

2017-2018 Semester Break Closing Notice

Break Period

The Semester Break begins at 10:00 p.m. on December 15, 2017. Suites on Main, Campus View, and Valley View will open at 10:00am Saturday January 20, 2018. Classes resume Monday, January 22, 2018.

Residence Halls

All residence halls close at 10:00pm on Friday, December 15, 2017. 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; Jared Milligan for Suites on Main North; Corey Negley for Suites on Main South) by 6:00pm on Tuesday, December 5, 2017 to discuss alternatives. The suites will reopen at 10:00 am on Saturday, January 20, 2018. 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. Unplug, defrost, and wipe out refrigerators. Any water leakage that causes damages will be assessed if defrosted improperly
6. Throw away perishable foods.
7. **SOMN/SOMS/Campus View/Valley View residents** – turn your heat/AC to 65 degrees on the heat setting
8. Doors to wall unit heaters need to be cleared so maintenance can inspect heating units during the break
9. Turn off lights
10. Lock room door (and bedroom door if in a Suite)
11. Sign the break sheet on your door

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 complete the break request form prior to Tuesday, December 5, 2017. **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.