

## Fall Semester Closing & Winter Session Housing Information Memo

**Friday, December 16, 2022 – Monday, January 16, 2023**

**Residence areas will close for the semester on Friday, December 16 at 7:00 PM.** Please make arrangements to vacate your room immediately after your last final exam or by December 16, 2022 at 7:00PM, whichever comes first. Residence halls reopen on January 16, 2023 at 10:00 AM.

24 Hour Quiet hours begins at 10:00 PM, Sunday, December 4. Guests will not be permitted beginning Sunday December 4, 2022 through January 19, 2023.

### **DINING OPTIONS: FRIDAY DECEMBER 16, 2022**

- Dining Hall: 7:30AM - 12:00PM
- Hancock Brew and Fox and Lox: 7:30AM - 2:00PM
- Donnelly Café and Steel Plant Cafe: 8:00AM - 2:00PM
- North End Dining: 11:00AM – 5:00PM
- The Cabaret: 4:00PM – 8:00PM
- Café51, The Marketplace, and The McCann Café are closed

### **INSTRUCTIONS FOR END OF SEMESTER MOVE-OUT**

Before you leave for the break you must:

- ◆ Close and lock your windows.
- ◆ Close all curtains.
- ◆ Broom clean your room.
- ◆ Empty your trash.
- ◆ Remove all holiday decorations, inside and outside of room/apartment.
- ◆ Unplug all electrical appliances, multi-plugs, 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.
- ◆ Donate useful items to “Semester Sweepout.”
- ◆ Any resident students graduating or withdrawing from college housing must 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 areas and kitchens.
- ◆ 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.

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

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 inspections of each resident area on Friday, December 16. 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.

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

### **REQUESTS TO STAY PAST CLOSING (December 16 - January 3)**

Any resident needing to stay on campus past the official closing date of Friday, December 16, must request permission from the Office of Housing and Residential Life, using the Break Housing Request Form by 5:00 PM on Friday, December 9. Students requesting to stay in housing from December 16, 2022 through January 3, 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 period.

### **REQUESTS TO RETURN EARLY (January 3 - January 14- Winter Session 2023)**

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 Friday, December 9. Again, all requests must fall under the ABOVE CRITERIA in order to be considered.

ONLY those students, who have permission to reside in College Housing between January 3 and January 14, 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 16, 2023 for the Spring 2023 semester.  
Classes begin on Tuesday, January 17. \*\****

*Please plan your travel arrangements accordingly.*

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