RESIDENCE LIFE WINTER BREAK GUIDE

END OF SEMESTER REMINDERS:

GOING HOME
Most of our buildings close for Winter Break on 
**Sunday, December 15 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)

QUIET HOURS
24-hour Quiet Hours are enforced during final exams **December 7 – December 15**.

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

MAIL AND PACKAGES
Mail/packages may be retrieved from the Mail Room during business hours.

MOVING ROOMS OR MOVING OUT?

MOVING OUT
Not returning for spring? Do the following:

- Request Release: [LUC.edu/eRelease](http://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 off lights and lock the door
  Stop by your Building/Area Desk to check-out and return your key
- Forward your mail

ROOM CHANGES
Residents approved to change rooms between semesters may complete their move on **Sunday, December 15**.

DAMAGES AND CHARGES
Departing students may be charged for any damages which occurred during their occupancy.

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

*Moving out? Keys not returned by December 15 are considered lost.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 6</td>
<td>Winter Break Stay Requests due by 5:00PM (For students in Baumhart, DeNobili, Fordham, and Santa Clara only)</td>
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<tr>
<td>December 7-15</td>
<td>24-hour Quiet Hours</td>
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<td>December 8-14</td>
<td>Finals Week (Good luck!)</td>
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<td>December 14-15</td>
<td>Dining Halls close for Winter Break; <em>All Access Plans end, unused Dining Dollars roll-over to spring</em></td>
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| December 15  | **Hall Closing Day:** Students not returning for spring or not approved for Winter Break Stay depart by 12PM  
**Room Changes:** Students changing rooms pick-up keys and complete their move |
| December 18  | Non-returning residents will be notified by email of any Damage/Improper Check-Out Fees |
| December 23-January 1 | Residence Life office closed (Staff available at Front Desks of open buildings) |
| January 11   | Residence Halls open for spring semester at 12PM (noon)               |
| January 13   | First Day of Classes                                                  |