April 21, 2014

Dear Current Student:

The academic year is rapidly coming to a close. We hope it has been as challenging and rewarding for you as it has been for us. This week will be very hectic as you begin finals, finishing your semester long assignments/projects, and planning your summer activities. Please take a moment and read the important information listed in this letter.

**Post Office Key Checkout Procedures – ALL STUDENTS**
Before you leave you must turn in your P.O. Key. Keys will be issued again in the fall. Failure to return your P.O. key will result in a fine of $25.00. If you want your “First Class” mail forwarded you must make sure we have your correct mailing address on file. If your address has changed please make corrections with the Thiel College Post Office. If you want us to “hold” your mail please notify the Thiel College Post Office. If you will be staying on campus for the summer, and require a mailbox, you must sign up on the list at the Thiel Post Office. Please note that when you are purchasing items to be shipped to you, that you must check your address to make sure that your items are shipped to your home as we are unable to forward UPS and FedEx items.

**Room Checkout Procedures – Resident Students Only**
1. As stated in the Student Handbook, all students other than graduating seniors should plan to vacate your room within 24 hours of your final exam. The halls officially close at 7:00p.m. Thursday, May 1, 2014. With the exception of graduating seniors, all of your belongings will need to be out of your room before you leave and drop you keys in ICM with the envelope we provided. **Graduating seniors are expected to vacate your building/room by 6:00pm Sunday, May 4th.**
2. The last meal served in the dining hall will be dinner on Thursday, May 1st (4:15pm – 7:00pm).
3. Place your room key(s) into the envelope we provided and put in the Inter Campus Mail (ICM). Your mailbox key may be put in this envelope or turned into the post office.
4. Please return all dining room utensils and glasses to the dining hall. **No questions will be asked!!**
5. Residents graduating or not returning for the next school year will have their remaining room damage deposits mailed to them over the summer (minus any damage charges). Residents returning to the halls in the fall will have their remaining deposits credited to their student account for next year.
6. To help you to prepare for your finals **24 hour quiet hours** will be in effect beginning Saturday, April 26th at 1:00am. and continue through Thursday, May 1, 2014. **RAs will be enforcing this rule** so all students will have equal opportunity to study in a quiet environment regardless of whether their tests are done on the first or the last day of exams. Please be considerate of other students needing to study during this time.
7. **Important:** You must remove ALL trash from the residence hall, theme house, or apartment and take it to the dumpsters *(i.e., It should not be placed in bathrooms, hallways, etc.)*. If trash begins to accumulate in the hallways or around the building the charges will be assessed to those responsible. If we are unable to determine a responsible party, then the entire building or floor will be charged. Thank you in advance for your cooperation.
8. For the safety of your possessions and to prevent damage, all students are reminded to follow these guidelines:
   a. Lock windows and close drapes.
   b. Turn off lights.
   c. Clean Room (sweep floors, clean/rearrange furniture, etc.).
   d. Empty wastebaskets.
   e. Be sure no food has been left in the room.
   f. Return all dining hall dishes and trays to the dining hall.
   g. Remove all personal possessions from common areas, such as the laundry room, bathroom, etc.
   h. Remove all personal possessions from your room. Students will be charged $50.00 per personal item left
in the room.
i. Disconnect all electrical appliances.
j. Lock room door while moving your belongings out, and as you checkout of the room for good.

****Failure to properly checkout of your room will result in a fine totaling $50.00. ****

SUMMER SCHOOL/SUMMER HOUSING
Any student that plans on attending classes and/or working on campus over the summer may be approved to live in summer housing. Summer housing will take place in Harter Hall this summer. Summer housing will cost $100.00 per week, but students that are working on campus 20 hours per week or more may receive a discounted rate of $50.00 per week. This cost includes five lunches one/day Monday through Friday. Any students interested in signing up for summer housing should see Rhonda Laird in the Student Life Office in the HMSC.

IMPORTANT
Please protect yourself, each other, and your belongings by making sure your rooms are secure and by reporting any unusual activity to Residence Life Staff and/or Thiel Police as this is an extremely high risk time of year. It is also important that you refrain from propping open any entrance or exit doors in your residence halls due to safety and security reasons. Tampering with fire exits and lock systems is a safety hazard to all residents and can result in a fine of up to $1,000.00.

Enjoy the rest of the year and we hope you all “ace” your finals! Congratulations to our graduating seniors!!!

Best wishes to all of you,

The Student Life Staff