

End-of-the-Semester Closing Information

When do I have to leave?

University housing closes on at 5 p.m. on the last day of finals. 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. Exceptions for staying past 5 p.m. on the last day of finals must be approved by Housing & Residence Life and include:

- 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. This fee does not apply to Bridgeview Court residents. 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?

No, the cafeteria will close at the end of the semester beginning in the afternoon on the last day of finals and re-opens the day before classes begin.

When do I need to be back?

University housing will re-open the day before classes begin. Your RA will be in his/her room to re-distribute keys. **All students must be registered for classes in order to get room keys.*

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

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

What do we need to do before we leave?

1. All apartments need to be **COMPLETELY CLEANED** before you leave. 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 between Fall and Spring semester, 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 the day before classes begin, 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 between the Fall and Spring semesters.

Questions?

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.