



2022 Thanksgiving and Winter Break Resident Packet

As we approach the end of the term, we hope the following information will help prepare you for Thanksgiving/Winter break and end of semester in the residence halls. This packet includes important closing dates and deadlines, room vacancy information, leaving for break, non-returning student's check-out procedures, mail, and dining services information. **Please read this entire packet.**

ELIGIBILITY TO REMAIN ON-CAMPUS AFTER FALL TERM

All students entering the fall semester signed an academic year housing contract, which holds each student financially accountable for the housing costs through May 2023. **Students not attending the College in the Spring 2023 term (fall only foreign exchange, students withdrawing, transferring, or graduating) are required to notify Residence Life/Housing via email immediately.** Notifications should include the reason you will not be returning to the College and supporting documentation.

All residents are required to register for spring 2023 classes no later than **December 2, 2022**. Residents eligible to remain on campus during the winter break (beyond the fall semester) are students returning to Columbia in the spring semester that are in good financial/academic standing with the College.

Residents with **SPRING REGISTRATION HOLDS** who are not enrolled for Spring 2023 classes are not permitted to remain in housing beyond the fall term, December 17, 2022.

- Residents who fall under this circumstance will be issued a "Notice to Vacate" correspondence to their MyColumbia email account the week of December 12. Please follow the check-out procedures outlined in the "**Not Returning Checkout Process**" section of this packet (page 4-6).

Residents who occupy a space over the winter break period and **WITHDRAW** from the College and housing after the fall term will be charged, at the minimum, for the time they stayed beyond December 17, 2022.

- This proration will be in effect until resident's belongings are removed from the space, and their Express Checkout Form and keys are returned.

Residents **NOT ATTENDING** the College for the spring term (fall only exchange students, students withdrawing, transferring, or graduating) upon completion of the fall term are not permitted to remain in housing after December 17, 2022. Please follow the check-out procedures outlined in the "**Not Returning Checkout Process**" section of this packet (page 4-6).



AMENITIES

Dining Services

The Caf and Market will be operating on weekend hours November 23

- Brunch: 11:00am – 2:00pm
- Dinner: 4:30pm – 7:00pm
- Market: 10:00am – 8:00pm

The Caf and Market will be closed during the following dates

- **Thanksgiving Holiday:** November 24 – November 26
- **Winter Holiday:** Monday, December 19 – Sunday, January 1

If you are staying at University Center during the break, we would like to inform you that your meal plan (*if applicable*) will be **INACTIVE** while classes are not in session.

Columbia Inactive Dates:

Thanksgiving Holiday: November 23

Winter Holiday: December 18 – January 21

*You can view your Meal Plan Calendar [HERE](https://dineoncampus.com/universitycenter/meal-plan-calendars) (<https://dineoncampus.com/universitycenter/meal-plan-calendars>).

During this time, you may purchase meals with any **remaining** flex dollars from the current term (*we recommend start saving now*) or by using cash, credit/debit card when The Caf and Market are open.

The Caf will be operating on a consolidated menu between January 2 and January 22. Regular menus and hours will resume on January 23.

Monday - Friday

Breakfast: 7:00am – 9:00am
Lunch: 11:00am – 1:00pm
Dinner: 5:00pm – 7:00pm
Market: 7:00am – 8:00pm

Saturday - Sunday

Brunch: 11:00am – 1:00pm
Dinner: 5:00pm – 7:00pm
Market: 10:00am – 8:00 pm

Package Pickup

If you will be leaving for Winter Break, any packages that arrive will only be stored in lockers for 48 hours please plan and ensure packages are either sent to your winter break destination, arrive prior to your departure, or arrive after your return date.

Management Office

The Management Office will be closed during the following dates

- **Thanksgiving Holiday:** November 23 – November 27
- **Winter Holiday:** December 22 – December 27
- **New Year Holiday:** December 30



If you will be returning to the UC after the breaks, please complete the **“Before You Leave for Break Checklist”** (page 3) to ensure you return to a comfortable and safe environment in your room.

