

## Closing of University Housing for Winter Break

University housing officially closes for the Winter break on Friday December 16, 2016 at 9:00 PM. However, departure is normally expected within 24 hours of your last exam. If you have an afternoon exam on Friday December 16, 2016, you may register with the Office of Residence Life to remain on-campus until 10:00 AM on Saturday December 17, 2016. To request late departure, please send an email to Sean.Burke@wne.edu by 4PM on Thursday December 15, 2016.

Please be sure that you make your arrangements in advance! Students who remain in campus housing after 9PM on December 16th without authorization will be assessed

a fine of \$50.00 and may be subject to additional accountability. (Please note that if exams are rescheduled due to the weather, the residence facilities will close at 9:00 PM on Saturday December 17, 2016 and late departure must occur by 10:00 AM on Sunday December 18, 2016). Residence facilities will re-open on Sunday January 15, 2017 at 1:00 PM.

The Winter Break Housing Application, as well as information about Winter Break Housing and all other break housing, can be found on the Residence Life webpage under Break Housing. The dates for Spring Break and Summer are already posted so that you can plan ahead.

## Before You Leave for Winter Break...

Before you leave for the Winter break, be sure that you and your roommate(s) remember to do the following:

- ⇒ unplug all electrical items, except your micro-fridge unit, which should remain plugged in.
- ⇒ Gateway/Evergreen/Southwood residents: You must leave your kitchen refrigerator and stove plugged in.
- ⇒ Close and lock all windows
- ⇒ pull down shades/close curtains
- ⇒ clean and defrost your refrigerator
- ⇒ turn off lights
- ⇒ lock your door
- ⇒ Be sure that you test your door to be certain that it is secure. While properly securing your space is your full responsibility,

University staff may enter your room/suite/apartment if a visual inspection from the outside reveals that a window or door is open.

- ⇒ Gateway residents: **Do not** turn off your boilers, either before you leave for break, or if you are here for break.
- ⇒ If you have a thermostat in your room/suite/apartment, leave the heat on a low setting to conserve energy, but do not turn it off.
- ⇒ Turning off heat or boilers can lead to pipes bursting, which will cause significant damage to your living space and any belongings you have in it.

### Special points of interest:

- Final Exams begin on Monday December 12, 2016.
- 24-hour Quiet Hours begin on Friday December 9, 2016 at 11:59PM.
- Residence areas officially close on Friday December 16th at 9:00 PM.
- Residence areas will re-open for the Spring 2017 semester on Sunday January 15, 2017 at 1:00 PM.

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## Final Exam Week & Quiet Hours

Final exams are scheduled for December 12, 2016 through December 16, 2016. Classes end on Friday December 9, 2016. Please note that during the final exam period, there are **24-hour Quiet Hours**. 24-hour quiet hours will begin on Friday December 9, 2016 at 11:59 PM. We ask that you show courtesy for your fellow students as they prepare for exams. Students will be held accountable for excessive noise or other concerns. If others are disturbed by the noise that you are making, a fine of \$25.00 will

be issued and/or you may be required to leave campus early. Note that social events (with or without alcohol) may not be registered and should not occur once classes have ended and the exam period has begun. Please help us to provide and support an environment that is conducive to studying and sleeping!

### Stress Release Breaks

In order to relieve some of the stress and anxiety of finals, a stress release break is permitted each day during finals from 9:00 PM until 9:30 PM. However, even during these stress release breaks, please be considerate of roommates and neighbors who may still be trying to work or study.



## Winter Break Residency

Housing, as space permits, is available in Gateway, Evergreen, Southwood, Commonwealth and Windham only during the Winter break for international students, students registered for a Winter course or internship, athletes on teams that are required to be here during the break and/or students that are employed by the University. In order to remain on campus for the Winter break, students must submit a completed Winter Break Housing Request form to

the Office of Residence Life by Thursday December 15, 2016 by 4:00 PM. The Winter housing request form consists of a three-step process: (1) completing the form, (2) securing a place to stay in one of the available areas and obtaining the permission of the residents in that space, (3) and submitting written verification from your employer if confirming employment. Students remaining on campus for the Winter break are charged the winter break housing rate per

week of residency. The rate will be set and posted later in December. Winter Break Housing Request forms are available on our website at <http://www1.wne.edu/residence-life/break-housing.cfm>

Requests must be turned in by December 15th at 4PM! Requests submitted after the deadline, except in cases of unforeseen emergency, may not be accepted.

## January Opening

University housing re-opens on Sunday January 15, 2017 at 1:00 PM.

Classes resume on Tuesday January 17, 2016.

Please plan ahead and make the appropriate travel arrangements!

## FYI: Housing Process for 2016-2017

Be on the lookout for information regarding Housing Selection for 2017-2018. The housing selection process for next year takes place online during the Spring 2017 semester. Make your \$500.00 housing verification payment, search for roommates, and select a room and meal plan on-line. Students receive priority based upon a point system that takes into account class year, GPA, and BEAR points. A one-time housing verification payment, in the amount of \$500.00, will be necessary to confirm your residency and will be due on March 8, 2017. Detailed information will be distributed following the Winter break. Be sure to check your WNE email and the Residence Life webpage throughout the Spring semester for important information.

