

COOK/DOUGLASS CAMPUS KEY PICK UP INSTRUCTIONS:

FIRST YEAR HONORS ONLY

FRIDAY, AUGUST 28TH 10:00 AM – 12:00 pm.

Keys will be available at the building where your housing assignment is located.

FIRST-YEAR STUDENTS

SATURDAY, AUGUST 29TH 8:00 a.m. – 12:00 p.m.

Keys will be available at the building where your housing assignment is located until 2:00 pm. From 2:00 pm until 5:00 pm, you may pick up your key at your campus Residence Life Office located in the PAL Building.

Only YOU CAN PICK UP YOUR KEY. You will be required to present photo identification, complete an Emergency Card, and be on record as having received all required immunizations before a key can be issued to you.

*******IMPORTANT NOTE*******

If you have a Housing contract and will not be attending Rutgers or do not intend to reside in a residence hall, **YOU MUST CANCEL YOUR HOUSING CONTRACT IN WRITING.** After 5:00 p.m. on the first day of classes, all unclaimed room assignments will be canceled and reassigned to students on the waiting list. New students will forfeit their Housing deposit.

TRANSFER STUDENTS

SATURDAY, AUGUST 29TH 8:00 a.m. – 12:00 p.m.

Keys will be available at the tent outside of the PAL Building (where the C/D Housing and Residence Life is located) until 2:00 pm. From 2:00 pm until 5:00 pm, you may pick up your key inside the Residence Life Office located in the PAL Building.

Only YOU CAN PICK UP YOUR KEY. You will be required to present photo identification, complete an Emergency Card, and be on record as having received all required immunizations before a key can be issued to you.

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If you have a Housing contract and will not be attending Rutgers or do not intend to reside in a residence hall, **YOU MUST CANCEL YOUR HOUSING CONTRACT IN WRITING.** After 5:00 p.m. on the first day of classes, all unclaimed room assignments will be canceled and reassigned to students on the waiting list. New students will forfeit their Housing deposit.

ALL CONTINUING STUDENTS
MOVE-IN DAY KEY PICK UP
COOK/DOUGLASS CAMPUS

SUNDAY, AUGUST 30th 9:00 a.m. –2:00 p.m.

Keys will be available at your assigned residence building. From 2:00 pm until 5:00 pm, keys will be available at the Residence Life Office in the PAL Building.

You may also move in on MONDAY, AUGUST 31ST, from 9:00 am until 5:00 pm but you must pick your keys up at the Housing Office located in the PAL Building. There will be no key stations on 8/31.

Keys not picked up during the above-noted hours can be picked up at the Housing Office in the PAL Building during office hours. If you are unable to pick up your key by September 2nd, please make prior arrangements with the Housing Office:
Phone 732-932-9625

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