If you will not be returning to UC or your institution for the remainder of the school year, make sure you notify your **Residence Life/Housing Office** (residencelife@colum.edu) immediately to inform them that you will not be returning for the next term, for cancellation charges and information. **Moving out of the UC does not automatically cancel your housing contract.** Please read through the **“Not Returning Checkout Process”** section of this packet (page 4-6) to answer any questions regarding our move-out process.

BEFORE YOU LEAVE FOR BREAK CHECKLIST

- **CLOSE AND LOCK** all windows and close blinds in the unit
 - Residents are responsible for damages caused by frozen pipes due to open windows
- Leave your unit clean
 - If you have a **vacancy or current roommate(s) move out** a new roommate may be assigned & move-in between **December 12 and January 31**.
 - Clean all dirty dishes
 - Refrigerators should be clean and perishable items removed. Do not disconnect refrigerators or mini fridges
 - All small electronics (especially alarm clocks) should be unplugged
 - Remove all trash
- **Turn heat on and set the thermostat to the lowest setting**, make sure switch near HVAC unit is flipped up
- Make sure that all sink/shower/tub faucets are off
- Make sure stove/oven is off
- Turn off the lights
- Secure all valuables and personal belongings. UC assumes no liability for personal property
 - **Make sure to lock your bedroom/closet door and suites should also make sure bathroom door is also locked prior to your departure**
- Check your mail and collect all packages
- If your unit has a **vacant space**, a new roommate may be assigned & move-in between **December 12 and January 31**:
 - **Apartment Units:** This roommate may arrive prior to your return. All shared spaces are expected to be clean and welcoming to a new resident. It is your responsibility to make sure your belongings only occupy your share of the living space. There should be space available in the shared living room, kitchen, and bathroom which is expected to be clean and welcoming to a new resident.
 - Failure to have the space ready for a new resident may result in cleaning fines. *UC assumes no liability for personal property that must be relocated to accommodate this.*
 - **Suite Units:** This roommate may arrive prior to your return. The room is expected to be clean, and your belongings only occupy **your share** of the living space (1-Bed, 1-Desk/Chair, 1-Bookcase, Closet). The bathroom is expected to be clean and welcoming to a new resident. **DO NOT HAVE BEDS PUSHED TOGETHER**
 - Failure to have the space ready for a new resident may result in cleaning fines. UC assumes no liability for personal property that must be relocated to accommodate this.

Do not forget your UC ID and bedroom/closet key. Returning without these will result in a lockout or replacement charge.



Not Returning Checkout Process

If you will not be returning to UC or your institution for the remainder of the school year, make sure to complete the **“Move-out Checklist”** (page 5) & **“How to Check-out”** (page 6). You will be responsible for your part of the shared space. The staff will inspect the unit after moving out and you will be billed for damage(s) found during these inspections. Avoid charges by making sure your room is clean, free of any damage, and you have removed all your belongings!

Move-Out Deadline

You must be checked out before your institutions deadline to avoid any improper checkout fees. We are not able to grant any extensions.

- **Columbia: Before Noon on December 17**

Move-Out Helpers

- You will meet your move-in helpers at the Security Desk to be signed in.
 - Helpers will need to submit a government issue ID and will be given a visitor pass to be worn when in the building.
 - IDs will be returned to the helpers once visitor pass is returned.

Parking

The dock will have limited space for **loading only**. There will be no parking or standing permitted for ANY period and vehicles will be subject to tow at owners' expense. Residents are not permitted to load vehicles in front of UC due to traffic laws on State Street. **Please plan to locate parking in advance.**

Speed Packs

A limited number of Speed Packs (moving boxes on wheels) will be available for check-out at the lobby security desk. Speed Packs CANNOT leave the UC premises. Speed Packs must be returned to the security desk within 1 hour, failure to do so will result in a \$100 replacement fee. If you have access to a personal dolly, please bring it.

