2014 Fall Semester Closing & Winter Session
Housing Information Memo

Friday, December 19, 2014 – Monday, January 19, 2015

Residence areas will close for the Fall 2014 semester on Friday, December 19 at 5:00 PM. Please make arrangements to vacate your room immediately after your last final exam. The Dining Hall will close at 3:30 PM on Friday, December 19.

24 Hour Quiet hours begins at 10:00 PM on Sunday, December 7. Guests will not be permitted starting Sunday, December 7 through the remainder of the Fall semester.

INSTRUCTIONS FOR END OF SEMESTER MOVE-OUT

Before you leave for the break you must:

♦ Make an appointment and check out with your RA.
♦ Close and lock your windows.
♦ Close all curtains.
♦ Broom clean your room.
♦ Empty your trash.
♦ Remove all holiday decorations, inside and outside of room/apartment.
♦ Unplug all electrical appliances.
♦ Empty, defrost, and unplug all personal refrigerators. All kitchen refrigerators in college owned apartments and townhouses can remain plugged in, however all perishable food must be removed.
♦ Lock your door. Be sure to take all valuables home with you. The college IS NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE to personal property.
♦ Remove all belongings from the floor.
♦ Any resident students graduating or withdrawing from college housing must return their room key to their RA and their mailbox key to the college Post Office before they leave.

Additional instructions for residents living in apartment and townhouse areas:

♦ Residents in all townhouse and apartment areas should leave heat on low (or 65 degrees) in all common areas and kitchens.
♦ All bathroom doors should be left open.
♦ All cabinet doors under sinks should be left open.

By following this protocol, potential freezing of pipes can be avoided during excessive cold weather conditions. Rooms are expected to be left in a broom cleaned. Housing and Residential Life staff will conduct health and safety inspections of each resident area on Friday, December 19. Rooms/apartments that have not been cleaned and/or found to have college policy violations will be documented and lose Priority Points. Please contact your Resident Assistant or Resident Director with any questions.
INSTRUCTIONS FOR REQUESTING TO STAY PAST CLOSING 
AND/OR RETURNING FOR THE WINTER SESSION

Any resident needing to stay on campus past the official closing date of Friday, December 19, must request permission from the Office of Housing and Residential Life, by email from your Marist Foxmail account, by 5:00 PM on Friday, December 12. Students can only request to stay in housing until Saturday, December 20 at 10:00 AM. **Students are not permitted to be in residence from December 20, 2014 until January 1, 2015.**

**All residence areas will open at 10:00 AM, Monday, January 19, 2015 for the Spring 2015 semester. Classes begin on Tuesday, January 20.**

Please plan your travel arrangements accordingly.

REQUESTS TO STAY (January 1 - January 19 Winter Session)

Those students, who have ENROLLED IN A WINTER SESSION CLASS, are involved in CAMPUS or OFF CAMPUS EMPLOYMENT, an ATHLETIC COMMITMENT, or a COLLEGE APPROVED INTERNSHIP may request permission to remain on campus for the Winter Intersession. Everyone requesting to return to college housing for the Winter Session must email the Office of Housing and Residential Life no later than 5:00 PM. on Friday, December 19. Again, all requests must fall under the ABOVE CRITERIA in order to be considered.

Students requiring housing between January 1 and January 19 must pick up an application for winter housing in the Housing and Residential Life Office (Rotunda 387) by 5:00 pm on Friday, December 12. The cost is $50.00 per week for students taking a winter session class, full time on-campus employment or Marist internship and $100.00 per week for all other students.

ONLY those students, who have permission to reside in College Housing between January 1 and January 19, will be permitted entry to the appropriate residence area. **No guests are allowed during the intersession.** Any student(s) found in violation will be removed from campus immediately.

*The Office of Housing and Residential Life wishes you an enjoyable, safe, and relaxing Winter Break.*