

DOUGLASS RESIDENTIAL COLLEGE KEY PICK UP INSTRUCTIONS:

FIRST-YEAR AND TRANSFER STUDENTS INCLUDING FIRST-YEAR HONORS STUDENTS IN THE FOLLOWING RESIDENCE HALLS: JAMESON, KATZENBACH, WOODBURY/BUNTING COBB AND HENDERSON APARTMENTS ONLY.

FRIDAY, AUGUST 28TH 8:30 am-11:30 am.

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

CONTINUING STUDENTS:

SUNDAY, AUGUST 30TH 9:00 am – 2:00 pm

Keys will be available at your residence building until 2:00 pm. From 2:00 pm until 5:00 pm on 8/30, you may pick your key up at the Housing and Residence Life Office in the PAL Building on Cook/Douglass Campus.

Continuing students may also move in on MONDAY, AUGUST 31ST from 9:00 am until 5:00 pm. However, on 8/31 you must pick up your keys at the Housing and Residence Life Office. There will be no key stations at the residence buildings on 8/31.

NOTE TO ALL STUDENTS:

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.

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.

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:
Phone 732-932-9625

Office Hours: Monday – Friday 8:00 am – 5:00 pm