.

RESIDENTIAL LIFE STAFF WILL INSPECT EVERY ROOM to insure that the rooms are vacated and in proper condition. Residential Life reserves the right to sanction for any infraction of residence hall policies.

VISITATION: NO OVERNIGHTS AS OF DEC. 11 @ 9:00 AM. NO EXCEPTIONS. PLEASE ADVISE FAMILY AND FRIENDS.

ROOM CONDITION:

- All room floors must be swept and mopped.
- All personal items should be placed above floor level
- Electrical appliances must be unplugged (TV, Stereo, Alarm Clocks, etc.) and lights turned off. Students in suites must not unplug refrigerators.
- Windows must be closed.
- Discard unwanted items and garbage.
- Any items remaining after a resident withdraws or switches rooms, will be disposed of by FIT maintenance at the resident's expense. Residents in suites are responsible for cleaning the refrigerator, stove, kitchen cabinets/sink and bath/shower/bathroom areas. PLEASE NOTE: ANY resident who fails to leave their room in move-in condition or occupies empty space within their assigned room will incur charges to be determined by FIT maintenance department.

Finals, packing, cleaning, and moving are stressful.....get ahead of the game.....begin now!

RETURNING TO THE HALLS -SPRING '12

KEYS/ID's-

RETURNING TO THE HALLS FOR SPRING 2012?

27TH STREET: You are required to keep your keys and ID.

KAUFMAN HALL: You are required to keep your ID, but must turn in key card to drop box outside of Residential Life Office.

NOT RETURNING TO THE HALLS FOR SPRING 2012?

See withdrawal procedures.

WITHDRAWALS - Students withdrawing from housing must return keys/ID, room must be in move-in condition to avoid charges, follow all checkout procedures, and complete an online withdrawal form <http://www.fitnyc.edu/3240.asp>

OPTIONS FOR MOVING OUT OF THE RESIDENCE HALLS: If you live within driving distance consider moving your belongings on the weekends of Dec. 10th and/or 17th. If you are not within driving distance, consider shipping your belongings.

DO NOT LEAVE CARS UNATTENDED. Please note that N.Y.C. will tow & ticket unattended cars on the Street.

Students who need housing for the holiday break can pick up a listing of off-campus housing information in the Residential Life Office or online @ <http://www.fitnyc.edu/3197.asp>