

End of Term Fall 2011 & Spring Opening 2012 Announcements

HOUSING INFORMATION AND CHECK-OUT INFORMATION:

All student houses will close at **10:00 am** on **Saturday, December 10**; **students must be off campus by this time**. Student houses will be locked, and access to houses will not be granted for any reason after 10:00 am on Saturday, December 10. Campus Safety will continue to conduct rounds, and any student who is found on campus after 10:00 am will be fined \$100 for each two hour period past the deadline, up to \$300.

Students leaving shortly after 10:00 am on Saturday can avoid these fines by being completely checked out of their rooms with their keys turned in to Barn 124. Those waiting for rides should do so in Barn 100.

Please note: You are encouraged to get a receipt noting the date and time that you turned in your key. If you leave campus without turning in your key, the cylinder on your door will be changed, and you will be charged \$50. You will also be charged the maximum late check out fine of \$300 because your check-out time cannot be verified. If you have lost your key, you are encouraged to check out with Campus Safety to avoid the additional late check-out fine.

The College assumes no responsibility or liability for property left in student rooms, suites or in house common areas after the closing dates listed above. Items left in rooms are considered abandoned property, and as such, will either be donated to local charities or discarded.

Before you leave campus, you must return your key to one of the following locations:

Thursday, December 8:

Key Room (Commons by Laundry Room): 9:00 am – 3:00 pm or Campus Safety at all other times

Friday, December 9:

Key Room (Commons by Laundry Room): 9:00 am – 3:00 pm or Campus Safety at all other times

Saturday, December 10:

Barn 124: 8:00 am - 10:00 am or Campus Safety at all other times

If regional reports indicate that there is inclement weather, the College may extend the closing deadline for an additional 24 hours. Signs will be posted in each house should this exception be made.

STORAGE INFORMATION:

Heated and locked storage space will be available over FWT to all students enrolled and returning for the spring 2012 term free of cost. This year, storage will be available in **Lester Martin Theater in VAPA**. Students may transport their belongings to Lester Martin themselves, or make use of the moving van provided by the College.

MOVING VAN AVAILABILITY:

Date	Van Hours
Tuesday, 12/6	3:00 pm - 7:00 pm
Wednesday, 12/7	3:00 pm - 7:00 pm
Thursday, 12/8	3:00 pm - 7:00 pm
Friday, 12/9	3:00 pm - 11:00 pm
Saturday, 12/10	8:00 am - 10:00 am

Storage in Lester Martin will be accessible during the times listed below. Storage will be locked and cannot be accessed for any reason after 10:00 am on Saturday, December 10, so please plan accordingly. Bennington College assumes no responsibility or liability for the theft, loss, or damage of any personal property stored in Lester Martin. All items placed in storage are left at the owner's risk. To prevent water damage to student belongings, **all refrigerators must be defrosted and drained** before being placed in the storage facility. **Bicycle storage** will also be held in Lester Martin, and will be available during the open storage hours listed.

STORAGE INFORMATION:

Date	Storage Hours
Tuesday, 12/6	11:00 am - 7:00 pm
Wednesday, 12/7	11:00 am - 7:00 pm
Thursday, 12/8	11:00 am - 7:00 pm
Friday, 12/9	9:00 am - 11:00 pm
Saturday, 12/10	8:00 am - 10:00 am

LONG-TERM VEHICLE STORAGE:

Students wishing to leave vehicles on campus during FWT should complete a Long-Term Vehicle Parking Permit, available through the Office of Campus Safety. This permit must be returned to Campus Safety by Friday, December 2. If the permit is approved, the vehicle will be assigned a designated spot in the Ohio parking lot. The keys to the vehicle, along with the owner's full name, the make/year/model/color of the vehicle, license plate information and a copy of the vehicle's registration must be turned in to Campus Safety before students leave campus. Only vehicles with current registration and a valid College parking permit may be parked long term. Please contact the Office of Campus Safety at x4250 with any questions about this procedure.

