

2023 End of Fall Semester Resident Packet

The following information will help prepare you for Thanksgiving 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.

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Important Dates

- **Thanksgiving Break:** November 22, 2023 - November 26, 2023
- **University Center Dining Services Closed:** November 23, 2023 - November 25, 2023

- **Spring Course Registration Deadline to Remain in Housing:** December 8, 2023
 - **Fall Semester Ends:** December 16, 2023
 - **University Center Dining Services Closed:** December 18, 2023 - January 20, 2024
 - **Winter Break:** December 17, 2023 - January 21, 2024
 - **Housing and Residential Experience Office Closed:** December 22, 2023 - January 1, 2024
 - **Martin Luther King, Jr. Day Holiday:** January 15, 2024
 - **Spring Semester Begins:** January 22, 2024
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Spring Registration Information

With the Fall semester quickly winding down and coming to an end, registration for Spring 2024 courses is underway. To remain eligible for on-campus housing during Winter Break and for the Spring 2024 semester, **you must be registered as a full-time student** (minimum of 12 credit hours) and be in good financial and academic standing with the college no later than **December 8, 2023**.

Failure to resolve holds or to register for Spring 2024 classes will result in termination of your housing contract and you will be required to vacate your housing assignment no later than December 16, 2023, by 12:00 pm (noon).

Account Holds

Account holds are the number one reason prohibiting a student from being able to register. If you have not been able to register yet, take a moment to review your account for any immunization, financial, or other holds so that you can make a plan to find quick resolution.

If you have a financial hold on your account, Columbia Central wants to work with you to resolve this hold before your housing contract is terminated. Please call or email a Columbia Central Counselor today at (312) 369-7140 or at columbiacentral@colum.edu.

IMPORTANT: If your hold(s) is/are not resolved and you are not able to register for Spring 2024 classes by Friday, December 8, 2023, your housing contract will be terminated and you will be required to move out of your housing assignment by Saturday, December 16, 2023, by 12:00 pm (noon).

Residents with holds preventing their registration to enroll for Spring 2024 classes are not permitted to remain in housing beyond the Fall term, Saturday, December 16, 2023. Current residents who fit this set of circumstances will be issued a "Notice to Vacate" correspondence through their MyColumbia email account the week of December 11, 2023. Please follow the check-out procedures outlined in the "Check Out Steps for Any Resident Moving Out" section of this packet.

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 16, 2023. This proration will be in effect until resident's belongings are removed from the space, and their keys are returned to their Resident Assistant or the Housing and Residential Experience office.

Thanksgiving Break Information

Thanksgiving Break is November 22-26, 2023.

The Housing & Residential Experience office will be closed November 23-24, 2023, in observance of the holiday break. Our office will not be monitoring phone calls nor emails during this time. We will resume normal business hours on Monday, November 27, 2023.

Residents should prioritize keeping their keys and identification with them at all times during the break period to avoid getting locked out of the building and/or their room.

Residents are encouraged to call the RA duty phone associated with their building during these days if they are in need of immediate assistance from our staff between the hours of **7:00 pm – 7:00 am**. Outside of these hours, residents may contact Building Security for assistance.

Please note wait times for assistance may vary due to reduced staffing in buildings during break periods.

RA Duty Phone Numbers per building:

- The Arc: (312) 428-8909
- 30 East/The Flats: (312) 428-8324
- The Dwight: (312) 401-1913

The University Center's Cafe and Marketplace will be closed November 23-25, 2023. Please review the 'Dining Services' section of this packet for more detailed information.

Planning to Move Out?

Are you graduating, studying abroad, a Fall-Only exchange student, or planning to withdraw from Columbia? If so, it is now time for you to contact our office by emailing us at housing@colum.edu. These are all considered penalty-free approved cancellation reasons. When emailing housing@colum.edu, you must include your first and last name, Columbia ID number, reason for your move out, and provide supporting documentation (study abroad acceptance letter, graduation information, withdrawal status, etc.). Students with an approved cancellation reason will not be charged cancellation penalties and will have their Spring 2024 housing assignment cancelled.

Students not returning for Spring 2024 must be moved out by 12:00 pm on December 16, 2023. Failure to properly vacate by this time will result in a \$150 improper checkout.

Spring 2024 Housing Cancellation Requests

If you do not fall into one of the approved cancellation categories and are seeking to move off-campus for Spring 2024, please review the following:

All students were advised not to sign the housing contract agreement if they were unsure about on-campus housing for the full academic year or were using on-campus housing as a backup. Students that signed the housing contract agreement are responsible for the housing contract terms, conditions and costs for the entire academic year (Fall and Spring semesters).

All signed housing contracts are binding.

