

WINTER BREAK MEMO

A resource for intercession information.



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Continuous



THE DATES

- December 15 at 7:00 pm - 24/7 Quiet Hours Begin
 - December 23 at noon (or 24 hours after your last final, whichever is first) - Deadline to check out of your room IF you are not returning for the spring semester.
 - December 22 at Dinner - Last Meal Swipe of Semester
- Your key access to your apartment is already active until May 24. While there is no need to sign up for Intercession housing, your CD/RA will request that you let them know if you will be here, for emergency purposes.

GONE FOR A WHILE?

- Clean your room, bathroom, and kitchen.
- Unplug electronics and lock windows.
- Leave blinds closed on first floors and open on other floors.
- Turn fridge to lowest setting, throw away perishable food (it is highly recommended to leave fridge/freezer empty, in the event of unexpected power outages.)
- RAs will complete health and safety inspections and residents will be responsible for any violations.

BEFORE SPRING SEMESTER

- Residential Life offices will be closed from Dec. 23 until Jan. 2. Office hours between Jan. 2 and Jan. 28 are different than the hours during the semester. Please check the Residential Life website for details.
- Residential Life staff will be completing a Health and Safety check of your apartment during the week of Jan. 22. This is to ensure safety of the apartment over the break, and that any open spaces are move-in ready. You do not need to be present for this.

ROOM CHANGE REQUEST

- Room Change Request Forms were due via the online eform by December 1 by 5:00 pm, both in order to change rooms yourself, or bring a friend into an open space in your room for spring
- Residents who submit forms after the December deadline will not be guaranteed a room change before spring semester.



INTERSESSION HOUSING

- If you are continuing in housing for the spring semester, you DO NOT need to sign up for intercession housing.
- If you are NOT living on campus for the spring semester, but need to stay on campus after December 23, you can apply for intercession housing. Applications must be approved by Residential Life.

SPRING VACANCY

- If you are graduating, studying abroad, taking a leave, or getting married you must complete a predetermined cancellation e-form by December 23
- FOR ALL VACANT SPACES:
 - Open space must be completely cleared and cleaned
 - Extra chest of drawers and desk must be empty
 - Leave space in closet for incoming roommate
 - Violations will result in a fine