ALBANY SHUTTLE INFORMATION:

The schedule for the shuttle service to Albany coordinated through the Office of Student Life is listed below. The service costs \$35, which may be paid by cash, check, Bennington Card declining balance, or charged to student bills. The deadline for sign ups (in the Office of Student Life) is Tuesday, November 29 at 3:00 pm. **No refunds will be given for cancellations made after this date.** After November 29, students can sign up for the shuttle **if there is room** on a first-come, first-serve basis for an extra \$10 fee. **Each student must personally contact the Office of Student Life themselves to make a reservation. Reservations made through friends will not be accepted.**

When signing up for the shuttle, you must provide exact travel arrangements (train and bus times and destinations, flight numbers, times and destinations). This allows us to plan appropriately. In addition, any student bringing more than 2 bags will be charged an extra \$10 fee per bag. It is imperative that you bring only the number of bags you sign up to take, as the number of bags affects the number of passengers that the shuttle can hold.

Date	Shuttle Departure Time	Train Station (arrival)	Bus Station (arrival)	Airport (arrival)
Wednesday, 12/7	1:00 pm	2:10 pm	2:25 pm	3:00 pm
	4:00 pm	5:10 pm	5:25 pm	6:00 pm
	7:00 pm	8:10 pm	8:25 pm	9:00 pm
Thursday, 12/8 (last day of classes)	10:00 am	11:10 am	11:25 am	12:00 pm
	1:00 pm	2:10 pm	2:25 pm	3:00 pm
Friday, 12/9	4:00 pm	5:10 pm	5:25 pm	6:00 pm
	7:00 am	8:10 am	8:25 am	9:00 am
	10:00 am	11:10 am	11:25 am	12:00 pm
	1:00 pm	2:10 pm	2:25 pm	3:00 pm
Saturday, 12/10	4:00 pm	5:10 pm	5:25 pm	6:00 pm
	9:00 am	10:10 am	10:25 am	11:00 am

In addition to this shuttle service, the following companies also offer transportation that students can arrange independently:

AJ Transportation: 802-442-7129
Bennington Taxi: 802-442-9052
Capitaland Taxi at (518) 453-8888

Classic Limousine Service: 802-447-1609
Green Mountain Express: 802-447-0477
Yellow Cab at (518) 434-2222

FWT HOUSING:

If you are working on campus during FWT and have not yet applied for FWT housing, you must do so by **Friday, November 18**. Please contact Sarah Walcott in the Office of Student Life.

FWT INFORMATION:

The deadline for FWT registration is **Friday, November 18**. You will be notified of your registration confirmation via email. This confirmation includes an attachment with important information about FWT which you should review. If you do not receive this confirmation before the end of classes, or have questions about the information you receive, please contact the FWT and Career Development Office. Once your registration is received, your supervisor(s) will be emailed a confirmation letter, to which they must respond in order for you to be fully registered.

Late registration forms received after December 11 will not be eligible for a full pass. Late registrations will not be accepted after January 12, 2011. Students who have not registered for FWT by this date will receive a grade of fail for the term and will be required to complete a make-up FWT.

Students wishing to add a primary job to their already-registered FWT may do so by submitting the necessary information to the FWT/CDO through WorkLink no later than January 20, 2011. However, once registered, students may not “unregister” a job.

Additional information about FWT policy including policy around primary and supplemental hours can be found in the FWT section of the 2011-2012 FWT Handbook and online at <http://www.bennington.edu/Students.aspx> (select “FWT Handbook” under FWT and Career Development Resources). Additionally, all FWT documents, including timesheets and essay questions, are available in the document library of WorkLink. Further updates and notifications will be sent to Bennington email addresses, so check frequently! Please feel free to contact the FWT and Career Development Office at x4321 with any questions.

TELEPHONE SERVICES:

Telephone bills for the month of December will be sent via email to Bennington webmail addresses by January 4, 2012. Paper copies of bills can be sent to students’ FWT forwarding addresses. To request a paper bill, please contact the Office of Telecommunications. After January 4, all remaining balances will be placed on student bills. Please be aware that if the telephone in your room is missing or damaged in any way, a fee will be assessed and your student bill will be charged.

Telephone service will be disconnected and voicemail accounts will be deleted on Saturday, December 10. Students staying on campus for FWT may sign up for phone service during that time for a fee of \$20. Please contact the Office of Telecommunications at x4443 to activate this service.

POST OFFICE AND SHIPPING:

Students wishing to ship items weighing over 30 pounds at the end of term may do so by contacting the Shipping and Receiving Department (located in the Maintenance building) between the hours of 8:00 am and 3:00 pm, Monday through Friday. Students are responsible for packing and obtaining their own boxes. Boxes will be weighed and measured to determine the exact cost, and payment must be provided in full and paid in cash only **before** a request for pick-up is made. The College ships through UPS, which can only accept packages weighing less than 150 pounds and measuring less than 130” in total area. For additional information, contact Skip Crawford at x4620.

