

## 2022 Fall and Winter Break Resident Packet

The following information will help prepare you for Fall Break, the end of semester and winter break in the residence halls. This packet includes important closing dates and deadlines, eligibility to remain in housing after the fall term, room vacancy information, leaving for break, non-returning student's check-out procedures, mail, and dining services information. Please read this entire packet.

### IMPORTANT DATES

Fall Break: 11/23/2022 –11/27/2022

Spring Registration Housing Deadline: 12/2/2022

Fall Semester Ends: 12/17/2022

Dining Services Closed: 12/18/2022 - 1/22/2023

Residence Life Office Closed: 12/23/2022 - 01/03/2023

Martin Luther King, Jr. Day Holiday: 1/16/2023

New Student Spring Move in Day: 1/17/2023 - 1/23/2023

Spring Semester Begins: 1/23/2023

### Fall Break

Fall Break begins November 23. ALL College and residence halls are open during both Fall Break and Winter Break. Columbia College and Residence Life rules remain in effect during both breaks.

### Going Home for Fall Break Only (November 23 – November 27)

Fall Break begins Wednesday, November 23. If you plan to leave for Fall Break and return for finals, please follow the guidelines in “**Going Home for Winter Break Only**” (pg. 2) section of the packet.

**Residents leaving and checking out BEFORE Fall Break.** 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 via email at [residencelife@colum.edu](mailto:residencelife@colum.edu) immediately. Notifications should include the reason you will not be returning to the College and supporting documentation.

1. Please log into the housing portal, select “Come & Go”
2. Select Fall 2022 Booking.
3. Please schedule a check-out date and time. Check out is a maximum of two hours. You are allowed two helpers to assist.
4. No exception can be made to the amount of time or number of helpers.

Be ready at the time of your scheduled check-out date. Once you remove all your belongings, please stop at the front desk of your building. You will fill out the labeled envelope provided at the desk. Place your keys inside the envelope and turn in the envelope at the drop box.

**By completing Express Check-Out, you are declaring that you have permanently vacated the unit and assume responsibility for any charges or damages assessed upon inspection later by staff. Any belongings left in the room will be discarded. Residents that do not complete the Express Check-out process in its entirety will result in an improper check out fee of \$150.**

Keys that are not labeled or not in the drop box are considered lost and will require replacement. Individual key replacement costs \$50.00 each (room key, apartment key, mailbox key.) Failure to keep your scheduled appointment or comply with instructions will result in an IMPROPER CHECK-OUT FEE OF \$150 plus \$50 per key, in addition to key replacement fees which will be billed to your MyColumbia account.

**Residents leaving and checking out AFTER Fall Break.** Please follow the **Non-Returner Express Check-out Procedure** section of this packet (page 5.)

### **Eligibility to remain on-campus beyond the fall semester**

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 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 keys are returned to Residence Life.**

Residents with spring registration holds who are not enrolled for Spring 2023 classes are not permitted to remain in housing beyond the fall term, **Saturday, December 17, 2022**. Residents who fall under this circumstance will be issued a "Notice to Vacate" correspondence from their MyColumbia email account the week of **December 12, 2022**. Please follow the check-out procedures outlined in the "**Non-Returner Express Check-out Procedure**" section of this packet (pg. 4)

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 Saturday, December 17, 2022. Please follow the check-out procedures outlined in the "**Non-Returner Express Check-out Procedure**" section of this packet (page 4.)

### **Going Home for Winter Break Only (December – January)**

**Winter Break begins December 18. IF you plan to leave and return for Winter Break, PLEASE follow the guidelines:**

- Leave your unit clean
- Take out ALL TRASH in your unit
- Keep heat ON and thermostat set at a minimum of 68 degrees
- Refrigerators should be clean and perishable items removed. Do not defrost or disconnect refrigerators
- Make sure that all faucets are turned off
- Make sure that the stove/oven is turned off
- Close all windows and blinds in the unit
- Turn off the lights
- Make sure your door is closed and locked
- Disconnect all electrical appliances (exceptions: refrigerator, TV, cable box and microwave)
- Check your mailbox

### **Inspections & Damages**

Building engineering and property staff may enter apartments for routine preventative maintenance during break period. Residence Life staff will also perform inspections in each residence hall during the winter break period to ensure guidelines are followed by all residents. Inspections are very thorough and may result in damages found. Any damage or excessive trash found and/or assessed during this time will be noted and billed to your MyColumbia account.

## **Dining Services**

Non-Residents of the University Center will not have access to the Dining Center starting **December 18, 2022, until January 22, 2023**. The University Center Dining Service center is available during the academic year, while classes are in session. J-Term session is not considered part of the academic term. If you plan to remain on campus during the break, we encourage you to make other meal arrangements during that time.

