All residence areas will close for the Fall 2012 semester on Friday, December 14th at 5:00 p.m. Please make arrangements to vacate your room immediately after your last final exam. The Dining Hall will close at 3:30 p.m. on Friday, December 14th.

24 Hour Quiet hours begins at 10 p.m. on Sunday, December 2nd. Guest passes will not be available from Sunday, December 2nd 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.
- 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. More specific instructions for your living area will be provided by your RD and RAs. Contact your RA, RD or the Housing Office if you have any questions. Failure to follow these procedures may result in disciplinary action and/or a fine. Furthermore, leaving a room or apartment in an inappropriate condition may result in the same sanctions as noted above. Your cooperation is appreciated.
INSTRUCTIONS FOR REQUESTING TO STAY PAST CLOSING AND/OR RETURNING FOR THE WINTER INTERSESSION

Any resident needing to stay on campus past the official closing date of Friday, December 14th, must request permission from the Office of Housing and Residential Life, by email from your Foxmail account, on or before Thursday, December 6th. Requests to stay will be honored for students wishing to leave Saturday, December 15th by 10 a.m. Students are not permitted to be in residence from December 15th until January 1, 2013.

**All residence areas will open at 10 a.m., Monday, January 21, 2013 for the Spring 2013 semester. Classes begin on Tuesday, January 22nd.**

Please plan your travel arrangements accordingly.

REQUESTS TO STAY (January 1st - January 21st Winter Intersession)

Those students, who have ENROLLED IN A WINTER INTERSESSION 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 Intersession must email the Office of Housing and Residential Life no later than 5:00 p.m. on Friday, December 14th. Again, all requests must fall under the ABOVE CRITERIA in order to be considered.

Students requiring housing between January 1st and January 21st must pick up an application for winter housing in the Housing and Residential Life Office (Rotunda 387) by Friday, December 14th. The cost is $50.00 per week for students taking a winter intersession 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 1st and January 21st, 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 Housing and Residential Life Staff wishes you an enjoyable and relaxing break.