Any student staying on campus or living locally during FWT should inform the Post Office before you leave in December in order to have a mail box here and to stop your mail from being forwarded. If you have any questions please call x4433.

Over FWT, any mail sent to the College will be forwarded to students’ home addresses. Please be aware that the turnaround time for mail forwarding can be up to a week; students should contact any organization that generates bills and have time-sensitive materials forwarded to your home address directly. Packages, Netflix discs, magazines and other mail of this nature will not be forwarded unless students leave money at the Post Office before leaving campus to cover these costs.

MAINTENANCE INFORMATION:

Students must remove all non-College issued items from their rooms because student houses must be maintained for use by outside groups over FWT. All trash must be placed in plastic bags and disposed of in a dumpster. Student rooms must include all College furniture that was provided at the start of the term and be set up as they were upon students' arrival to campus. Failure to do so will result in a minimum set-up fee of \$50. After houses close House Chairs and College staff will conduct walk-throughs to assess house and room damages and billing. For more information about billable offenses and fine structure, please refer to pages 30-32 of the 2011-2012 Student Handbook. Any damage to individual student rooms will be billed to the student(s) that lived in that room; any damage to house common areas will be divided and billed to all house residents. An email with each student's projected bill for the term (including individual and house charges) will be sent to all students in early January. Students will have two weeks to appeal any charges to the Office of Student Life, at which point finalized bills will be sent out. Bills not paid by their listed due date will be placed on student bills.

MEYER RECREATION BARN:

The Meyer Recreation Barn will close for the term on Thursday, December 8 at 10:30 pm, and will re-open for FWT hours on Monday, January 2. All sports and recreation equipment checked out for student use must be returned by Wednesday, December 7. Students will be billed for any lost or damaged equipment after this point, and equipment not returned by the deadline will be considered lost.

DINING HALL:

The Dining Hall will serve during regular meal times through dinner on Friday, December 9. On the morning of Saturday, December 10, continental breakfast (no hot food) will be served from 7:00-11:00 am.

STUDENT CENTER:

The Student Center will be open regular term hours during the last week of term, and will close at midnight on Friday, December 9.

The Upstairs and Downstairs Cafés will close for the winter break starting on Saturday, December 10 at 12:00 pm and will reopen on Monday, January 2.

CROSSETT LIBRARY:

Friday, November 25 is the last day to request loans (books, films, cds, etc.) through ILLiad. Friday, December 2 at 5:00 pm is the last day to request Williams College forms. All Williams College and ILL books and other items are due by Monday, December 5; however, students may order articles from ILLiad through Tuesday, December 6.

All materials borrowed from the Jennings Music Library must be returned by Thursday, December 8. Students wishing to check out materials over FWT must speak with Susan Reiss at x4512 or susanr@bennington.edu to make arrangements. Jennings Music library will close at 4:00 pm on Thursday, December 8.

The Crossett Library will close at 9:00 pm on Thursday, December 8. Please make sure that all library materials are properly returned by this point. Crossett Library will offer extended hours during the last week of term, dependent upon student worker availability. Books may be checked out over FWT.

COMPUTER CENTER:

The Computer Center will close for the term at 5:00 pm on Thursday, December 8. Computers will not be accepted for repairs after Wednesday, November 30. Please be aware that the Computer Center will be performing routine maintenance on the lab computers during FWT; all personal files must be removed from these computers by Friday, December 9. Any remaining files will be erased in the maintenance process, and **any student files not removed by this date will be lost**. Please contact the Computer Center at x4476 with any questions.

HEALTH AND PSYCHOLOGICAL SERVICES:

Health and Psychological Services will close for the term at 5:00 pm on Friday, December 9. Students with end-of-term health needs, including prescription refills, should be sure to schedule an appointment before this date. The last day for Pap and screening blood tests will be Wednesday, November 23. Please be aware that your student health insurance through Bollinger, Inc. covers you year round, wherever you are. If you need health care over the Field Work Term or summer, you can download a claim form at <http://www.bollingerinsurance.com/Products/StudentInsurance/college/Claims/default.aspx> and present it to your healthcare provider for payment. Bennington College's master policy number is CVT 405G. The usual restrictions of this limited policy apply. Feel free to come by Health Services and pick up a policy brochure which describes the benefits and restrictions of the policy.

