

Winter Break & Semester Closing Newsletter

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Office of Housing & Residence Life

EXAM WEEK QUIET HOURS

START: Friday, December 9 @ midnight & **END:** Saturday, December 17 @ 9 am

These 24-hour quiet hours apply both inside & outside all residential living areas. Violators may face student conduct charges.

WINTER BREAK

STARTS: Saturday, Dec. 17, 2016 @ 9 am* & **ENDS:** Sunday, Jan. 8, 2017 @ 9 am

* Students will be removed from the building key-swipe access system at this time (unless they have been approved to stay over break) and cannot enter the building during the break period.

*Students who need to leave AFTER 9 am must wait in their hall lobby due to the start of Health & Safety Inspections.



LEAVING FOR BREAK CHECKLIST

Be sure to take care of ALL items BEFORE you leave your room.

- Prepare to leave 24 hours after your last exam...the halls close @ 9 am on Saturday, Dec. 17.
- You must turn in your room key to your community office before you leave. Failure to return your room key may result in a \$50 fine. You can pick your key up from your community office when you return in January.**
- Pick up & clean your room for Health & Safety Inspections which begin Sat., Dec. 17 @ 9 am.
- Clean out your refrigerator and throw away food that will perish before you return.
- Take all trash to dumpsters so it doesn't attract pests.
- Unplug electrical appliances, including surge protectors — excludes **refrigerators and aquariums with lights and heaters (don't forget the fish food!)**.
- Take home pet fish in small bowls (not in aquariums).
- REMOVE ALL HOLIDAY DECORATIONS.
- Close and lock windows.
- Close blinds.
- Look over room one more time — ensure that it is presentable AND clean.
- Turn off all lights.
- Lock the door as you leave.

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THINGS TO CONSIDER

- ◆ **RETURN YOUR KEY** Students are required to return their room key to their community office before leaving for break. You may pick your key up when you return to campus in January. Students who fail to return their key may be charged a \$50 fine.
- ◆ **PLANNING & PACKING** Carefully consider what you need to take with you during the break period as you cannot return to the halls until Jan. 8 @ 9 am. Take all valuables, passport, electronics & chargers, work uniforms, medications, special occasion attire, hunting clothing, etc.— anything you might want to use during this time away from your res hall room.
- ◆ **STAYING OVER BREAK** Only international students and those students with official-college business will be permitted to stay during winter break. Complete the Request to Stay Over Break form (must include signature of your coach/supervisor) and return to the Housing Office by Wednesday, Dec. 14. The form is available in both the Housing Office and on-line at www.uvawise.edu/reslife.
- ◆ **NO MEALS** All campus dining locations are CLOSED during winter break. Meals end with dinner on Friday, Dec. 16, 2016 and begin the spring semester with dinner on Sunday, Jan. 8, 2017.
- ◆ **OFFICES CLOSED** Campus offices will be closed Thursday, Dec. 22, 2016—Monday, January 2, 2017.
- ◆ **EARLY/NON-APPROVED RETURN TO CAMPUS** Unauthorized students who return to campus housing prior to opening @ 9 am on Sun., Jan. 8, 2017 may face student conduct charges.
- ◆ **ROOM CHANGES** No room changes will be approved during exam week. Room changes will begin again on Monday, Jan. 16, 2017.
- ◆ **STUDENTS NOT RETURNING FOR SPRING SEMESTER** Those students who are completing graduation requirements in December or who are not returning to UVA-Wise have several items to complete.
 - ⇒ The Release from Campus Housing form must be completed by January 3, 2017 to ensure that you are not billed for the spring semester. The form is available in the Housing Office.
 - ⇒ If you have a campus mail box, please visit the Post Office to complete a change of address form and to close your box.
 - ⇒ Properly complete check out procedures, as follows:
 1. Move out within 24 hours of your last exam or leaving/withdrawing from the College.
 2. Remove all personal belongings from the room and into your vehicle (do not drive or park on sidewalks).
 3. Clean your room and return it to original move-in condition, including:
 - a. All furniture must be in the room and properly set up.
 - b. Floor swept.
 - c. Bathroom cleaned (not including Commonwealth and McCrary Halls which have public bathrooms).
 - d. Trash taken out to dumpster.
 - e. If you rented a MicroFridge unit, it must be emptied, completely defrosted, and cleaned, otherwise you will be assessed a fine.
 - f. Rented loft kits may remain in the room and do not need to be removed or un-lofted; **DO NOT PUT LOFT KITS IN THE HALLWAY.**
- 4. Return with your key to your Community Office during posted hours. (If you need to check out outside of posted hours, go to the Office of Housing & Residence Life in Cantrell Hall to schedule a check-out time at least 24 hours in advance of your preferred time.). Please be patient and understand that other students may also be checking out during posted hours; plan ahead if you need to leave by a certain time.

Staff will return with you (*parents and friends **may not** check-out for you*) to your room, review the room for damages, have you complete and sign the Room Condition Report (RCR), and collect your key.

Please note the following:

The Director of Residence Life (not the RA) assesses any damages to your account after reviewing the RCR.

Keys may not be left in rooms, slid under staff doors, mailed back, or returned late; any keys not returned at check-out will result in an immediate re-key of the lock for security reasons and a \$55-\$70 re-keying fee will be billed to your account (dependent on residence hall).

Failure to follow these check-out steps will result in an improper check-out fine of at least \$25 and forfeiture of any rights to appeal damages.

All remaining personal items left in the room will be immediately donated to a local charity.