

# ATTENTION STUDENT/COLLEGE DAYS DELEGATE

## 2019-2020 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–Saturday**. 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 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. 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.

## Christmas Break

Christmas break begins at **1:00 p.m.**, Wednesday, December 18, 2019, and ends Monday, January 6, 2020, 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 18, 2019, 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.** so as not to miss the last Coach USA bus scheduled to arrive at the Highland bus station.

Transportation Options: Charter buses will transport students to Midway and O'Hare airports directly from the college on Wednesday, December 18, 2019 **ONLY**. Announcements concerning departure times and prices will be made in chapel, or you may contact the Transportation Department. Otherwise, the hourly transportation mode all other days is Coach USA which provides service between the bus station in Highland, IN and the airports. View pricing and purchase your Coach USA ticket here.

## Spring Break

Spring break begins at **1:00 p.m.**, Thursday, March 5, 2020, and ends Thursday, March 12, 2020, 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, February 21, 2020.**

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

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