Res Life Winter Break/Intersession Memo

Fall Dates to Remember:
- Last Day of Classes (Undergrad and Grad): **Monday, December 14**
- 24 Hour Quiet Hours Begin: **December 14 at 7pm**
- Last Day of Finals: **Tuesday, December 22**
- Last Dining Meal Usage: **Monday, Dec. 21 - Dinner**
- Last Dining Dollar Usage: **Wednesday, Dec. 23 - 6pm**
- Fall Resident Checkout: **24 hours after last final exam or December 23 by noon whichever comes first**

**Intersession Dates:**
- Intersession Dining: Refer to [www.sandiego.edu/aux/hours.php](http://www.sandiego.edu/aux/hours.php)
- Intersession Deadline to Apply for housing: December 17 or 5 business days prior to arrival
- Intersession Move In: **Sunday, January 3rd at 10am**
- Intersession Move Out: **Friday, January 22 at Noon if you are not returning for spring. If you have an exam you can extend to check out at 8pm**

**Springs Dates:**
- Spring Move In: **Friday January 22nd at 10am**

Your Residence Hall is closed December 23 at noon through January 22 at 10am. You do not need to remove all your items, but please take all valuables with you during the holiday break. Intersession housing is available from January 3 through January 22. Please visit our homepage for additional details including pricing and how to apply for intersession housing.

**Mission Crossroads Hours:**
- Through December 22: Mon-Thurs: 8:30am-12am; Friday: 8:30am-2am; Saturday: 10:30am-2am; Sunday: 10:30am-12am
- Wednesday December 23: 8:30am - 5pm
- Monday - Friday beginning Jan 4: 8:30am - 10pm
- Saturday - Sunday beginning Jan 3: 10:30am - 10pm

**How to check out of the Res Halls for break**
- **Before departure you must clean your room including your bathrooms, common areas, balconies, etc.**
- **All perishable items and holiday decorations must be properly discarded in the trash or recycling bins.**
- **Please take all valuables home with you as USD will not take responsibility for items left in your room.**
- **Remember any items (passport, meds, etc) you will need between 12/23 and your check in date.**
- **Res Life will not be able to give you access to your space after December 23 at noon - plan accordingly!**
- **Unplug all electronics including clocks, TVs, and coffee makers and remove food from mini fridge and fridge.**
- **IMPORTANT - Make sure all your screens are properly installed, your windows are shut and locked, and that sash locks have been properly installed. Ground floor windows must have blinds closed and the rest must have blinds open.**

Only artificial trees that are fire retardant may be used in the Res Halls - Trees and all decorations must be removed by December 23 to avoid fees.
Room Change Request Information

- Room Change Request Forms were due via the online eform by December 1, 2015 by 5pm, 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 1st deadline will not be guaranteed a room change before spring semester 2016.
- If there is an open space in your room or apartment it must remain move in ready. Your open space must be ready to receive a roommate at all times - empty bed, empty desk - all open spaces will be used.

Intersession Housing

- Intersession Check-In: Residents who are approved to live on campus for intersession can reactivate their ID card at Mission Crossroads on Sunday, January 3, 2016 at 10am.
- No overnight guests are allowed during intersession.
- To register for intersession housing please complete the housing application by visiting http://starportal.sandiego.edu/StarRezPortal
- All intersession housing applications must be submitted online 5 business days prior to your arrival to avoid a $65 late registration fee.
- Any application for a January 3rd arrival needs to be submitted by 5pm on December 17th to avoid the $65 late fee.
- **You do not need to be taking courses or working on campus to be considered for intersession housing.**
- The intersession rate is $32 per night for a multiple or $40 per night for a single or $400 for three weeks whichever more cost efficient for the resident.
- These charges will be billed automatically to the student account based on your academic year room occupancy type and the dates requested for intersession.
- No one will be allowed access to enter his/her room during intersession without permission from his/her CD or the Office of Residential Life.
- If temporary access is granted the student will be billed $25 per hour access fee and will be escorted to the room. Otherwise the student can elect to do the nightly rate for $32 or $40 per night.
- **Anyone who is found in their room without permission and who did not sign up for intersession will be billed $65 per night and referred to student conduct.**

Spring Vacancies

- You must complete a predetermined cancellation eform if you are graduating, studying abroad, taking a leave, or getting married. If you do not meet these qualifications you must complete a personal cancellation form. **Cancellations are not automatic and will be verified!**
- If you are cancelling for the spring, your form must be submitted by Dec. 23, or risk additional fees.
- You need to expect an incoming roommate if you have a vacancy in your bedspace or apartment.

**FOR ALL VACANT SPACES:**

- the open space should be cleared of items
- extra chest of drawers cleaned and clear
- no personal items on or underneath the bed
- common space should be clean and tidy
- leave space in the closet for incoming roommate
- extra desk is empty
- housekeeping will clean vacant space during break so make sure you comply with the above!

Spring Check In

- All returning students are permitted to reactivate their ID card after 10am on Friday, January 22, 2016.
- All Torero IDs will have to be re-coded to gain access to your space in the spring. You can update your Torero IDs at Missions Crossroads, Palomar Desk, and Manchester Village Desk or at the kiosk located on Maher 3rd Mid.
- Club Sport team members that are returning early must sign up for intersession housing and be prepared to pay the applicable rates.