

## *ATTENTION APPLICANT!*

### **2016-2017 Guidelines for Making Travel Arrangements**

The employees in our Transportation Department are eager to help you with your transportation needs to and from the public transportation locations in our local area. In order for us to serve you most efficiently, you should set up ***all transportation with Mr. Dan Clubb in advance. Please contact his office and fill out a transportation request as soon as you know your travel plans.***

Our Transportation Department is available to transport you between **8:00 a.m.** and **curfew**, which is 10:00 p.m. Please arrange all transportation to depart and arrive at the college between **8:00 a.m.** and **10:00 p.m.** ***Please make your parents*** aware of the times that transportation is available before they buy your tickets.

Prepare your travel plans early. Purchase airline tickets now.

#### ***Please Be Aware That There Is No Transportation Service for Sunday Arrivals.***

If you have questions, please call Mr. Clubb at (219) 365-4031, Extension 1246, or you may call his cell phone at (219) 306-7094. Mr. Clubb wants to be a help to you as you make your transportation plans. Please call him if you have questions about your travel.

#### **Christmas Break 2016-2017 Transportation Information**

Christmas holidays begin at **1:00 p.m.**, Thursday, December 15, 2016, and end Wednesday, January 4, 2017, at **10:00 p.m.** All dormitory students must be back by curfew.

***VERY IMPORTANT:*** *Plan your airline departure for no earlier than **5:30 p.m.** on Thursday, December 15, 2016 and no earlier than **12:00 p.m. (noon)** on all other days.*

Charter buses will transport students to Midway and O'Hare Airports directly from the college on Thursday, December 15, **ONLY**. Announcements concerning departure times and prices will be made in chapel, or you may contact Mr. Dan Clubb.

Coach USA to or from Highland and to or from the airports is the hourly transportation mode **all other days**. The fare is \$29.00 one-way, or \$52.00 round-trip.

**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 back to Highland.**

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 10:00 p.m., January 4, 2017.

It is to your advantage to finalize these plans by mid-November.

#### **Spring Break 2016 Transportation Information**

Spring break begins at **1:00 p.m.**, Thursday, March 9, 2017, and ends on Thursday, March 16, 2017. Dormitory students must be back on campus by 10:00 p.m. on Thursday, March 16, 2017.

In order for us to guarantee transportation, you will need to request our help before 4:00 p.m. on Friday, February 24, 2017. Transportation arrangements can be guaranteed for requests submitted before this time according to the above guidelines.