

WINTER BREAK MEMO

Below is a checklist to ensure that your space is ready to be vacated for intersession.



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No Real  Trees

All On-Campus Areas

THE DATES

November 13 at 7:00 pm - 24/7 Quiet Hours Begin

November 20 at Dinner - Last Meal Swipe

November 21 at noon/24 hours after last final - All residents must check out; residents with finals late on Nov. 20 must still check out by Nov. 21 at noon

December 23 at 5pm - January 2 at 10:00am - USD campus closed - all offices are closed.

January 24 - Spring Move-In

HOW TO CHECK OUT

- **Clean** all areas of your room/apartment, **unplug** electronics, **lock** windows, and leave blinds **closed** on ground level floors and **open** on other floors.
- Remove all trash from room.
- Remove all **perishable food** from fridge AND freezer
- Residential Life will complete Health and Safety inspections and residents will be responsible for any violations.
- Current Residents may leave their belongings in their rooms during the break but **don't forget important/valuable items!** If you need to re-enter your space before the halls open you will be charged **\$25 per hour**.

INTERSESSION HOUSING

Only Residents approved for **Institutional Need** may remain in their rooms over the break. Those residents have been predetermined and will be reached out to directly.

No guests are allowed.

Anyone who is found in their room without permission and who did not get approved for intersession housing will be billed **\$65 per night and referred to student conduct.**

ROOM CHANGE REQUEST

All Roommate and/or Room Change Requests must be submitted by Monday, November 9th.

If you want to bring a friend into an open space in your apartment/suite for spring, please email housing@sandiego.edu.

All requests are subject to approval.



SPRING CHECK IN

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 the front desk in your Residential Area.

Specific information regarding move in will be communicated via email.

SPRING VACANCY

If you *do not* plan to live on campus in the Spring, you must cancel your Spring housing in the housing portal. Complete the form and move-out by November 21 at noon to avoid any cancellation fees.

FOR ALL VACANT BEDROOMS:

- Open space must be completely cleared and cleaned
- Chest of drawers and a desk must be empty
- Remove your items from common areas/bathrooms, as staff will be cleaning over the break
- Violations will result in charges