ALL RES HALLS **CLOSE** FOR WINTER BREAK

- Residence halls are **closed** starting **9am on Friday, Dec 21, 2018**, through 9am on Thursday, Jan 17, 2019
- Students may **NOT** enter during this period (unless they were approved for Early Winter Return or Winter Break Housing), so please make sure you take important items with you that you will need over the break!
- During this time, College staff will check rooms to address maintenance issues / requests. Any prohibited items will be confiscated. Any windows stoppers or fire safety equipment that have been tampered with will result in fines & disciplinary action.

**IF YOU ARE CHANGING ROOMS OR NOT RETURNING FOR THE SPRING...**

*Moving off-campus, studying abroad, leave of absence, mid-year room change*

- If applicable, make sure you submitted a Housing Cancellation Form!
- You must finish moving out **before 9am on Friday, Dec 21, 2018.** Extensions are **not** available. Complete a check-out envelope at your residence hall Front Desk to return your keys (and avoid fines)
- Late / Improper check out fees start at $100 and may result in disciplinary action.
- Students doing room changes may **not** leave any belongings in their Fall or Spring room assignment or any suite common areas over the break.

**BEFORE YOU LEAVE FOR BREAK...**

- Empty all trash cans. Take bagged trash and recycling to the designated area in your building
- Make sure all faucets, ovens, stoves, and appliances are turned off
- Clean fridges of food that may spoil over break. Throw out any open food that may attract mice or bugs. Wash any dirty dishes, pots, etc.
- Unplug, defrost, and leave the door open to mini fridges only (please leave kitchen refrigerators plugged in and closed)
- Unplug all appliances (alarm clocks, lamps, TVs, computers, etc.) to save electricity. These items can use a lot of energy if left plugged in (even when turned off!)
- Take any valuables or necessities with you (computer, jewelry, passport, medications, etc.) You will **not** be able to retrieve items during the break
- Turn off lights and lock all door & windows (and lower blinds to conserve heat!)

*We hope you have a safe & happy winter break!*