



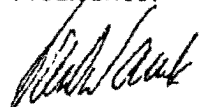
March 8, 2011

TO: Interim Trip Students

Students may leave personal belongings in their room during their interim trip only when rooms are available. Due to the numerous requests we have from students requesting to leave personal belongings in their rooms during interim trips, we have established some guidelines to assist those students when rooms are available.

- During the last week of class before an interim trip begins, each class will submit a class roster indicating those students who are staying in housing over the weekend. Students staying should write "Staying", "Leaving" or "Spouse Coming" beside their name on the class roster. The roster should be submitted to Student Services on the Wednesday before the interim trip begins.
- Unless a student's office has made previous arrangements through the Student Services Office, each student staying over on an interim weekend trip will be charged a room rate. The office may contact Student Services via email at NCEDStudentServices@usps.gov with the students name, date of interim trip and finance number to have the office charged for the interim trip stay.
- It will be assumed that students not indicated as staying on the roster are going home and plan to leave items in their room. These rooms will be "pinned out" at 7:00 p.m. on the day of the scheduled departure and will not be unpinned until 11:00 a.m. the scheduled day of return to housing. No one will be permitted access to the room until the scheduled day of return.
- On the scheduled day of return from an interim trip, students arriving after 11:00 a.m. do not need to check in at the Front Desk. They may go directly to their room.
- Neither the USPS nor Marriott are responsible for belongings left in rooms.

In the event rooms are not available during an interim trip, students will not be allowed to leave belongings in their rooms. We anticipate this situation to be a rare occurrence.


Paul F. Warrick
Manager