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 dishwasher to dining
- Set thermostat to 65°F (18°C)
- Close windows/window coverings
- Take home 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.

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.

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 eRCHR 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 to 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; unused meals expire, Dining Dollars roll-over to spring
- 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; Non-returning residents will be notified by email of any Damage/Improper Check-Out Fees
- January 1: Appeals due Friday, January 4, 2019 (Appeal information will be included in email)
- January 12: Residence Halls open for spring semester at 12PM (noon)
- January 14: First Day of Classes
- January 23: 2019-2020 RA Applications due by 9AM
- January 31: Meal Plan Change Requests due for spring term; form opens December 1 (LUC.edu/campuscard/mealplans)
- February 4: Reapplication + Room Selection process begins (students choose housing for the 2019-2020 year)

Residence Life
Loyola University Chicago
6333 N. Winthrop Ave. | P: (312) 508-3300 | res-life@LUC.edu
Chicago, IL 60660 | F: (312) 508-3311 | LUC.edu/reslife

WTC_2018