



Winter Break Stays

Most of our buildings close for Winter Break. Students in *Baumhart, de Nobili, Fordham, and International House* may request Winter Break Stay through our website. *Additional fee may apply. Requests Due December 7.*

Going Home

Most of our buildings close for Winter Break on **Sunday, December 16 at 12PM (noon)**. Before departing, please do the following:

- Empty/defrost/unplug mini-fridges
- Dispose of all waste/recycling
- Return borrowed dishware to dining
- Unplug small appliances/devices
- Take home fish if you have them
- Set heat to low (*fan to low speed, or if available set thermostat to 65 °F*)
- Close windows/window coverings
- Take home any items you will need
No access will be granted during break
- Turn off lights/lock door (**take your key**)

Moving Out



Not returning for spring? Do the following:
Contact your Resident Assistant with any questions.

- Request Release: LUC.edu/eRelease
- Pack/remove your belongings
- Clean your room/suite/apartment
- Return furniture to original position
- Close windows/window coverings
- Set thermostat to 65 °F (18 °C)
- Turn out lights/lock the door
- ✔ Stop by your Building/Area Desk to check-out and return your key
- Forward your mail

Moving/Storage

Residence Life does not offer additional storage on-campus. Students not returning in the spring must remove all personal items from their room/apartment no later than **12 pm (noon) on December 16.**

Moving Carts and Vacuums

Courtesy vacuums and moving carts will be available at Hall/Area Desks. Bring a photo ID to check-out these supplies. Be courteous of your neighbors and return these items as soon as you are done *or within 30 minutes.*

Winter Break Maintenance

Residence Life, Facilities, and Custodial Staff may enter any/all units during Winter Break to perform maintenance and ensure systems are operating. *Please report all emergency maintenance concerns to Campus Safety.*

Room Changes

Residents who are approved to change rooms between semesters may retrieve the key for their new room and complete their move on **Sunday, December 16.** *Earlier dates may be available depending on room readiness, contact Hall Staff for information.*

Cleaning and Occupancy

Residents are responsible for cleaning their room/apartment before moving out. If excessive cleaning by staff is necessary, a minimum fee of \$50.00 will be assessed. *Current occupants are responsible for maintaining these spaces in order to allow new roommates to move in without issue.*



Quiet Hours

In order to create an atmosphere conducive to studying, 24-hour Quiet Hours are enforced during final exams **December 7 – December 16.**

Damages and Charges



Departing students may be charged for any damages which occurred during their occupancy. The cost of these damages will be outlined in a notice sent to the student's LUC.edu email address when the eRCR is submitted by staff. Some typical charges are outlined below:

- Improper Check-Out: \$100.00
- Lock Change*: \$150.00
- Cleaning: \$50 - \$225

*Moving out? Keys not returned by **December 16** are considered lost.

Mail and Packages

Mail/packages may be retrieved from the Mail Room during business hours. Students not returning in the spring must forward their mail. *Contact Mail Room for more info.*



Meal Plans

Dining Halls will close beginning December 15. *All Access plans end; unused Dining Dollars roll-over to the spring semester.* Submit Meal Plan Change Requests to Campus Card. (LUC.edu/campuscard) **December 1 – January 31.**

Thank You and Good Luck

Thank you for sharing this semester with us. Good luck on finals! Congrats graduates!

Important Dates

<p>December 7</p> <p> December 9-16</p> <p>December 10-15</p> <p>December 15-16</p> <p> December 16</p> <p> December 19</p> <p>December 24-January 1</p> <p>January 12</p> <p>January 14</p> <p>January 23</p> <p>January 31</p> <p>February 4</p>	<p> Winter Break Stay Requests due by 5:00PM (LUC.edu/reslife/currentstudents/winterbreak)</p> <p>24-hour Quiet Hours</p> <p>Finals Week (Good luck!)</p> <p> Dining Halls close for Winter Break; <i>All Access Plans end, unused Dining Dollars roll-over to spring</i></p> <p>Hall Closing Day: Students not returning for spring or not approved for Winter Break Stay depart by 12PM</p> <p>Room Changes: Students changing rooms pick-up keys and complete their move</p> <p>Non-returning residents will be notified by email of any Damage/Improper Check-Out Fees</p> <p style="text-align: center;"><i>Appeals due Friday, January 4, 2019 (Appeal information will be included in email)</i></p> <p>Residence Life office closed (<i>Staff available at Front Desks of open buildings</i>)</p> <p>Residence Halls open for spring semester at 12PM (noon)</p> <p>First Day of Classes</p> <p>2019-2020 RA Applications due by 9AM</p> <p> Meal Plan Change Requests due for spring term; <i>form opens December 1</i> (LUC.edu/campuscard/mealplans)</p> <p>Reapplication + Room Selection process begins (students choose housing for the 2019-2020 year)</p>
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