## **Safety & Health**

Safety is our number one objective, and we want to bring to your attention that occupancy is generally minimal during the winter break. Students should continue to take safety and security precautions by locking doors, learning which friends/neighbors plan to remain on campus.

*All Columbia College and Residence Life rules remain in effect during both breaks.* The residence halls remain open over the break. Residence Life staff and Security will be present.

The Student Health Center, located at 916 S Wabash, Suite 503 will have limited hours during the break. For more information, please contact the Health Center at 312-369-6830.

## **Room Vacancies**

If your unit has a vacant space at semesters' end, you can expect to receive a new roommate as early as the end of fall term or the spring semester. The Residence Life Office expects student rooms to be cleaned and welcoming of a new roommate. All rooms with vacancies will be inspected over the break period to ensure guidelines are followed. Failure to have an orderly space over the break may result in cleaning fines starting at \$250.00 and further disciplinary action may be taken.

Due to the short turnaround time between the fall and spring semesters, the spring roommate information will not be provided to current residents. However, incoming residents will receive roommate contact information and may be in contact with you over the break (if applicable).

**THE RESIDENCE LIFE OFFICE WISHES YOU A SAFE AND RESTFUL WINTER BREAK**

### **NON-RETURNER EXPRESS CHECK-OUT PROCEDURE**

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 via email at [residencelife@colum.edu](mailto:residencelife@colum.edu) immediately. Notifications should include the reason you will not be returning to the College and supporting documentation.

Students leaving will log into the housing portal to schedule a check-out date and time. **Check-out should be arranged for no later than Noon Saturday, December 17, 2022.** Please follow the check-out list below for complete instructions.

Be ready at the time of your scheduled check-out date. Once you remove all your belongings, please stop at the front desk of your building. You will fill out the labeled envelope provided at the desk. Place your keys inside the envelope and turn in the envelope at the drop box.

**By completing Express Check-out, you are declaring that you have permanently vacated the unit and assume responsibility for any charges or damages assessed upon inspection at a later date by staff. Any belongings left in the room will be discarded. Residents that do not complete the Express Check-out in its entirety will result in an improper check out fee of \$150.**

Keys that are not labeled or not in the drop box are considered lost and will require replacement. Individual key replacement costs \$50.00 each (room key, apartment key, mailbox key.) Failure to keep your scheduled appointment or comply with instructions will result in an IMPROPER CHECK-OUT FEE OF \$150 plus \$50 per key, in addition to key replacement fees which will be billed to your MyColumbia account.

#### **Complete Check-out List**

- Notify Residence Life ([residencelife@colum.edu](mailto:residencelife@colum.edu)) immediately
- Log into the Housing Portal and select Come and Go. "Select Fall 2022 Term" and select "Express Check-out"
- Schedule a check-out date and time. Check-out dates and times will be every day (Sunday - Saturday) from 8AM – 6PM.
- **Check-out is a maximum of two hours. You are allowed two helpers to assist. No exceptions or extensions can be made.**
- Remove all possessions from your room and storage closets
- Clean your apartment/room
- Empty desk and dresser drawers (behind & under your furniture)
- Empty and clean all closets
- Clean kitchen, kitchen cabinets, counters, and oven/stove
- Empty and clean refrigerator
- Vacuum the floor and remove all trash from the room. Do not sweep or leave trash and dirt in the hallways or lounge areas
- Remove all decorations (i.e., paintings, contact paper, posters, tape, tacks, etc.)
- Clean and empty medicine cabinet and counter
- Clean bathroom, toilet, and shower (should be free of mildew)

- Check your mailbox BEFORE submitting your keys
- Place your keys in the envelope provided at the Front Desk with your full name, MyColumbia ID, and room/suite number. Please have a pen handy to fill out the envelope
- Submit the envelope at the drop box
- By completing the Express Check-Out, you declare that you have permanently vacated the unit and assume responsibility for any charges or damages assessed upon inspection later by Columbia staff.
- Keys that are not labeled or not in the drop box are considered lost and will require replacement. Individual key replacement costs \$50.00 each (room key, apartment key, mailbox key.)
- **Any belongings left in your space will be discarded. Residents that do not complete the Express Check-out process in its entirety will result in an improper check out fee of \$150.**

### **Inspections & Damages**

Winter break facility inspections will be conducted by Residence Life staff from each residence hall. Inspections are very thorough and may result in damages found. Any damage or excessive trash found and/or assessed during this time will be noted and billed to your MyColumbia account.

### **Mail Delivery**

Mail will not be forwarded by Residence Life. Change your Address with the Post Office to have your mail appropriately forwarded. We also recommend updating your mailing information with the College through your MyColumbia account.