MEMORANDUM

TO: All Resident Students

FROM: The Office of Residence Life

RE: Spring Break Closing Information

DATE: March 2, 2016

Please be sure to adhere to the following guidelines as you prepare to leave campus for Spring Break:

The residence halls will close at 6 pm on Friday, March 18th and reopen on Sunday, March 27th at 3 pm. No one will be allowed in any residence hall after 6 pm as the locks will be changed. Since we are not collecting keys or scan cards for this short break period, you need to make sure you do not lose them over the break. The minimum recoring cost for Haley Hall is $68.00; $50.00 for all other halls. The replacement cost for fobs is $14.00.

The last meal to be served in the dining hall will be dinner on March 18th. The dining hall will close @ 6pm.

Before you leave:

- Remove all trash and debris and take it to the dumpsters.
- Clean and leave unplugged all personal refrigerators.
- Remove all perishable or open food from your room.
- Remove all items from the floor and place them either on your bed or in the closet.
- Unplug all appliances including clocks, TVs, computers, etc., as there may be a power surge or inclement weather that could affect its use.
- Make sure that your transportation arrangements have been finalized prior to Friday, March 18, 2016, so that you are out of your building by 6 pm.
- Before you leave, be sure to close your windows, pull your blinds completely down and LOCK YOUR DOOR! The Office of Residence Life is not responsible for any items stolen or damaged during this time.

Once vacated, residents will not be allowed back into the residence halls until they are scheduled to re-open at 3 pm on March 27th. Therefore, be sure to take everything you will need over the break (medications, prescriptions, books, papers, laptops, financial aid papers, etc.) with you since staff will be unavailable to retrieve any items for you. THERE WILL BE NO EXCEPTIONS!

If you have a class on Saturday, March 19th which would prevent you from checking out by 6 pm on Friday, March 18th, you will need to come to the Office of Residence Life before 5 pm on Friday, March 11th to show proof that class will be in session on March 19th to receive permission to stay in your room past 6 pm on Friday, March 18, 2016.

Please contact your RA or Resident Director if you have any questions or concerns.

A friendly Reminder: The process to apply for housing for the 2016-17 academic year will start in April. Please check out the ORL website for the latest information. Take the time to discuss your housing needs with your parents or guardians during your break.

Have a safe and fun filled Spring Break!