

## 2024 End of Fall Semester Resident Packet

The following information will help prepare you for fall (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 packet in its entirety.

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## Important Dates

- **RAs will Host a Closing Floor Meeting:** November 16, 2024- December 3, 2024
- **RAs Conduct Health and Safety Inspections:** November 18, 2024- December 13, 2024
- **Thanksgiving Break:** November 27, 2024 - December 01, 2024
- **University Center Dining Services Closed:** November 28, 2024 – November 30, 2024
- **Spring Course Registration Deadline to Remain in Housing:** December 6, 2024
- **Fall Semester Ends:** December 14, 2024
- **Students Not Returning for Spring Move-Out Deadline:** Saturday, December 14 at 12pm NOON
- **University Center Dining Services Closed:** December 21, 2024 - January 3, 2025
- **Winter Break:** December 15, 2024 – January 26, 2025
- **Housing and Residential Experience Office Closed:** December 22, 2024 - January 1, 2025
- **Martin Luther King, Jr. Day Holiday (HRE Office Closed):** January 20, 2025
- **Spring Semester Begins:** January 27, 2025
- **Spring Break: (No Classes):** March 24, 2025 - March 29, 2025
- **Spring Semester ends:** May 16, 2025

## Spring Registration Information

With the Fall semester quickly winding down and coming to an end, registration for Spring 2025 courses is underway. To remain eligible for on-campus housing during Winter Break and for the Spring 2025 semester, **you must be registered as a full-time student** (minimum of 12 credit hours) and be in good financial standing, no immunization holds, and in good academic standing with the college no later than **December 6, 2024**.

**Failure to resolve holds and/or to register for Spring 2025 classes will result in termination of your housing contract and you will be required to vacate your housing assignment no later than 12:00 pm (noon) CST on Saturday, December 14, 2024.**

## Account Holds

Account holds are the number one reason prohibiting a student from being able to register. Please refer to the email sent by the Registrar which includes your priority date and time for registering for classes. 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. You can access this information at [my.colum.edu](http://my.colum.edu) and click on ***My Academics*** and then on ***View Holds***.

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](mailto:columbiacentral@colum.edu) or visit Columbia Central in person on the 3<sup>rd</sup> floor of 600 S. Michigan.

**IMPORTANT: If your hold(s) is/are not resolved and you are not able to register for Spring 2025 classes by**

**Friday, December 6, 2024, your housing contract will be terminated and you will be required to move out of your housing assignment by 12:00 pm (noon) on Saturday, December 14, 2024.**

Residents with holds preventing their registration for Spring 2025 classes are not permitted to remain in housing beyond the Fall term, **Saturday, December 14, 2024**. Current residents who fit this set of circumstances will be issued a “Notice to Vacate” correspondence through their MyColumbia email account on December 6, 2024. 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 14, 2024. 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. The College will exercise its right to initiate eviction proceedings if a student shows no signs of enrolling in the spring term and has not been given explicit permission to remain in housing over the break period.

## 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 may begin as early as November 18<sup>th</sup>, 2024, and go through Friday, December 13, 2024.** Please note you will receive communication in advance from your RA with details on the specific timeframe they will be conducting your apartment’s inspection. Your RA will leave a Room Inspection Summary document on your kitchen counter after completing their inspection. Students do not need to be present at the time of the inspection, but you can be.

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.

## Thanksgiving Break Information

Thanksgiving Break for students is November 27, 2024- December 1, 2024. There will be no classes on Wednesday, November 27. Please note, our staff will be working remotely on Wednesday, November 27, 2024 and will be accessible via [housing@colum.edu](mailto:housing@colum.edu).

The Housing & Residential Experience office will be closed November 28 – December 1, 2024, in observance of the holiday break. Our office will not be monitoring phone calls or emails during this time. We will resume normal business hours on Monday, December 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 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 Monday -**

**Friday and 24/7 Saturday and Sunday.** 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: (312) 428-8324
- The Dwight: (312) 401-1913

The University Center's Cafe and Marketplace will be closed November 28, 2024 – November 30, 2024. Please review the 'Dining Services' section of this packet for more detailed information.

## 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 21, 2024 - January 1, 2025. Emails and phone calls will not be monitored during this time. Our office will resume normal business hours on January 2, 2025.

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.