## Change in Status for Spring 2017

**IF YOU DO NOT PLAN TO LIVE ON CAMPUS FOR THE SPRING 2017 SEMESTER**, please submit your written request to switch to commuter status to the Residence Life Office. The change to commuter status must be made by January 2, 2017. In order to process the switch to commuter status, we must have your request in writing (hard copy or email). As stated in the "Resident Student Housing Agreement", as of January 2, 2017, all room and board charges are binding for the semester.

**IF YOU DO NOT PLAN TO RETURN TO THE UNIVERSITY FOR THE SPRING 2017 SEMESTER:** you must schedule an exit interview. To do so, contact the Office of First Year Students and Students in Transition at x1312 to schedule an appointment.

**THERE IS A CHECK OUT PROCESS FOR STUDENTS WITHDRAWING FROM HOUSING AT THE END OF THE SEMESTER!** Contact your Resident Advisor to com-

plete the exit portion of your room inspection form. Be sure that the condition of your room/suite/apartment is documented to avoid damage billing charges. Additionally, return your key to the Department of Public Safety at the time of your check-out. Leave your space clean and be sure to follow all check-out procedures! If you fail to check out appropriately, any resulting fines or charges are non-appealable. Staff is not expected to do last minute check-outs, so please be sure to plan ahead!

## Housing Reassignments

If there is (or will be) an opening in your room and a current resident would like to move in, or if you wish to move into a space that is becoming open in a friend's room, read the following instructions carefully. Housing changes must be requested by Friday December 9th and all persons must be relocated to their new location by Friday December 16, 2016. As of December 17, 2016, all vacancies in on-campus housing will be reserved for new incoming students. If there is a vacancy in your room, you should assume that a new roommate will be assigned to that space for the Spring. Clean your room before leaving for Winter break and be sure

that there is ample room for a new student to move in.

If you would like to make a room change, follow these guidelines:

- 1.** If you would like to make an immediate room change to a currently unoccupied space, utilize HMA.
- 2.** If you would like to move into a space that is currently occupied, but will not be occupied for the Spring 2017 semester due to the current occupant graduating, transferring, etc., please obtain a copy of the December Room Change Approval Form from your hall/area Kodiak classroom. Using this form, you will place your room change request in writing, have

the request approved by your hall/area supervisor and have your room change request signed by the student (s) you wish to move in with. Your move must be completed by Friday December 16th.

**3.** If you would like to request that a specific incoming transfer student be placed with you, put your request in writing to Sean.Burke@wne.edu. That incoming student will also need to make that request on their housing application.

**4.** If you are currently a commuter student who would like to move onto campus, please contact Residence Life at Sean.Burke@wne.edu.

## Semester Break Parking

If you are leaving your vehicle on campus for the winter break, be certain to park it in the big lot behind the AHLC.



## Express Check-Out

The staff in your residence hall/area will post information about available check-out times. We strongly encourage students who are not returning for the Spring semester to check-out during these times with a staff member. However, if your schedule does not permit that, we are now offering an express check-out option. If you are interested in express check-out, please see the RD/RM of your building/area. They will need to know why you need to do an express check-out and will need to approve it. If they do, they will give you an express check-out envelope which you can use to follow the process.



## Tips for Safe Holiday Decorations

### Please adhere to the following requirements when decorating your room/suite/apartment:

Only artificial decorations may be used indoors. Cloth, cotton batting, straw, vines, trees, leaves and moss may not be used for decorative effect. Decorations may not be placed on ceilings or doors, particularly room doors which serve as a means of egress in case of a fire.

Only “mini-lights” may be used on artificial trees or wreaths. Keep energy conservation in mind when decorating with lights!

All lighting must be UL approved.

Electric lights may not be used on metallic trees.

Any freestanding artificial decorations (such as a tree) must be properly supported and located so as not to block an exit.

Gateway Village: Outdoor lighting requires an exterior electrical outlet. Electrical cords may not go through windows or doors.

Residents of single story units (Plymouth Complex and Gateway Village) may decorate the exterior of the room or suite at ground level, but nothing may be placed on or attached to roofs. Any and all exterior decorating may not involve the use of power cords exposed to the elements and/or placed under or through doors, doorways, or windows. If the holiday decoration involves the use of electricity and is displayed outside of the room, it must be inspected by University staff before the display is turned on. To have your display checked, contact your Resident Advisor, who will complete a work order on your behalf. University staff in Facilities Management will notify Residence Life if exterior decorating is unacceptable and must be removed.

If a hazardous situation is due to the presence of a live decoration of any kind and/or unapproved exterior lighting, each room occupant will automatically be assessed a fine of \$50.00 and the decoration must be immediately removed to avoid further accountability. This notice serves as your only warning!

**Have fun, be creative, and most importantly, be safe!**

## Disposal of Electronic Appliances

As part of the University’s commitment to sustainability, we ask that you not dispose of electronics, or anything with a power cord, on campus. Electronic devices (most notably televisions) contain hazardous materials. We ask that you take your electronic devices home with you. If you are planning to dispose of these devices, your home town most likely has a recycling program for such materials.

Students who leave electronic devices behind will be subject to cleaning and disposal fees, as you would be with any trash or items left behind after you check-out. Additionally, if electronic items are found in a dumpster, and the student(s) responsible can be identified, that student or students will also be subject to fines for disposal. Disposal fines for electronics can exceed \$200.

Please help us maintain our commitment to sustainability, and thank you for your cooperation.