28 March 2013

TO: All Yale University School of Art Undergraduate Course Enrollees and All Undergraduate Art Majors

CC: Lisa Kereszi, DUS, All Staff & All Other Art Faculty

FROM: Stacey McG. Gemmill

RE: **Move-Out Deadlines Spring 2013**

This is to let you know that all undergraduate classrooms, studio spaces, and workshops must be vacated by **all** Yale undergraduate course enrollees and **all** Yale Art Majors on **Tuesday May 7th by 5pm**. Any materials/work or personal belongings left in any undergraduate classrooms **will be discarded** promptly after the vacate dates.

Please make note of the following to protect your work and plan accordingly (boxes, moving vehicles, etc.). **All keys to any classrooms or studios must be returned at that time to Linda Sandrey, Room 122, Green Hall.**

Note that all workshops, labs and other facilities in the School will close on that day as well, including the digital labs, printshop, woodshop, welding areas, etc. **There is no storage anywhere in any of our buildings.**

Again, please plan for this deadline.

Thanks for your attention to this.

SG/s