

SIP Check-in/Check-out

First Check-In (4pm-6pm)

- Check-in at table in front of Porter Res Hall B

Check-outs

- Important- Be sure to check out when you depart for the week at the West Conference Office and return your room key.
- You may leave your belongings in your room during weekends if you will be returning the following week to the same room.
- Your meal band for that week will expire once you check out.

Subsequent Check-ins

- When you return, you will check back in at the West Conference Office and receive your key.
- You will receive a new meal band at check-in. Each week's meal band will be a different color so it is important to make sure these are changed out each week.
- If driving, you must also receive a new parking permit at each check-in.

Weekend Stayovers

- If you are staying over the weekend, you **MUST** return to the West Conference Office each Sunday to receive your new meal band and parking permit.
 - Meal band colors change each week and the dining hall will not accommodate a wrong color.
 - Parking permits expire each Sunday so be sure to get a replacement to avoid parking violations.

Assistance

- West Conference Office info
 - Porter Apartment Building E, Apt 105
 - 831-502-7000
 - Open daily 7am - 8pm

