

2019 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: 11/28/2019 –12/01/2019

Spring Registration Housing Deadline: 12/9/2019

Fall Semester Ends: 12/14/2019

Dining Services Closed: 12/14/2019 - 1/26/2020

Residence Life Office Closed: 12/20/2019 - 01/01/2020

Martin Luther King, Jr. Day Holiday: 1/20/2020

New Student Spring Move in Day: 1/21/2020

Spring Semester Begins: 1/27/2020

Eligibility to remain on-campus beyond the fall semester

All residents are required to register for spring 2020 classes no later than December 9, 2019. 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. Returning students leaving for winter break should follow the guidelines outlined in the "Leaving for Break" section. **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, 2019. 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 will not be enrolled for spring 2019 classes are not permitted to remain in housing beyond the fall term, Saturday, December 14, 2019. Residents who fall under this circumstance will be issued a "Notice to Vacate" correspondence via their Columbia College email account the week of December 9, 2019. Please follow the check-out procedures outlined in the "Non-Returner" section of this packet (page 3 in resident's packet, page 6 in RA packet)

Residents not attending the College in 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 14, 2019. Please follow the check-out procedures outlined in the "Non-Returner" section of this packet (page 3 in resident's packet).

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 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 damages or excessive trash found and/or assessed during this time will be noted and billed to your student MyColumbia account by February 3, 2020.

Dining Services

Non-Residents of the University Center will not have access to the Dining Center from **December 14, 2019 - January 26, 2020**. 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 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 and/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 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 2020. Students not attending the College in the spring 2020 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 2, 2019. 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 14, 2019.** RAs will post hours of available check-out times beginning November 11, 2019 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 mailbox 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, in addition to key replacement fees which will be billed to your student oasis account.

Complete Check-out List

Notify Residence Life (residencelife@colum.edu) no later than December 2, 2019

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 3, 2020.

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.