IMPORTANT INFORMATION FOR STUDENTS PLANNING TO STUDY ABROAD DURING
SPRING SEMESTER 2014

As you finalize your plans to be away from campus for the second semester, we would like to remind you of some housing related matters to keep in mind:

- You will need to participate in the co-op, quiet, and/or regular room draws. **You must designate another student to act as your proxy when it comes time to select your room for the 2014-2015 academic year.** The Housing Proxy form is available online at [http://student-life.williams.edu/student-housing/forms/housing-proxy/](http://student-life.williams.edu/student-housing/forms/housing-proxy/). You should give your proxy as much detail as possible regarding your housing preferences. In the event you do not choose a proxy, you will be assigned a room after all other students have made their picks.

- Application and proxy designation deadlines are critical. Please refer to the following important deadlines which you must meet:

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Deadline</th>
<th>Applications and Proxies are due</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Co-op Draw</td>
<td>February 11</td>
<td></td>
</tr>
<tr>
<td>For Quiet Housing Draw</td>
<td>April 15</td>
<td></td>
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<tr>
<td>For Regular Room Draw</td>
<td>April 22</td>
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</tbody>
</table>

- Before leaving, please be sure to turn in your room key to the Key Drop Box located near the Student Mailroom in Paresky. A non-refundable charge of $75 will be added to your term bill if your room key is not returned when you leave campus, as the lock to your former room will need to be changed.

- The policy regarding the storage of items on campus over the summer will apply to students studying abroad for the Spring Semester, 2014. Please refer to the section on storage under Housing Regulations in the *Student Handbook*. Personal items must be removed from campus, including campus storage, prior to the commencement of the Spring Semester. An exception to this policy will be made only for international students and financial aid students with need as determined by the Office of Financial Aid. To find out if you are eligible, or have questions about storage, contact Bea Miles, Associate Director for Custodial Services, at 597-3496 at Facilities.

Questions? You can reach the **Office of Student Life** by:

- E-mail: Gail.A.Rondeau@Williams.edu
- Student Housing Telephone: 413-597-2555
- Fax: 413-597-4748

Office Mailing Address: Office of Student Life
39 Chapin Drive, Paresky Center
Williamstown, MA 01267

Best Wishes from the **Office of Student Life** for a very happy and productive semester away.

Gail Rondeau Hebert, *Housing Coordinator*  
Office of Student Life

Doug Schiazza, Director  
Office of Student Life