Left or Lost & Found Items

UC staff cannot ship items that are left behind. Items of value left in your unit may be stored for 14 days, a storage fee will be assessed. After this time, it will be considered abandoned property and donated. There is a fee per bag of trash or large item disposed of by staff, please double check that everything is removed.

Additional Items

- Update your mailing address with your banks, online stores, and through USPS. UC will forward any first-class mail only up to 30 days if your address is changed with USPS. You will need to enter in the zip code as 60605-1616
- Any packages or mail delivered after your move-out date will be immediately returned to sender.
 - We can only accept packages for current residents.
- **Meals and Flex dollars must be used up prior to checkout.** *There are no refunds!*



Move-Out Checklist

Leave Your Unit Clean – **Should be ready for new resident to move into.**

- Wipe down all furniture (beds, desk, chair, etc.)
- Remove all items (3M hooks, 3M poster mounts, etc.) and residue from doors, walls and ceiling
- There is a fee for anything that needs to be removed
- Thoroughly clean your share of bedroom, common space, and bathroom (vacuum & mop)
- Remove all your recycling/trash from the unit
- Place in Trash Room
 - There will be a fee of **\$25 per bag** for any trash left behind
- Clean out your recycling/trash bin. Be sure to leave these bins inside your unit – there is a replacement fee if removed
- If you rented a **UC Amenity** (our team will collect after you have checked out):
 - All lofts should be left assembled in your room
 - All UC micro-fridges must be defrosted and cleaned before leaving, but left plugged-in
 - All safes must be emptied and left open upon departure

Before You Depart - **Once all your belongings are out of the unit do a final walk through.**

- Check all drawers, cabinets, shelves – Make sure you didn't leave anything behind.
 - There is a fee per **bag of trash or large item disposed** of by staff, please double check that everything is removed (trash included)
- Make sure that all faucets (sinks, shower/tub) are off
- Turn off the lights.
- Turn fan on and set the thermostat to the lowest setting
- **Close & lock** all windows and close blinds in the unit
 - Residents are responsible for damages caused by frozen pipes or HVAC damage due to open windows
- Make sure stove/oven is off and fridge/freezer have been emptied (**Apartment Style Units**)
- Lock all doors
 - **Apartment Style Units** – Make sure to lock bedroom door
 - **2 Bedroom Apartment** – Make sure to also lock closet door prior to your departure
 - **Suite Style Units** – Make sure to lock closet and bathroom doors (if applicable) prior to departure
- Check your mailbox and collect all packages
 - Packages left after check-out will be returned to the sender
- Do not forget your bike! Bikes left will be treated as all other abandoned property.
- Have UC ID & Bedroom/Closet Key out to return
 - There will be a \$50/key fee if not returned **at time of checkout**



HOW TO CHECK-OUT

All residents not returning must officially check-out of their suite/apartment by the move out deadline, *failure to complete the check-out may result in additional charges and fees from your university.*

Make sure to complete the “**Move-out Checklist**” (page 5). The staff will inspect the unit after moving out and you will be billed for damage(s) found during these inspections. Avoid charges by making sure your room is clean, free of any damage, and you have removed all your belongings!

Please go to the **Express Checkout Station located at the Resident Service Desk on the 2nd floor** once all your belongings are out of your unit to complete the Express Checkout Form and sign-off on your Room Condition Report (RCR). You will turn in your UC ID and key(s) at that time.

UC ID CARDS & KEYS

You must turn in your UC ID and bedroom/closet key at the time of check-out. Failure to do so will result in a \$150 improper check-out fee in addition to \$50 associated with changing the corresponding lock(s).

LATE MOVE-OUT CHARGE

If you are not checked out before your institution’s deadline, you will be assessed a \$150 Improper Checkout Fee, additional fees may be applied.

IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONTACT YOUR RA OR THE MANAGEMENT OFFICE. WE HOPE YOU HAVE A WONDERFUL AND SAFE HOLIDAY BREAK!