

Office of Residence Life Spring 2015 Check-in Procedures

Residence hall check in for returning 1st Year, Upper College & Graduate Students who resided on campus Fall 2014 will be 10 am – 4 pm on

Friday, January 23, 2015

Classes for the “SPRING 2015 SEMESTER” will begin on Monday, January 26, 2015.

When checking in, please report to your assigned Residence Hall, **unless you have been granted a room change**. Residents who have been granted a room change are to report to **Alex Haley Hall, Room 160**. Your account must be paid in full and you must be registered as a full time student in order to check in.

Please make sure you have been billed for a room, meal plan, tuition and fees. You must have a zero balance or credit on your account. Bills can be paid with personal funds, financial aid if eligible or payment arrangements. All bills or payment arrangements must be made through the Office of Student Accounts. The Office of Student Accounts is located on the 1st floor of the Henry Administration Building. You can reach them at 301-860-3490 or 3491.

No one will be allowed to check-in with a balance on their account. No exceptions! All payments or payment arrangements can only be made with the Office of Student Accounts.

STUDENTS WHO DO NOT REPORT FOR CHECK-IN ON THE DESIGNATED DATE, ARE RESPONSIBLE FOR THE ROOM AND MEAL FEES. FAILURE TO RETURN DOES NOT NEGATE YOUR FINANCIAL OBLIGATIONS. ONLY STUDENTS RELEASED FROM THE CONTRACT ARE NOT ACCOUNTABLE FOR THE EXPENSES OF THE ROOM AND MEAL PLAN; OTHERWISE CHARGES FOR THE ROOM AND MEAL PLAN WILL REMAIN ON YOUR ACCOUNT. PLEASE KEEP IN MIND THERE IS NO EARLY CHECK-IN OR CHECK IN ON SATURDAY OR SUNDAY. IF YOU NEED TO REQUEST A LATE CHECK-IN DATE, SEND AN EMAIL TO HOUSING@BOWIESTATE.EDU BY FRIDAY, JANUARY 16, 2015. PLEASE INCLUDE YOUR NAME, STUDENT ID #, YOUR ASSIGNMENT, THE REASON FOR CHECKING IN LATE AND THE DATE YOU WILL RETURN. AFTER FRIDAY, JANUARY 23RD. THE NEXT AVAILABLE DATE TO MOVE IN IS MONDAY, JANUARY 26TH FROM 10 AM TO 4 PM.

Don't forget to check your BSU email account for information and updates from ORL.

Continue to have a save and productive winter break!