WINTER BREAK RESIDENT STUDENT INFO

Office of Residence Life
101 Buckley Center

12/16/11 — 1/15/12

Hall Closures

Fall semester concludes Friday, December 16, 2011. The eight traditional residence halls (Christie, Corrado, Fields, Kenna, Mehling, Schoenfeldt, Shipstad, and Villa Maria) close at NOON on this day. *Haggerty, Tyson, & UP rentals do not close.* Fall meal plans end Thursday. Students who need to request fall late stay, or spring early arrival must submit a Petition form to ResLife by Dec 12 (cost is $29.50/night).

Spring semester classes begin on Monday, January 16, 2012. The traditional halls reopen on Sunday, January 15 and spring meal plans are activated this day.

Is the cocoa ready?

Those cancelling their housing assignment must check out of their room on Dec. 16 by noon. Students cancelling /or making a change to their housing assignment must submit a Petition form to ResLife by Nov. 15. Charges will not be updated without an approved Petition.

Our residence hall staff is required to make safety checks of every room over the break. To do so, we must enter all rooms to ensure they are left in a safe and sanitary condition. Look right for the checklist to make sure you leave your room in order for break.

Things To Do Before You Leave

The list below is your "To Do" checklist to complete before you leave for Winter Break. If you have a roommate, you will both be held responsible for the items on this list. Make sure to communicate who will be responsible for each/all of the items.

We wish to thank you in advance for your cooperation and attention to these tasks. Best of luck as you conclude your fall semester. Have an excellent and joyous break!

To Do	Done	
		LOCK YOUR DOOR
		LOCK YOUR WINDOWS
		Leave your draperies open and shades up (cover or move any visible personal belonging of interest)
		Turn off your room lights and your computer
		Remove garbage from your room
		Dispose of all perishable food & make sure all food in the room is sealed properly
		Unplug all electrical appliances (except aquariums)
		Clean, defrost, dry and unplug refrigerator & leave the door open
		Remove all holiday decorations from door, room and window
		Check for an operating battery in the smoke detector if applicable
		Leave heat on low if applicable
		If you have utensils or dishes from Bon Appetit, please return them
		Remove personal belongings from all baths (private & shared) for custodial deep clean

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503-943-7205

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✵ Want to Change Your Meal Plan?

Now through Friday, January 20, 2012 you may submit a meal plan change. The form is found online at www.up.edu/housing. If you have left over points from fall semester, they will carry over to spring semester. ALL points must be used by the end of spring semester when your housing contract ends. Remaining balances do not carry over to summer session or the next academic year. Only Munch Money remains on your account during your tenure at UP. Please take this into consideration when reviewing your meal plan.

✵ Holiday Decorations

When using decorations for Winter holidays, please keep the following fire code rules in mind:

- No trees in rooms. Only one tree allowed in the lobby! No exceptions.
- Trees & decorations must be removed by noon on Friday, December 16
- No blocking entrances/exits/hallways
- No flammable materials / No candles
- No covering fire alarm pull switches
- If using cords of electric lights, other than on trees, do not place by water source or crimp the wiring around doors.

Have a safe and wonder-filled break.!

✵ Dates, Times, & General Info

- **TRADITIONAL HALLS CLOSE** at 12:00 p.m. (noon) on ***Friday December 16, 2011*** for Winter Break. Unapproved students vacating the halls later than 12:00 p.m. will be charged a $25.00 per half hour late check out fee.
- **FALL MEAL PLANS** end on Thursday, December 15, 2011.
- **ACCESS TO HALLS -** During the break, you will **NOT** have access to your hall or room. Please plan accordingly - take with you any items you need over break. Personal items may be left in your rooms over vacation period at your own risk.
- **MAIL SERVICE** is not available over break. The best thing to do if you must receive mail is make prior arrangements for a temporary mailing address to be used over break by those you expect to receive mail from. You can check out the US Postal Service website at www.usps.com.
- **THEFT** is a serious concern around the holidays. Please make an extra effort to lock your doors and secure personal belongings. Though trunk/storage rooms are secured, each resident stores belongings there at his/her own risk. *The University is not responsible for the security of residents' property left in the residence halls, including the storage rooms.* If you have something stolen, report any information upon your return to a hall staff member AND to Public Safety.
- **NON-PERISHABLE FOOD** - If you have any non-perishable goods or clothing items you would like to donate to charity, please deposit them in the appropriate boxes located at designated areas around campus. Because of your generosity, others will have a happier holiday.
- **PERSONAL ITEMS** that are in violation of university policy will be confiscated.
- **HALLS RE-OPEN** Sunday, January 15, 2012. Spring meal plans are activated this day as well.

Fall Graduate, Transferring, Moving Off Campus, Changing Rooms, or Room Type

To Do	Done	
		1) De-activate your voice mail codes, clear messages, & name
		2) All original furnishings must be in your room
		3) Make sure you have received your copy of the approved Petition form to show to your RA
		4) Make an appointment with your RA to check out of your room, and turn in keys
		5) Update forwarding/local address at the Registrars office and Mail Center

reslife@up.edu