

STUDENT KEY RENEWAL NOTICE

Attention Students:
Do you have
university keys?



If so, in order to avoid having a hold placed on your student record, you need to **renew** or **return** your key(s) by the last week of the quarter.

December 7 - 11, 2009

TO RENEW KEYS: Obtain a completed key card from your department administrative assistant and bring the card(s), your key(s), and a picture identification to Facilities Services (FM-109). *Or ask your department administrative assistant to find out more information from Facilities Services about renewing your keys on-line!*

TO RETURN KEYS: Simply bring the key(s) to Facilities Services (FM-109) where you will be given a receipt for all keys returned.

IMPORTANT NOTE: It is critical that Records, Registration and Evaluations located in UH-171 have an accurate e-mail address on file for you. They will try to contact you by e-mail before a hold is put on your records. If your e-mail address has changed, you must go to UH-171 and fill out a change of address card so they can update your records.

If you have any questions, please call: **909.537.5166.**