



## A Vacation to Remember

The end of the semester is almost here. The last day of classes is December 6th. Reading Day will be here before you know it and then exams. This means that it is time to start thinking about what to do for Winter Break. Below are some important things to know about how to leave campus for that vacation to remember.

### THE PLAN FOR LEAVING CAMPUS

You must leave campus 24 hours after your last exam. If you have an exam on the last day of exams, you must leave campus by 12:00 pm on December 15<sup>th</sup>. If you have an exam on Tuesday, December 14<sup>th</sup> or Wednesday, December 15<sup>th</sup> you must leave campus by 12:00 pm on December 15<sup>th</sup>. No residents are allowed to stay in the residence halls over the break. Housing will close on December 15<sup>th</sup> at 12:00 pm for any student not approved to stay on campus. Your residence hall Intellikey will not work after this date. ALL students changing spaces or not returning to campus for Spring 2010 must return ALL keys and be checked out with their RA before leaving campus.

You must check out with your RA on your floor so that they may inspect your room for damages. Your RA will have a sign-up sheet available for you to schedule your inspection. If you fail to do so you will not have the option to contest any charges for damages before departing campus.

You must turn in your keys at the time of your inspection.

Your room will be inspected but please be aware that this is not the final inspection. A professional Housing Staff member will do a final walk through after everyone has departed campus and before billing is done.

Please take a few minutes to make sure that your room is clean, vacuumed, all counters wiped down and you have removed all personal belongings and trash. You should follow all instructions provided to you up to this point including flyers and newsletters with regards to move out procedure.

All written cleaning agreements are due at the time of room inspection. This agreement must be signed by all residents in order for it to be upheld and apply to any billing adjustments.

All students not returning to the same space who fail to return ALL keys BEFORE LEAVING CAMPUS will be billed for missing keys and lock changes. No repeal of key charges will be made after Dec. 21, 2010. Re-core charges are non-refundable after the door has been re-cored.

Residence Hall students staying in the same space for Spring 2011 do not have to return any keys or check out with their RA. Your Intellikey will stop working on December 15th and will not begin working again until January 10th.

Be sure to check with your RA for any further information or if you have any questions. Hall meetings will be held to assist with any questions you may have as well.

Housing fees are due by December 13th and must be paid before you can move in for the Spring 2011 semester.



**Check-In schedule for students**

New Students: Sunday, January 9th 1:00pm—4:00pm

Returning Students: Monday, January 10th 9:00am—4:00pm

**\$150 Reservation Fee for Fall 2011**

Start planning so that you have your reservation fee by March 4th.

Please Clean for the Break if you are staying in the same space

- Please clean your room in the residence halls.
- Discard of food that will mold such as bread, milk, and other dairy products.
- Take all valuables with you such as jewelry, laptops, camcorders, etc. (not a requirement but a suggestion).
- Leave your AC/Heat on 65 degrees
- Unplug everything except your refrigerator.



All students not returning to the same space who fail to return ALL keys BEFORE LEAVING CAMPUS will be billed for missing keys and lock changes.

**Billing will go out on Dec. 21st. Any keys not returned by this date will be considered lost.**

