Dear Resident:

All residence halls will close for Spring Break at 8:00 PM on Friday, March 13, 2020. All residents must vacate the residence halls by this time; no exceptions will be made. In addition, no resident may remain in the residence halls during the spring break period unless approved by Residential Education and Housing. Residential Education and Housing staff will be completing an inspection of each room to confirm all items on the checklists have been completed. Any violations of the student code of conduct or the guide to residence living will be documented.

The residence halls will re-open at 2:00 PM on Sunday, March 22, 2020. Students arriving prior to 2:00 PM may wait in the Student Center or at Campus Town.

BEFORE YOU LEAVE PLEASE BE CERTAIN TO COMPLETE THIS CHECK LIST:

☐ Collect any mail and/or packages from your area office.
☐ All blinds should be left open unless you live in a ground floor room. Please close the blinds if you live on the ground floor.
☐ Close and lock all windows.
☐ If applicable, turn down the thermostat in your room (see checklist for temperature/setting of your specific building)
☐ Remove all trash from your room and dispose of it properly in the trash room or designated dumpster. Don’t forget to recycle!
☐ All valuables such as jewelry, money, game systems, etc. should be taken home.
☐ Pets are to be taken home as Residential Education staff will not be responsible for the care of any pets.
☐ Turn off all lights and lock your room door.
☐ Review, complete and sign the check-out slip that will be placed on your door by student staff or done electronically.

Please check with a student staff member for more specific closing expectations within your community.