

# ATTENTION STUDENT/COLLEGE DAYS DELEGATE

## 2022-2023 Travel Arrangement Guidelines

The Transportation Department is eager to assist you with your transportation needs to and from local public transportation.

### Please note the following:

- Before travel arrangements are made, please keep in mind that our transportation services are available between **8:00 a.m. and 10:00 p.m. (curfew), Monday–Friday**. You should arrange to depart from and arrive at the college between **8:00 a.m. and 10:00 p.m.** Also, keep in mind that there is no transportation service for Saturday and Sunday arrivals. **Please make your parents aware of the times that transportation is available before they buy your tickets.**
- As soon as you finalize travel plans, you may submit a request to the Transportation Department **in advance**. (College transportation will incur a fee each way. Please contact the Transportation Department for more details.)
- Anticipate delays due to snow, icy roads, weather-cancelled airline flights, and delayed trains. If weather conditions worsen, plan accordingly and leave home earlier in order to be back on campus by curfew on the date that the holiday ends.
- College transportation will not be available on Thanksgiving Day, Christmas Eve, Christmas, or New Year's Day.

## Christmas Break

Christmas break begins at **1:00 p.m.**, Wednesday, December 14, 2022, and ends Tuesday, January 3, 2023, at **10:00 p.m.** All resident students must be back by curfew. It is to your advantage to finalize your travel plans by mid-November.

**Departure Guidelines:** Plan your airline departure for no earlier than **5:30 p.m.** on Wednesday, December 14, 2022, and no earlier than **12:00 noon** on all other days.

**Arrival Guidelines:** Plan your airport arrival after Christmas for preferably no later than **6:30 p.m.** and absolutely no later than **7:00 p.m.**

Transportation Options: Charter buses will transport students to Midway and O'Hare airports directly from the college on Wednesday, December 14, 2022 **ONLY**. Announcements concerning departure times and prices will be made in chapel, or you may contact the Transportation Department.

## Spring Break

Spring break begins at **9:00 p.m.**, Thursday, March 23, 2023, and ends Thursday, March 30, 2023, at **10:00 p.m.** Resident students must be back on campus by curfew. In order for us to guarantee transportation, you must abide by the above guidelines, and **submit your request before 4:00 p.m. on Friday, March 10, 2023.**

If you have any other questions, please contact Mr. Dan Clubb in the Transportation Department.

**Office:** [219.365.4031](tel:219.365.4031), ext. 1246 | **Cell:** [219.306.7094](tel:219.306.7094) | **Email:** [dan.clubb@hylesanderson.edu](mailto:dan.clubb@hylesanderson.edu)