Should you be going home for break, remember to bring any necessary identification (passport, driver's license), electronics, or prescriptions!

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 Monday - Friday and 24/7 Saturday and Sunday.** 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: (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!

# Fall 2024 Move-Out

## Approved Spring 2025 Housing Cancellation

Are you graduating, participating in SiLA or a studying abroad program, a Fall-Only exchange student, or planning to withdraw from Columbia? These are all considered penalty-free approved cancellation reasons. If you plan to vacate your space at the end of the Fall 2024 semester, please complete the intent to cancel form which is called "Fall 2024 Housing Cancellation Intent " in MCR under "Housing Forms" and then under "Forms": <https://colum.mcrhousing.app>

Students with an approved cancellation reason will not be charged cancellation penalties and will have their Spring 2025 housing assignment cancelled.

**Students not returning for Spring 2025 must be moved out no later than 12:00 pm (noon) CST on December 14, 2024. Failure to properly vacate by this time will result in a \$150 improper checkout and additional charges for daily occupancy.**

## Unapproved Spring 2025 Housing Cancellation Requests

If you do not fall into one of the approved cancellation categories and are seeking to move off-campus for Spring 2025, 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.

If you plan to vacate your space at the end of the Fall 2024 semester, please complete the intent to cancel form which is called "Fall 2024 Housing Cancellation Intent " in MCR under "Housing Forms" and then under "Forms": <https://colum.mcrhousing.app>

Students with unapproved cancellation reasons will be charged in accordance with Section XVII of the Housing Agreement:

### XVII. TERMINATION OF CONTRACT BY STUDENT

1. Any Columbia student with a signed housing contract is bound by the full terms of the contract and is responsible for the full contractual charges for room and, if applicable, meal plan, unless a release is approved by the Dean of Students or their designee. Such approvals include, but are not limited to: transferring institutions, graduating, approved study abroad or participation in Semester in Los Angeles.
2. Any student with a signed housing contract who cancels their housing contract prior to the start of the contract period will forfeit their prepayment deposit submitted at the time of application but will incur no further charges.
3. Any student with a signed housing contract who cancels their housing contract after the start of their contract period will be subject to the following penalties:

- a. Forfeiture of housing prepayment deposit submitted at the time of application.
- b. Forfeiture of their optional meal plan cost (if applicable) if cancellation occurs after the 10th academic day of the semester.
- c. A \$250 cancellation fee.
- d. 75% of the remaining contracted room cost.

Depending on a student's particular circumstances, a student may be released from their housing contract agreement at a reduced cost. Requests for a reduction in cancellation penalties should be sent to the Dean of Students at [dos@colum.edu](mailto:dos@colum.edu) with as much detail as possible including rationale why they should not be bound by the terms of the Housing Agreement.

## Resident Check-Out Procedures: 30 East, Arc, & Dwight Residents Only

Residents not returning for Spring 2025 are required to schedule a Move Out Reservation in the MCR Housing Portal as soon as possible. **Residents moving out Dec 6-15, 2024, must schedule their appointment by December 2, 2024, at 12:00 pm (noon).** Residents moving out earlier, November 14-December 5, 2024, must schedule their appointment at least 72 hours in advance of their desired move-out date for the HRE team to process the reservation. Failure to move out according to HRE procedures, failure to schedule a move-out reservation, and/or failure to schedule a move-out reservation by the deadlines will result in a \$150 improper check-out fee along with any fees for damages and/or missing keys.

- Residents will simply be giving their keys to an RA at their scheduled reservation. A room check will not be conducted.
- Students do not need to schedule a time to move out their belongings. You are only scheduling a time to return your keys; thus your room should be fully emptied at the time of your reservation.
- The Guest Policy remains in effect. Students may check-in up to (2) guests to assist with their move.

### Scheduling a Move-Out Reservation

- Access MCR portal: <https://colum.mcrhousing.app>
- To schedule the reservation in MCR, students must have completed a Fall 2024 application previously either "Fall 2024 Housing Contract ONLY" or "Portal Access".
  - If you neglected to do this at the beginning of the fall semester, the move-out scheduler will not be visible. You MUST complete the app available to you before the system gives you access to more MCR features.
  - These features will immediately become visible upon completion.
- On the left-hand side, you should select "Move-In/Out Reservation"
- Once you get to that page, click "Move-Out Reservation."
- From there you will see all the available move-out reservation timeslots.
- The Move-Out Reservation scheduler will allow them to select a move-out reservation window, that reflects the hours listed below:
  - **November 14 - December 5, 2024**
    - Move-Out reservations will occur in time blocks Monday-Friday between 7pm and 10pm.
    - Move-Out reservations will occur in time blocks Saturday or Sunday between 9am and 9pm.
    - Students should call the RA Duty phone at your chosen reservation time.

