



Winter Break Stays

Most of our buildings close for Winter Break. Residents in Baumhart may register to stay over Winter Break by completing a Winter Break Stay form through our website. *Late requests will not be considered. Requests Due December 7.*

Going Home

Students who do not register for Winter Break Stay may **not** access Baumhart Hall. The building will close for Winter Break on **Sunday, December 16 at 12PM (noon)**. Before departing, please do the following:

- Dispose of all waste/recycling
 - Unplug small appliances/devices
 - Take home fish if you have them
 - Return borrowed dishware to dining
 - Set thermostat to 65 °F (18 °C)
 - Close windows/window coverings
 - Take home any items you will need
- No access will be granted during break unless you pre-registered for Break Stay.*
- 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/apartment
- Return furniture to original position
- Close windows/window coverings
- Set heat to low (*fan to low speed, or if available set thermostat to 65 °F*)
- Turn out lights/lock the door
- ✓ Go to the Baumhart 4th Floor office 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 are available at the Baumhart Residence Life Office, room 405. 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 a 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

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

Residence Life

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