IMPORTANT DATES

Spring Registration Housing Deadline: 12/4/2020
Fall Semester Ends: 12/19/2020
Dining Services Closed: 12/18/2020 – 1/25/2021
Residence Life Office Closed: 12/2/2020 - 01/04/2021
Martin Luther King, Jr. Day Holiday: 1/18/2020
New Student Spring Move in Day: 1/19/2021 - 2/15/2021
Spring Semester Begins: 1/25/2021

Thanksgiving Break

Thanksgiving Break begins November 25 – November 29. ALL residence halls are open during both Thanksgiving and Winter Break. Covid-related Residence Life rules remain in effect during the breaks, including no guests from other residence halls, social distancing, and the wearing of masks.

Residents leaving for Thanksgiving Break and plan to return BEFORE December 19.

1. Please log into the housing portal, select “Resident Portal.”
3. In the box “Will You Return to Campus Before the End of Semester?” type “Yes.” Click “Save and Continue.”
4. You will be taken to the Express Return section. Schedule a return date and time.
5. Check In is a maximum of two hours. You are allowed two helpers to assist. **No exceptions or extensions can be made.**

Residents leaving for Thanksgiving Break and plan to return AFTER December 19.

1. Please log into the housing portal, select “Resident Portal.” Select Fall 2020.
3. In the box “Will You Return to Campus Before the End of Semester?” type “No.”
4. Click “Save and Continue.” You will be taken to the Express Return section.
5. Schedule a return date and time. Please follow the guidelines outlined in the “Attestation,” and “Express Return” section of this packet (page 2.)

Residents checking out BEFORE Thanksgiving Break. 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 2021. Students not attending the College in the Spring 2021 term (fall only foreign exchange, students withdrawing, transferring or graduating) are required to notify Residence Life via email at 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 “Resident Portal.”
3. Please schedule a check out date and time through the housing portal. Check out is a maximum of two hours. You are allowed two helpers to assist.
4. No exceptions 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 removed 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 the envelope at the drop box. The QR code will take you to the housing portal. Log into the housing portal, select Resident Portal, select booking, and complete the Express Check-out form.

By completing Express Check Out Form, 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 Form 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 checking out AFTER Thanksgiving Break. Please follow the Non-Returner Express Check Out Procedure section of this packet (page 4.)

Eligibility to remain on-campus beyond the fall semester
All residents are required to register for spring 2021 classes no later than December 4, 2020. 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 and returning to Columbia after December 19, should follow the guidelines outlined in the “Going Home for Winter Break Only,” “Attestation,” and “Express Return” section of this packet below.

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 19, 2020. 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 2020 classes are not permitted to remain in housing beyond the fall term, Saturday, December 19, 2020. Residents who fall under this circumstance will be issued a “Notice to Vacate” correspondence from their MyColumbia email account the week of December 7, 2020. Please follow the check-out procedures outlined in the “Non-Returner Express Check Out Procedure” section of this packet (page 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 19, 2020. Please follow the check-out procedures outlined in the “Non-Returner Express Check Out Procedure” section of this packet (page 5.)

Going Home for Winter Break Only (December – January)

Winter Break begins December 19. IF you plan to leave and return for Winter Break, PLEASE follow the guidelines:

- Log into the housing portal and select “Resident Portal” and select “Fall 2020 Term.”
- Under “What are your Plans,” select “Going Home for Winter Break Only”
- 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

• Upon Return, if coming from a state listed in the City of Chicago’s Travel Quarantine List, complete the Attestation Form located in the Housing Portal.
• Schedule an Express Return appointment. You will have up to two hours to complete move in and are allowed two helpers to assist. No Exceptions

Attestation

If you are traveling from a state that is listed in the City of Chicago’s Travel Quarantine List, you will need to attest, in the housing portal, you self-quarantined for 14 days prior to your arrival on campus. Students who have not attested to their self-quarantine will not be able to move into their prospective space.

Express Return

Residents leaving over the break must schedule an Express Return in the Housing Portal. Return dates and times will be available after December 19. Schedule dates and times will be available every day (Monday – Sunday), 8AM – 4PM. Residents will be given a maximum of two hours to return on campus. Residents are allowed two helpers to assist with Move In. No exceptions can be made to the amount of time or number of helpers.

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 MyColumbia account.

Dining Services

Non-Residents of the University Center will not have access to the Dining Center starting December 18, 2020 until January 25, 2021. 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 Covid-related Residence Life rules remain in effect during both Thanksgiving and winter break including no guests from other residence halls, social distancing, and the wearing of masks. The residence halls remain open over the break and Residence Life staff / 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 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 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 2021. Students not attending the College in the Spring 2021 term (fall only foreign exchange, students withdrawing, transferring or graduating) are required to notify Residence Life via email at 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 19, 2020. Please follow the check-out list below for complete instructions.

Be ready at the time of your scheduled check-out date. Once you removed 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. Please scan the QR code on the box with your phone or mobile device. The QR code will take you to the housing portal. Log into the housing portal, select Resident Portal, select booking, and complete the Express Check-out form.

By completing Express Check Out Form, 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 Form 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) immediately
- Log into the Housing Portal and select Resident Portal. “Select Fall 2020 Term.”
- Under “What Are Your Plans?” select “Express Check Out”
- Schedule a check-out date and time. Check-out dates and times will be every day (Sunday - Saturday) from 8AM – 7PM.
- 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 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 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
• Scan the QR Code on the drop box with your phone, log into the housing portal, select Resident Portal, select booking, complete the Express Check-out form on your phone or mobile device
• By completing the Express Check Out Form, you declare that you have permanently vacated the unit and assume responsibility for any charges or damages assessed upon inspection at a later date 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 Form 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 damages 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 in order to have your mail appropriately forwarded. We also recommend updating your mailing information with the College through your MyColumbia account.