COOK/DOUGLASS CAMPUS
KEY PICK UP INSTRUCTIONS:

FIRST YEAR HONORS, AIMS LIVING-LEARNING COMMUNITY AND WEATHERWATHERS LIVING-LEARNING STUDENTS ONLY

FRIDAY, AUGUST 27TH  9:30 AM – 1:00 pm.

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

DOUGLASS RESIDENTIAL COLLEGE (DRC):

FRIDAY, AUGUST 27TH  8:30AM-11:30 AM

<table>
<thead>
<tr>
<th>FOR STUDENTS ASSIGNED TO</th>
<th>KEY PICK UP LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katzenbach:</td>
<td>Key pick up at Katzenbach</td>
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<tr>
<td>Woodbury Bunting Cobb:</td>
<td>Key pick up at Woodbury Bunting Cobb</td>
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<tr>
<td>Henderson:</td>
<td>Key pick up at PAL Building</td>
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<tr>
<td>Jameson:</td>
<td>Key pick up at Jameson H lounge</td>
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<tr>
<td>New Gibbons AL</td>
<td>Key pick up at New Gibbons A-Rec</td>
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<tr>
<td>New Gibbons A5:</td>
<td>Key pick up at New Gibbons A-Rec</td>
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<tr>
<td>New Gibbons B3 &amp; B4:</td>
<td>Key pick up at New Gibbons A-Rec</td>
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<tr>
<td>Sophia House:</td>
<td>Key pick up at New Gibbons A-Rec</td>
</tr>
</tbody>
</table>

FIRST-YEAR STUDENTS

SATURDAY, AUGUST 28TH  8:00 a.m. – 2:00 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.

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**TRANSFER STUDENTS**

SATURDAY, AUGUST 28th 9:00 a.m. – 1:00 p.m.

Keys will be available inside the Housing Office, located in the PAL Building.

Students arriving late (after 2:00 pm) may pick up keys at Residence Life Office inside the PAL Building until 5:00 pm.

**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.

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**CONTINUING STUDENTS**

**MOVE-IN DAY KEY PICK UP**

COOK/DOUGLASS CAMPUS

SUNDAY, AUGUST 29th 9:00 a.m. –1:00 p.m.

Keys will be available at a tent outside of the PAL Building. **If you arrive late (from 2:00 pm until 5:00 pm), keys will be inside the PAL Building at the Residence Life Office.**
You may also move in on MONDAY, AUGUST 30th and TUESDAY, AUGUST 31st from 9:00 am until 4:00 pm. Keys will be available at inside of the PAL Building at the Housing Office. There will be no tent/key station on 8/30 & 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 1st, please make prior arrangements with the Housing Office by calling 732-932-9625.

**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.