Students may email housing@colum.edu to request cancellation. Depending on a student's particular circumstances, a student may be released from their housing contract agreement at a reduced cost. If students are granted an exception to be released from their contract, they will be charged the following:

1. Students will be charged a \$500 cancellation fee
2. Students will be charged an early termination fee, which is equivalent to the nightly rate of their room for 60 days (i.e., two months' rent)
3. Students will not receive their housing pre-payment back
4. Students will be charged for the number of nights they have resided on campus
5. 150 Meal Plans are no longer eligible for cancellation or pro-ration, even if a student cancels their housing.
6. If a student was residing in a suite at the UC and had a 15 meals/week plan, students will be charged for the equivalent number of meals and flex dollars for the number of nights they resided on campus.

Arc, Flats, Dwight, & 30E Residents Moving Out

Moving Out Friday, December 8th- Saturday, December 16th:

The deadline to schedule a move-out time for residents who have an approved move-out by our office, and live in Arc, Flats, Dwight, or 30E, is **December 4, 2023, at 5:00 pm**. Residents must sign up for a check-out appointment via the Housing Portal. Check-Out Appointments will occur between **December 8th and December 16th**.

- Log into the Housing Portal and select "FA23 Move Out Scheduler."
- Select your Fall 2023 room
- Proceed to schedule a check-out date and time.
 - Check-out appointments are 15 minutes and occur daily from Dec 8 - Dec 15 between 10AM to 8PM and Dec 16 8AM until 12PM
- You are allowed to check-in two helpers to assist. No exceptions or extensions can be made.

Approved residents who fail to properly schedule a move-out date and time will incur a **\$150 improper**

checkout fee that will be added to your student account. Please be advised that building management enters every space after students have vacated and will bill for any damage and/or lack of cleanliness.

Moving Out Thursday, November 16th- Thursday, December 7th:

If you need to move out **prior to December 8, 2023**, you must inform our office via email (housing@colum.edu). Please include your full name, ID number, reason for your move out, and the date and time you anticipate moving out. You will be instructed to call your Building's Duty Phone after 7:00 pm to complete a room inspection and to return your keys.

RA Duty Phone Numbers per building:

- The Arc: (312) 428-8909
- 30 East/The Flats: (312) 428-8324
- The Dwight: (312) 401-1913

University Center Residents Moving Out

If you are checking out and currently live at the University Center, you will drop your keys off in the Express Checkout box on the 2nd floor located at the Resident Service Desk. It is located next to the fitness center. This is a self-service station that can be completed at any time, 24/7. Please complete the Express Checkout Form and turn in your UC ID and Key(s) at this time.

Check Out Steps for Any Resident Moving Out

- 1. Before you check out, here is a list of things that need to be done in order to avoid unnecessary fees.**
 - Sign-up for a check-out time via the Housing Portal (if applicable, as noted above). Failure to sign up for a checkout time will result in a \$150 improper checkout fee
 - Make sure to update your address to receive mail. Mail is not forwarded to students over the summer nor kept on campus.
 - Pack up all of your belongings. Do not leave any personal items or furniture that was not initially provided.
 - Empty all drawers, wardrobes, and closets.
 - Remove all adhesives from walls, ceilings, & doors
 - Wipe down & sanitize all surfaces.
 - Vacuum and mop every floor.
 - Clean the microwave, refrigerator, and stove.
 - Clean all faucets, sinks, toilets, and bathtubs.
 - Throw away all trash bags and empty boxes in the designated area for your building.
 - Close & lock every window.
 - Empty your mailbox.
 - Make sure you have every key, key card, and/or key fob given to you when you moved in.
- 2. When your check-out date and time arrives, your RA will meet you at your room to do a full inspection of your room and the common areas of the apartment for damages and cleanliness. Your room must be empty of your belongings at the time of your scheduled checkout.**

- a. Please make sure that there is nothing in your space that violates any of the student conduct policies. If a violation is found, it will be documented in our conduct system.
3. Once your RA has done a full inspection, they will collect your keys. Please have every key, key card, and/or key fob that was given to you when you moved in.
4. Once your RA has inspected your space and has all of your keys, your checkout is complete. You will no longer have access to the building.

Failure to accurately complete the check-out process will result in a \$150 improper check-out fee. Please be advised that building management also enters every space after everyone has vacated and will bill for any additional damage(s) and/or lack of cleanliness that may not have been noted by the RA.

****If you vacate your space without an approved cancellation reason (indicated above), you will be subject to improper checkout fees, as well as cancellation fees and penalties associated with terminating your housing contract early, including, but not limited to: \$150 improper checkout fee, \$500 cancellation fee, cost of your room for the entire Fall semester, and an additional fee of 60-days at the nightly room rate.****

Residence Halls Are Open During Winter Break

Residents in good financial and academic standing with the college are eligible to remain in their housing assignment over the Winter break. All residential buildings will remain open, and residents will have full access to their spaces for the entire duration of Winter break. Residents returning for the spring term DO NOT need to move out of their space during break.

