Dear CVC Resident:

The end of the fall academic semester is upon us. In order to best prepare for this time period, please read through the following items as they pertain to the closing of the Residence Halls for the semester.

A. **Campus Village C will close at 2:00 p.m. on Friday, December 19. The last meal in the DC is lunch on the 19th.** Residents must leave within 24 hours after their last final or by 2:00pm on December 19, whichever comes first.

B. Please note that if you are returning to the same room for the spring semester, you do not have to remove all your belongings from your room. Be sure to take everything you will need over the winter break with you, as there will be no access to the building over the break.

C. If you are checking out of your present room assignment because you were approved to cancel your housing contract, be sure to complete the official room check out process. For this, you must complete your checkout by 2:00pm on December 19th (For more information, please see your Residential Life Coordinator).

D. Your mail will not be forwarded to you over winter break. Your mail will be held until you return for the spring semester.

E. **24-hour study hours began at 10:00 p.m. on December 10th.** These hours extend through the remainder of the semester. If you are having problems with noise in your community, please confront the situation yourself first. If this is not successful, see a Resident Advisor on duty or Assistant Residential Life Coordinator or Residential Life Coordinator.

F. Resident Advisors will make a final check of your room after you depart. **You are responsible for attending to the items on the Residence Hall Closing checklist before you leave. If you do not, you will be charged a $50.00 improper check out fee.** Improper check-out charges may also be assessed for failure to vacate 24 hours after your last final or by 2:00pm on December 19, whichever comes first.

G. If you are currently in a double or triple room without a roommate, you will have a new roommate assigned during the break; therefore, please be sure your room is prepared for their Spring semester arrival! That means that their space should not have any of your belongings. If your room is not prepared, you will be subject to fines per the Room Consolidation Policy: see your handbook. The definition of a prepared room is “clean with all belongings occupying only one side of the room.”

H. There will be **NO ACCESS** to the halls during the break. Please don’t forget wallets, plane tickets, passports, medicine, CDs, keys, etc.; take one last look around your room before leaving!

I. The Residence Halls officially open at 12:00 p.m. on Sunday, January 18th for the Spring Semester. The first meal the DC will serve for the spring semester is dinner on January 18, 2015.

Thank You and **HAPPY HOLIDAYS!**

We look forward to seeing you in 2015!