

WINTER BREAK CLOSING 2020

November 16, 2020

Dear Resident:

Please read through this document in its entirety.

Hall Closure: Joe West, CV2 and CVC will **close at 2:00 pm on Wednesday, December 16th** and all residents must leave the building. The last meal at The Commons is lunch on this day.

Returning to same space: 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.

Mail: Your mail will not be forwarded to you over winter break. Your mail and packages will be held until you return for the spring semester.

Checking out of your space: If you are checking out of your current room assignment because you were approved by University Housing Services to cancel your housing contract, be sure to complete the official Room Check-out Process. **For this, you must move ALL belongings out of your room, clean your room, then turn in your keys and access card to the building front desk. They will have an envelope for you to put the keys in. Then fill out the Express check out form for your building, at www.housing.sjsu.edu.**

Extensions for staying past December 16th at 2pm may only be made for extenuating circumstances and will only be approved through December 17th at 10am. If you need an extension, please email Jaclyn Gordienko at jaclyn.gordienko@sjsu.edu.

24-hour quiet hours begin at 10:00 pm on Monday, December 7th. These hours extend through the remainder of the semester. If you are having problems with noise in your community, we encourage you to speak with your neighbor(s) first. If you need further assistance, please contact a Resident Advisor On-Duty or a Residential Life Coordinator.

Final Room Check: Residence Life staff 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 fees may also be assessed for failure to vacate by 2:00 pm on Wednesday, December 16th.

NO ACCESS to the halls during the break. Please don't forget your phone & charger, wallet, plane tickets, passport, plants, medications, keys, etc.; take one last look around your room before leaving!

Halls Re-open: The Residence Halls officially re-open at Noon on Sunday, January 24th for the Spring Semester. The first meal at The Commons for Spring Semester is lunch on that day.

Thank you and enjoy your break! Happy Holidays, University Housing Services