

# Not returning to housing for the spring semester?

Key Dropbox Location:  
Main Lobby of Whitney to Right  
of Elevators



## To-Do List

- Remove all personal items/trash from your space by December 21st at noon
- Return your key to your building's drop box
- Fill out an envelope in the drop box pocket with your information before sealing it and dropping your key in the box!

Key  
Drop  
Box



Failure to return your key if you are not returning for the spring will result in a lock change fee assessed to your student account.