The Housing & Residential Office will be closed December 22, 2023 - January 1, 2024. Emails and phone calls will not be monitored during this time. Our office will resume normal business hours on January 2, 2024.

Residents should prioritize keeping their keys and identification with them at all times during the break period to avoid getting locked out of the building and/or their room.

Residents should call the RA duty phone associated with their building during these days if they are in need of immediate assistance from our staff from 7:00 pm-7:00 am. Outside of these hours, residents should contact Building Security for assistance.

Please note wait times for assistance may vary due to reduced staffing in buildings during break periods.

RA Duty Phone Numbers per building:

- The Arc: (312) 428-8909
- 30 East/The Flats: (312) 428-8324
- The Dwight: (312) 401-1913

Residents who have an Academic Year (Fall and Spring) Housing Contract **DO NOT** need to complete a Spring Only 2024 Housing Application!

Going Home for Winter Break (December – January)

Residents eligible to remain on-campus during winter break and return for the spring semester should complete the following before leaving for break:

- Clean your space, including any shared spaces in the apartment.
 - Properly dispose of any trash.
 - Keep heat on and thermostat set at a minimum of 68 degrees.
 - Clean the refrigerator and dispose of any perishable items. Do not defrost or unplug the refrigerator.
 - Turn off the stove and oven.
 - Turn off all faucets.
 - Unplug all electronics.
 - Close and lock all windows. Close the blinds.
 - Turn off every light.
 - Turn off any alarm clocks.
 - Close and lock the door.
 - Check your mailbox, parcel pending, and management office for any mail or packages.
 - Make sure you have any documents, identification, and/or medications that you will need over the break period.
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Safety & Health

Safety is our number one priority, 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 and learning which friends/neighbors plan to remain on campus.

All Columbia College Chicago and Housing and Residential Experience rules remain in effect during break periods. The residence halls remain open over the break. Housing and Residential Experience 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 bedroom has a vacant space at the semesters' end, you should expect to receive a new roommate as early as the end of the Fall semester or at the beginning of the Spring semester. The Housing and Residential Experience office expects all unassigned spaces to be clean and welcoming for 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).

Inspections & Damages

Building engineering and property staff may enter apartments for routine preventative maintenance during the break period. Housing and Residential Experience staff will also perform inspections in each residence hall prior to the Winter break period to ensure guidelines are followed by all residents. Inspections are very thorough and may result in damage being found. Any damage or excessive trash found and/or assessed during this time will be noted and billed to your MyColumbia account. Any prohibited items found will be confiscated. Please review the [HRE Resident Handbook](#) for details on prohibited items and policies.

Dining Services

Non-Residents of the University Center

- **Wednesday, November 22, 2023:** Students may utilize their meal plan or flex dollars; however, the Cafe and Market will be operating on an adjusted schedule:
 - Brunch: 11:00 am – 2:00 pm
 - Dinner: 4:30 pm – 7:00 pm
- **November 23-25, 2023:** The Cafe and Market will be closed on the Thanksgiving Holiday. Students will be unable to utilize meal plans or flex dollars.
- **December 16, 2023:** Last day for non-residents to utilize their meal plan in 2023
- **December 17, 2023 – January 20, 2024:** Students who do not live at the UC **will not** have access to the Café or Market. 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 and thus the dining center will not be open. *If you plan to remain on campus during the break, we encourage you to make other meal arrangements during that time.*
- **January 21, 2024:** Non-residents will have access to the UC to utilize meal plans and flex dollars at

the Café and Market.

- **January 22, 2024:** Café and Market returns to regular operating hours.

University Center Residents

- **Wednesday, November 22, 2023:** The Cafe and Market will be operating on an adjusted schedule
 - Brunch: 11:00 am – 2:00 pm
 - Dinner: 4:30 pm – 7:00 pm
- **November 23-25, 2023:** The Cafe and Market will be closed on the Thanksgiving Holiday. Students will be unable to utilize meal plans or flex dollars.
- **December 17, 2023:** Meals from the meal plan cannot be used during this time. University Center residents may purchase meals with their remaining flex dollars, credit/debit card, or cash.
- **December 18, 2023 – January 1, 2024:** The Cafe and Market will be closed for the Winter Holiday. Students will be unable to utilize meal plans or flex dollars.
- **January 2, 2024 – January 20, 2024:** Meals from the Meal Plan cannot be used during this time. University Center residents may purchase meals with their remaining flex dollars, credit/debit card, or cash.
- **January 21, 2024:** Café and Market will have adjusted hours and residents may utilize meal plans and flex dollars at the Café and Market.
- **January 22, 2024:** Café and Market returns to regular operating hours. The first installment of spring flex dollars will be dispersed to student meal cards on this day.

**THE HOUSING AND RESIDENTIAL EXPERIENCE OFFICE WISHES YOU A
SAFE AND RESTFUL BREAK**