PAYROLL

With the end of the year fast approaching, please take a moment to review the information displayed on your paycheck. The College will be mailing your final check and your W2 form to the address listed on your paycheck. Please email nvolpi@bennington.edu or contact Noel Volpi in the Business Office with any changes.

SPRING OPENING:

College housing will re-open for the spring term at **12:00 pm on Sunday, February 19, 2012**. Any student who arrives prior to that time and date and is not given access to their room without advance permission from the Office of Student Life will be charged \$100 per night. Students who need housing accommodations prior to their arrival date for extenuating circumstances, should contact the Office of Student Life (studentlife@bennington.edu). If your request is granted there is a \$50 charge per night for early arrivals. Please plan your travel accordingly.

Houses will re-open for students who are attending Senior Conference beginning at 12:00 pm on Thursday, February 16, 2011.

ALBANY SHUTTLE:

Shuttles will be offered at the beginning of the spring term, at the times listed below. The service costs \$35, which may be paid by cash, check or put on student bills. Students must reserve their place on the shuttle no later than Wednesday, February 8 at 3:00 pm for Senior Conference attendees and Monday, February 13 for other returning students. Reservations may be made through the Office of Student Life at 802-440-4330 or via email at studentlife@bennington.edu, and must include specific travel information and the exact number of bags that you will be bringing. Reservation confirmations will be sent via email by Friday, February 10 for Senior Conference attendees and February 15 for returning students. **Reservations cancelled after the deadlines noted above are non-refundable.**

Date	Train Station Shuttle departure	Bus Station Shuttle departure	Airport Shuttle departure
Thursday, 2/16 Senior Conference ONLY	12:00 pm	12:25 pm	1:00 pm
	4:00 pm	4:25 pm	5:00 pm
Sunday, 2/19	1:00 pm	1:25 pm	2:00 pm
	5:00 pm	5:25 pm	6:00 pm
	8:00 pm	8:25 pm	9:00 pm
Monday, 2/20	1:00 pm	1:25 pm	2:00 pm
	5:00 pm	5:25 pm	6:00 pm
	8:00 pm	8:25 pm	9:00 pm
Tuesday, 2/21	1:00 pm	1:25 pm	2:00 pm
	5:00 pm	5:25 pm	6:00 pm

STORAGE INFORMATION:

All items stored in Lester Martin must be removed by **3:00 pm on Friday, February 24, 2011**. Items not removed by this time will be considered abandoned property, and will be donated or disposed of accordingly.

SPRING 2012 KEY DATES:

Returning students arrive:	Sunday, February 19 (starting at noon)
Registration:	Tuesday, February 21
Classes begin:	Wednesday, February 22
FWT Plan Essays:	Monday, March 19
Plan Days:	April 25, May 3 and May 8 (1/2 day)
Long Weekend:	Wednesday, April 11 – Sunday April 15
Last Day of Classes:	Wednesday, May 30
Commencement:	Saturday, June 2

Check-out Checklist

- Make your Albany shuttle reservation by Tuesday, November 29 at 3 pm.
- Remove all non-College issued items from your rooms.
- Clean/set-up your room.
- Remove all trash and dispose of it in dumpsters.
- Defrost and drain your refrigerators.
- Move your belongings to Lester Martin Theater.
- Return all sports and recreation equipment to the Meyer Rec Barn.
- Return all library materials.
- Forward mail to FWT address.
- Complete the Long-Term Vehicle Parking Permit if leaving your vehicle on campus during FWT.
- Store your bike.
- Return your room key and get receipt before you leave campus.

Important Dates & Times**Friday, November 18**

Deadline for FWT registration

Deadline to apply for FWT housing if working on campus during FWT

Tuesday, November 29

Deadline to schedule Albany shuttle service, 3:00 pm

Friday, December 2

Deadline to request Williams College Forms, 5:00 pm

Monday, December 5

Deadline to return Williams College and ILL materials

Wednesday, December 7

Deadline to return all sports and recreation equipment to the Meyer Rec Barn

Thursday, December 8

Crossett Library and Jennings Music Library close at 4:00 pm

Computer Center closes at 5:00 pm

Friday, December 9

Health & Psychological Services close at 5:00 pm

Student Center closes at midnight

Saturday, December 10

Continental breakfast will be served from 7:00-11:00 am in the Dining Hall

Telephone service will be disconnected and voicemail accounts deleted

Student houses close at 1000 am

Key return/check-out will be in Barn 124 from 8:00-10:00 am.