January 13, 2016

Dear Martin Hall Residents -

This message has some very important information regarding the spring 2016 closing process. Please read it carefully. Work on Martin Hall improvements are set to begin on May 7, 2016, which means the building will close on May 6, 2016.

**If you DO NOT need housing beyond May 6, 2016 at 7:00 PM**

Please be sure to follow all instructions regarding our closing process provided by your Hall Staff, check out of your room in Martin Hall and turn in your keys prior to 7:00 PM on Friday, May 6, 2016. In order for us to plan accordingly, we would ask that you please email Crystal Crouse, Residence Life Coordinator, at crousecd@wfu.edu by April 29 if you do not need housing beyond May 6 at 7:00 PM.

**If you NEED housing after May 6, 2016**

If you will need to be on campus beyond May 6, you will need to move to interim housing located in Babcock Hall. Please be sure that you complete the 2016 Interim Housing Request, which will be available starting March 4, 2016 by visiting WIN> Virtual Campus> Residence Life and Housing by May 2 at 8:00 AM.

Additional information will be sent in the coming weeks to seniors and others officially involved in commencement regarding your transition. As these dates get closer, we will send you further communication regarding check-in and check-out for your interim housing room.

Prior to May 6, you should follow all instructions provided by your Hall Staff regarding our closing process. You will need to check out of your current assignment in Martin Hall and turn in your keys prior to 7:00 PM on Friday, May 6.

Please let us know if you have any questions. You may contact us at housing@wfu.edu or 336-758-5185.

Thank you,
Residence Life and Housing