



## Semester Break Closing –December 2017

August doesn't seem that far away, but here it is – December 2017, and it's nearly time to close the residence halls for semester break. This year, the halls close on **FRIDAY, DECEMBER 15<sup>th</sup> at 6:00 pm**. Lunch on the 15<sup>th</sup> is the *last meal* served on meal plan for the semester.

Your housing contract for the semester ends with the completion of your last final. Therefore, you are required to leave as soon as your exams are finished. If you are taking a night class that has a night exam past 6:00 pm, you **must** receive permission IN ADVANCE from your RD to stay beyond the closing time.

All students must officially check out of their rooms (whether you are returning to the room in the spring semester or not) according to the instructions you'll receive from your RD.

If you are **returning to your same room**, you **DO NOT** have to remove all of your belongings over break. Still, we *highly recommend* that you take home anything that is of value to you. All rooms may be entered for seasonal maintenance over the break. If you haven't already done so, please make sure that your belongings are covered under your family's homeowner's insurance, or that you've purchased renters insurance.

If you are **leaving your current room** (switching rooms within the hall, changing buildings, or leaving campus altogether), you must remove **ALL** of your belongings before you go, as well as **completing and signing out** on your **room inventory form** with a member of your RA staff, in order to be considered officially checked out of your room. Failure to do this will result in an improper checkout charge. Please see your RD's instructions for checkout in your building so that you know what to do and when you can do it!

After everyone has checked out, the RD and Housing & Residence Life staff will check rooms and apartments one more time before the buildings are officially considered closed. Billing decisions will occur at that time. Please make sure that you complete all of the following prior to leaving:

- Leave your room in a neat, clean fashion. Beds should be stripped of all linens.
- All trash/recycling should be removed and containers cleaned out.
- No open food or beverages should be left in your rooms.
- ALL** personal electrical items must be unplugged.
- All refrigerators and freezers must be cleaned. University-provided refrigerators should be left on. Personal refrigerator/freezers should be emptied, defrosted, unplugged, and left open. (Do this at least 1 day prior to leaving to avoid water damage from defrosting.)
- Heat should be left **ON at a LOW** setting (if you have heating controls)
- All furniture and belongings must be moved at least 18 inches away from heaters or heating/AC panels. It is highly likely that work will be done on each of these units over the break.
- All room/apartment doors and windows should be closed and locked. Blinds and curtains should be closed to conserve energy.
- All lights (overhead, vanity, etc.) must be turned off.
- Aquariums/fishbowls must be emptied and cleaned or taken home.
- Any items observed in a room which violate housing or university policy will be noted, and appropriate action (including confiscation) will be taken.

If your room or apartment will have an open space that someone could be assigned to, please make sure that the room is clean and the space is ready to accept another roommate (empty drawers, unmade beds, etc.).

**24-Hour Quiet Hours** begin on December 7<sup>th</sup> at 11:00 pm.

According to the policy indicated on page 25 of the Residence Life Guide, *"If you violate the quiet hours during the 24-hour quiet hour period, or if you are documented for a possible Code of Conduct violation, you will be immediately removed without warning from the residence halls. A disciplinary hearing will follow after the close of the semester."* Please be considerate of your friends and neighbors, and help create an atmosphere in which to study and do well on your finals.

**The residence halls re-open for the Spring semester at 10:00 am on Tuesday, January 16, 2018.  
Classes begin on Wednesday, January 17<sup>th</sup>.**

If you have any questions regarding checkout or the semester break, ask your resident assistant or resident director, or call the offices of Housing & Residence Life at 203-837-8533.

Happy holidays, and have a peaceful and relaxing break! Good luck on your finals!

