

2016-2017 Semester Break Closing Notice

Break Period

The Semester Break begins at 10:00 p.m. on December 16, 2016. Suites on Main, Campus View, and Valley View will open at 10:00am Sunday January 22, 2017. Classes resume Monday, January 23, 2017.

Residence Halls

All residence halls close at 10:00pm on Friday, December 16, 2016. All residents must be out of the building at this time. **If you find it impossible to leave the building by the time stated above, PLEASE SEE YOUR HALL Staff – (Erin Neely for Campus View and Valley View; Emily Gammon for Suites on Main North; Corey Negley for Suites on Main South) by 6:00pm on Tuesday, December 6, 2016 to discuss alternatives. The suites will reopen at 10:00 am on Sunday, January 22, 2017. Please schedule your travel plans accordingly.**

If you need housing for the break period or any portion of it, please see the “Break Housing” section of this document. Students are not allowed to remain on-campus during the break without permission from the Center for Residence Life Services.

Before Leaving for Break

Please prepare your room as outlined below before leaving campus.

1. Close and lock your windows.
2. Leave your drapes/window coverings open.
3. Gather and empty all trash.
4. Unplug ALL electrical cords.
5. Clear area in front of door of HVAC unit on the wall.
6. Clean out, defrost, and unplug refrigerators.
7. Throw away perishable foods.
8. Fish MUST go home due to the extended break.
9. **SOMN/Campus View/Valley View residents** – turn your heat/AC to 65 degrees on the heat setting
10. Turn off lights.
11. Lock room door (and bedroom door if in a Suite).

Failure to comply with these instructions will result in documentation. You and/or your roommate will be considered in violation of the University conduct code if any residence hall/university policy violations are found in your room.

Break Housing

If you are unable to leave for the break (this includes students who are required by the university to remain on-campus) or need to return prior to the residence halls opening, you need to do the following: read, complete, and return the Break Housing Form to the Center for Residence Life Services prior to Friday, December 9, 2016. **NO ONE WILL BE PERMITTED TO STAY WITHOUT PRIOR PERMISSION!**

Please Note: The University assumes no responsibility for personal belongings left in student rooms during break periods. You may want to consider taking your computer equipment, stereo equipment, etc. home with you over the break.

Please contact a Residence Life hall staff member if you have any questions.