MEMORANDUM

TO: All Resident Students

FROM: The Office of Residence Life

RE: Spring Break Closing Information

DATE: February 28, 2018

Spring Break is almost here! Here are the necessary guidelines to prepare for Spring Break.

The residence halls will close at 6:00 p.m. on Friday, March 16th and re-open on Sunday, March 25th at 3:00 p.m. No one will be allowed in any residence hall after 6:00 p.m., as the locks will be changed. Since we are not collecting keys or FOBs for this short break period, you need to make sure you do not lose them over the break. The minimum re-coring 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 16th. The dining hall will close @ 7:00 p.m.*

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 16, 2018 in order to be out of your building by 6:00 p.m.
- Before you leave, 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.

Residents will not be allowed back into the residence halls until they are scheduled to re-open at 3:00 p.m., on March 25th. 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 17th which would prevent you from checking out by 6:00 p.m. on Friday, March 16th, you will need to come to the Office of Residence Life before 5 pm on Friday, March 9th to show proof that class will be in session on March 17th to receive permission to stay in your room past 6:00 p.m. on Friday, March 16, 2018.

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

A Friendly Reminder: The process to apply for housing in with the Office of Residence Life for the 2018-19 academic year will start in April. Please check 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 GREAT SPRING BREAK!**