- You should be fully packed and moved out at the time of your reservation and ready to turn over your keys.
  - An RA will meet you in the lobby to collect your keys.
  - ***RA Duty Phone Numbers per building:***
    - The Arc: (312) 428-8909
    - 30 East: (312) 428-8324
    - The Dwight: (312) 401-1913
- **December 6 - 13, 2024**
    - Move-Out Reservations will be in 15-minute increments and occur daily Dec 6 - Dec 13 between 9AM to 5PM
    - Residents should meet in the lobby of your building at your reservation time to give an RA your keys.
    - You should be fully packed and moved out at the time of your reservation and ready to turn over your keys.
  - **Saturday, December 14, 2024**
    - Move-Out Reservations will occur on Saturday from 8AM until 12PM.
    - Students will have that entire morning time block in which to drop off keys with RAs stationed in the lobby of their building.
    - You should be fully packed and moved out at the time of your reservation and ready to turn over your keys.

## Resident Check Out Procedures: University Center Residents ONLY

If you are checking out and currently live at the University Center, you will drop your keys off in the Express Checkout Station once all your belongings are out of your unit and complete the Express Checkout Form via the UC Resident Portal. You will return your UC ID and key(s) at this time. Please follow all procedures outlined in the UC End of Semester packet sent on November 1.

## 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 MCR 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 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

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.

**\*\*If you vacate your space without an approved cancellation reason (indicated above) and no move-out reservation, you will be subject to improper checkout fees, as well as cancellation fees and penalties associated with terminating your housing contract early (see above).\*\***

## 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

## Break Safety

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 on-call staff

Building Security and Campus Security will be present for the duration of the break.

## Room Vacancies

If your bedroom has a vacant bed 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).

## Dining Services

### Non-Residents of the University Center

- **Wednesday, November 27, 2024:** Students may utilize their meal plan or flex dollars; however, the Cafe and Market will be operating on an adjusted schedule:
  - Brunch: 11:00am – 2:00pm
  - Dinner: 4:30pm – 7:00pm
  - Market: 10:00am – 8:00pm
- **November 28 - November 30, 2024:** The Cafe and Market will be closed on the Thanksgiving Holiday.
- **December 14, 2024:** Last day for non-residents to utilize their meal plan in 2024.
- **December 15, 2024 – January 24, 2025:** 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 25, 2025:** Café and Market returns to regular operating hours.

### University Center Residents

- **Wednesday, November 27, 2024:** The Cafe and Market will be operating on an adjusted schedule
  - Brunch: 11:00am – 2:00pm
  - Dinner: 4:30pm – 7:00pm
  - Market: 10:00am – 8:00pm

- **November 28 - November 30, 2024:** The Cafe and Market will be closed on the Thanksgiving Holiday. Students will be unable to utilize meal plans or flex dollars.
- **Winter Holiday:** Saturday December 21 – Friday, January 3
- **December 15, 2024 – December 20, 2024:** Meals from the meal plan (15 meals/week or 150 meals/year) cannot be used during this time; however, University Center residents may purchase meals with their remaining flex dollars on their plan, credit/debit card, or cash.
- **December 21, 2024 – January 3, 2025:** The Cafe and Market will be closed on these dates. Students will be unable to utilize meal plans or flex dollars.
- **January 4, 2025 – January 24, 2025:** Café and Market will have adjusted hours. Meals from the meal plan (15 meals/week or 150 meals/year) cannot be used during this time; however, University Center residents may purchase meals with their remaining flex dollars on their plan or utilize credit card, debit card, or cash.

**Monday - Friday**

Breakfast: 7:00am – 9:00am  
 Lunch: 11:00am – 2:00pm  
 Dinner: 5:00pm – 8:00pm  
 Market: 7:00am – 9:00pm

**Saturday - Sunday**

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

- **January 25, 2025:** 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!**