

Important Information for All Housing Students!!!

Dear Student:

Holiday Break is fast approaching so we wanted to get to some information to you concerning the break and housing. **This information is very important, so please read this carefully.** Hopefully, it can answer many of the questions that you may have.

When do I have to leave?

University housing closes on Friday, December 12, 2014 at 5 p.m. If you have a Friday night class, please check out with your RA prior to your final. Unless you have received an **exception**, you must be out of your apartment by then. Any resident who is still in University Housing after 5 p.m. may have conduct charges filed against them.

How do I get an exception so I can stay?

People in the following five categories will be considered for exemption. Please get an exception form from the Office of Housing & Residence Life (University Center 222) immediately if you fall into one of these categories and would like to stay over the break. **All students staying over break must fill-out a *REQUEST TO STAY OVER BREAK FORM* and turn it in at the Office of Housing & Residence Life by Thursday, December 11 at 5 P.M. NO SPECIAL EXCEPTIONS WILL BE MADE AFTER THIS DATE.**

- Students with an on-campus job who are working over the break.
- Students who play a university sport who will be practicing or playing games during the break. (Athletic departments will usually cover students staying for this purpose)
- International students.
- Students employed locally (with proper documentation).
- Students who are participating in December graduation.
- Students living in Bridgeview Court North or South (will not be charged).

If you are approved to stay during break there will be a \$25 daily rate applied for housing. You will be billed for the period of time you are requesting to remain on campus. The amount will be applied to your account. Financial Aid cannot be applied to this bill.

If you are found to be in your apartment past the closing of University housing without permission, your student account will be billed \$25 for each day you remained on campus and you will also face judicial action.

Will the cafeteria be open over the break?

No, the cafeteria will be closed during break beginning in the afternoon on Friday, December 12 and will reopen on Sunday, January 11, 2015 at 11 a.m.

When do I need to be back?

University housing will re-open at 11 a.m. on Sunday, January 11. Your RA will be in his/her room between the hours of 11 a.m. – 5 p.m. to re-distribute keys. It is suggested that you plan on arriving during this time frame. Should you arrive after the specified time frame, please contact the MyRA line (740-351-6972) to receive your residence hall key. **All students must be registered for Spring semester classes in order to get room keys.*

Will I be able to get into my apartment over the break if I am not staying?

No. Your RA will be collecting keys as you check out for the break.

What do we need to do before we leave?

1. All apartments need to be **COMPLETELY CLEANED** before you leave or by 5 p.m. on December 12. Even if you or one of your housemates is going to be staying for part, or the entire break, your apartment still must be cleaned. Cleaning the apartment means the following:
 - A. Kitchen:
 - All kitchen counters must be wiped down
 - All dishes must be done

- Floors must be swept and mopped
 - All garbage and perishable food (including food in the refrigerator) must be taken to the dumpster
- B. Bathrooms:
- Bathtub needs to be free of mold, dirt and soap scum
 - All sinks and counters need to be wiped out
 - Toilets must be clean
 - Floors must be swept and mopped
 - All garbage must be taken to the dumpster
- C. Other common areas:
- Carpets must be vacuumed
 - Floors & stairways should be free of personal items (i.e., books, clothes, dishes, etc.)
 - Dining Tables should be free of personal items and wiped down
- D. Bedrooms
- All garbage needs to be taken to the dumpster
2. You will NOT need to take your belongings home, only what you will need over the break. However, please keep in mind that you will not be allowed to get back into your room until Sunday, January 11, 2015, so please take everything you will need. You might want to consider bringing home any valuables (i.e., jewelry, money, etc.) to ensure that it is safe. **THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY ITEMS LEFT OVER BREAK.**
3. Please do the following in your rooms before leaving:
- A. Unplug all non-important electrical devices. Aquariums, refrigerators, etc. may stay plugged in. Please take home any fish that will not survive the duration of the month without food or cleaning.
 - B. Please shut and lock all windows and close the blinds completely.
 - C. Please turn out all lights and close the door.
 - D. **Campus View, Tanner Place, and Bridgeview Court Residents-** Make sure that your thermostat is set between 60 and 63 degrees. Also, please open cabinet doors below all sinks to avoid pipes freezing.
4. **Lastly, you must check out with your Resident Assistant before you leave. Sign up for a time with your RA to check-out. Failure to turn in keys before you leave will result in a key charge.**

What about my mail?

All mail will still be delivered to your campus mailbox.

I'm not returning to Shawnee State after this semester. What do I need to do?

Only Shawnee State students are allowed to live on campus. Therefore, you will need to check out of your room on or before December 12, 2014. Please see your RA immediately to begin this process and visit the Office of Housing & Residence Life to complete necessary paperwork. **IF YOU DO NOT PROPERLY CHECKOUT WITH YOUR RA, YOU WILL CHARGED \$25 FOR AN IMPROPER CHECKOUT AND \$90 FOR NOT RETURNING YOUR KEY.**

If you have any other questions, please feel free to call 740-351-3549 or come to the Office of Housing & Residence Life in UC 222. Good luck with your finals, and have a safe Holiday Break!

Sincerely,

Housing & Residence Life Staff