2017 Winter Break Resident Packet

The following information will help prepare you for 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

Thanksgiving: 11/23 – 11/26/2017
Spring Registration Housing Deadline: 12/11/2017
Fall Semester Ends: 12/16/2017
Dining Services Closed: 12/17 - 01/20/2018

Residence Life Office Closed: 12/22 - 01/01/2018
Martin Luther King, Jr. Day Holiday: 01/15/2018
New Student Spring Move in Day: 01/16/2018
Spring Semester Begins: 01/22/2018

Eligibility to remain on-campus beyond the fall semester

All residents are required to register for spring 2018 classes no later than December 11, 2017. 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 standing with the College. Returning students leaving for winter break should follow the guidelines outlined in the “Leaving for Break” section. Residents who occupy a space over the fall term will be charged, at the minimum, for the time they stayed beyond December 16, 2017.

Residents with spring registration holds who will not be enrolled for spring 2018 classes are not permitted to remain in housing beyond the fall term, Saturday, December 16. Residents who fall under this circumstance will be issued a “Notice to Vacate” correspondence via Loop email the week of December 11, 2017. Please follow the check-out procedures outlined in the “Non-Returner” section of this packet (page 3).

Residents not attending the College in the spring term (fall only foreign exchange, students withdrawing, transferring or graduating) upon completion of the fall term are not permitted to remain in housing after Saturday, December 16, 2017. Please follow the check-out procedures outlined in the “Non-Returner” section of this packet (page 3).

Leaving for Break

IF you plan to LEAVE for the break, PLEASE follow the guidelines below:

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 cleaned 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)
Turn OFF baseboard heat (731 S. Plymouth Ct. only)
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 in 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 damages or excessive trash found and/or assessed during this time will be noted and billed to your student Oasis account by February 2, 2018.

Mail Service

There will be no mail service delivery for the Plymouth Residence Hall starting Friday, December 22, 2017 - Monday, January 1, 2018. Mail services will resume normal operation hours starting Tuesday, January 2, 2018.

Dining Services

Non-Residents of the University Center will not have access to the Dining Center from December 17 - January 20, 2018. 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, traveling in groups, and knowing the guests they check into the building. The residence halls do not close over the break and Residence Life staff / Security will be present during this time.

The Student Health Center, located at 731 S. Plymouth Ct. 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 and/or the spring semester. The Residence Life Office expects student rooms to be clean, 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 RETURNERS – CHECK-OUT PROCEDURE

All students entering in the fall semester signed an academic year housing contract, which holds each student financially accountable for the housing costs through May 2018. Students not attending the College in the spring 2018 term (fall only foreign exchange, students withdrawing, transferring or graduating) are required to notify Residence Life via email at residencelife@colum.edu no later than December 4, 2017. Notifications should include the reason you will not be returning to the College and supporting documentation.

Contact your Resident Assistant (RA) to arrange a check-out date and time. Check-out should be arranged for no later than Noon on Saturday, December 16. RAs will post hours of available check-out times beginning December 1, 2017 on their door. Please follow the check-out list below for complete instructions.

Be ready at the time of your scheduled check-out appointment to properly check-out. Your RA will inventory your empty room; gather all room and mail box keys, and complete the official check-out procedures. Keys not returned at the time of check-out 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 RA instructions will result in an IMPROPER CHECK-OUT FINE OF $150.00, which will be billed to your student oasis account.

Complete Check-out List

- Notify Residence Life (residencelife@colum.edu) no later than December 4, 2017
- Schedule a check-out with RA
- 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 floor and remove all trash from the room. Do not sweep or leave trash and dirt in the hallways or lounge areas
- Make sure that your bed frame is placed with the springs up (if applicable)
- 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 mailbox BEFORE returning your key
- Complete check-out process and submit all keys to RA

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 damages or excessive trash found and/or assessed during this time will be noted and billed to your student Oasis account by February 2, 2018.

Mail Delivery

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