

**Fall Semester Closing & Winter Session**  
**Housing Information**

**Friday, December 15, 2023 – Monday, January 15, 2024**

***Residence areas will close for the semester on Friday, December 15 at 7:00 PM.*** Please make arrangements to vacate your room immediately after your last final exam or by December 15, 2023 at 7:00PM, whichever comes first. Residence halls reopen on Monday January 15, 2024 at 10:00 AM.

24 Hour Quiet hours begins at 10:00 PM, Sunday, December 3. Guests will not be permitted beginning Sunday December 3, 2023 through January 18, 2024.

**DINING OPTIONS: FRIDAY DECEMBER 15, 2023**

- Dining Hall: 7:30AM - 2:00PM
- Taste of Florence, McCann Café, Steel Plant Café, Books and Beans: 7:00AM - 1:00PM
- Donnelly Café: 8:00AM - 3:00PM
- North End Dining: 8:00AM – 2:00PM
- Marketplace: 11:00Am – 3:00PM
- The Cabaret is closed.

**INSTRUCTIONS FOR END OF SEMESTER CLOSING**

Before you leave for the break you must:

- ◆ Close and lock your windows.
- ◆ All curtains on floors above the 1<sup>st</sup> floor should be left open. Curtains on the 1<sup>st</sup> floor and below should be closed.
- ◆ Broom clean your room.
- ◆ Empty your trash.
- ◆ Remove all holiday decorations, inside and outside of room/apartment.
- ◆ Unplug all electrical appliances, power strips, and chargers.
- ◆ Empty, defrost, and unplug all ***personal*** refrigerators. Please prop the doors to your refrigerator open.
- ◆ All kitchen refrigerators in college owned apartments and townhouses can remain plugged in
- ◆ **All perishable food must be removed.**
- ◆ Any non-perishable food left should be unopened and stored in sealed containers.
- ◆ Lock your door. Be sure to take all valuables home with you. The college **IS NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE** to personal property.
- ◆ Remove all belongings from the floor.
  - ◆ Students should not leave items stored under beds.
- ◆ Any resident students graduating or withdrawing from college housing must fully move out and return their room key to their RA/RD before they leave.

***Additional instructions for residents living in apartment and townhouse areas:***

- ◆ Residents in all townhouse and apartment areas should leave heat on low (or 65 degrees) in all common spaces and bedrooms.
- ◆ All bathroom doors should be left open.
- ◆ All cabinet doors under sinks should be left open and free of obstructions.
- ◆ Common areas, such as living rooms, bathrooms, kitchens **must** be thoroughly cleaned and all items, such as dishes, should be put away properly.
- ◆ Floors, showers, toilets, counters, and sinks **must** be thoroughly cleaned.

By following this protocol, potential freezing of pipes can be avoided during excessive cold weather conditions. Rooms are expected to be left in a broom cleaned condition. Housing and Residential Life staff will conduct health and safety/closing inspections of each resident area on Friday, December 15. Rooms/apartments that have not been cleaned and/or found to have college policy violations will be documented and may lose Priority Points. Please contact your Resident Assistant or Resident Director with any questions.

***Students who are moving out because of a room change, study abroad, graduation or any other reason must complete an express check out.***

**INSTRUCTIONS FOR REQUESTING TO STAY PAST CLOSING  
AND/OR RETURNING FOR THE WINTER SESSION**

**REQUESTS TO STAY PAST CLOSING**

Any resident needing to stay on campus past the official closing date of Friday, December 15, must request permission from the Office of Housing and Residential Life, using the Break Housing Request Form by 5:00 PM on Monday December 11<sup>th</sup>. Students requesting to stay in housing past December 15, 2023 need written approval from the Office of Housing and Residential Life.

***Students granted permission to remain on campus may be required to relocate to a different building during this time.***

**REQUESTS TO RETURN EARLY (January 3 - January 13- Winter Session 2024)**

Those students who are involved in CAMPUS or OFF CAMPUS EMPLOYMENT, an ATHLETIC COMMITMENT, or a COLLEGE APPROVED INTERNSHIP may request permission to return to campus for the Winter Session. Everyone requesting to return to college housing for the Winter Session must email the Office of Housing and Residential Life no later than 5:00 PM. on Monday December 11<sup>th</sup>. Again, all requests must fall under the ABOVE CRITERIA to be considered.

***Please note that all winter session classes are online and are not a valid reason to request an early return.***

ONLY those students who have permission to reside in College Housing between January 3 and January 13, will be permitted entry to the appropriate residence area. No guests are allowed during the winter session. Any student(s) found in violation will be removed from campus immediately.

***\*\*All residence areas will open at 10:00 AM, Monday, January 15, 2024 for the Spring 2024 semester.***

***Classes begin on Tuesday, January 16. \*\****

*Please plan your travel arrangements accordingly.*

***The Office of Housing and Residential Life wishes you an enjoyable, safe, and relaxing Winter Break.***