Closing Information

Bridge residents need to vacate University Housing within 24 hours after their last exam, and no later than Tuesday, December 12, at noon.

- All community desks will close during the break.
- University offices will be closed for winter break from Thursday, December 21, at 1:15 p.m., through Monday, January 1.
- You will not be allowed to return to your University Housing space over the winter break, so please take everything you need with you, including commonly forgotten items (e.g., prescription medications, holiday gifts, passports, plane tickets, laptops and other valuables).
- Students are permitted to move in for the spring semester on Sunday, January 7, at 8 a.m.
- Card access will be turned off to all residential facilities during the break.
- Students who return to their University Housing space or allow others to access their space during winter break will be subject to disciplinary action.

If you have any questions regarding the contents of this newsletter, please see your RA.

Good luck on finals. Have a safe and relaxing break. See you in 2018!

Before You Leave

University Housing staff will be checking every space to ensure the steps below have been completed. Failure to complete the steps below may result in a $100 improper checkout fee and cleaning or damage charges as appropriate. If you currently have or will have a vacant space in your room, apartment or suite, keep the open space available for a new roommate or fees will be assessed. A new spring semester student may be assigned to the space, so the space needs to be vacant, clean and ready for occupancy.

- Take all valuables home with you (e.g., jewelry, computers, etc.) to protect against theft or mishaps.
- Clean your apartment/room/suite/bathroom.
- Take out your trash.
- If you have fish, take them with you. They will not survive the long break.
- Empty, clean out, unplug and defrost personal refrigerators. Full-size University Housing refrigerators may remain plugged in, but all perishable items must be removed or discarded.
- Unplug all personal electrical items (e.g., alarm clock, TV, game systems, etc.).
- Submit any maintenance requests at MyCoastalHome.
- Set heating/air conditioning to “automatic” at 65 degrees.
- Close and lock all windows and doors.
- Follow other guidelines on the Closing Checklist provided by your RA. Be sure you sign the checklist, which indicates that you have completed the items on the checklist.

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Which applies to you?

**I am returning to the same room in Spring 2018.**

- You need to take everything you will need for break, including medications, passports, etc., and vacate your University Housing space within 24 hours after your last exam, but no later than **noon on Tuesday, December 12**. Please be sure to close and lock your door.

- Residents who are returning to their current rooms for the Spring 2018 semester may leave their belongings in their rooms through the break. Review the “Before You Leave” section of this newsletter for more details.

- Your CINO Card will not access residence halls during the break. While you may keep your key during the break, you are not to use it. If you are found in University Housing without permission, you will be subject to disciplinary action and possible criminal trespass charges.

- If you find out during winter break that you will not be attending HGTC in the spring, complete the Intent to Vacate form at MyCoastalHome immediately. Because the University is closed over the break, you should make arrangements to check out between Tuesday, January 2, and Wednesday, January 3. Checking out after January 3 may incur housing fees for occupying the space.

- We open for the spring semester on Sunday, January 7, at 8 a.m.

**I am changing rooms prior to winter break.**

- All requests for end-of-semester room changes must be received by **Thursday, November 16**. Complete a Room Change Request form at MyCoastalHome to start the process. Room change options may be limited. Once a space is assigned to a new spring student, the space is no longer available.

- All room changes must be completed no later than **Tuesday, December 12, at noon**. Contact your CC to determine when the space will be ready to begin moving. You must remove all belongings and check out of your current space with an RA before the halls close. If you do not move out of your old room before leaving, the room change will be canceled.

- By picking up the keys and moving your belongings into your spring assignment before leaving for winter break, you agree to accept the current condition of the new space.

- If your CC communicates that your new room will not be available until Tuesday, December 12, we will allow you to move your belongings on Tuesday, December 12, from noon to 3 p.m.

- If your new room is not vacant before you leave for the break, you will need to either work with your new roommates to move belongings into the space or take your belongings home. You will be able to check into your new room when you return in January.

**I am leaving the Bridge Program at the end of Fall 2017.**

- You must complete the Intent to Vacate form at MyCoastalHome by **Monday, December 4**. You will select “Withdrawal—After Fall Semester” as your reason. If you decide after this date, complete the form within 24 hours of your decision.

- You will need to check out of your University Housing space with an RA within 24 hours after your last exam, but no later than **Tuesday, December 12, at noon**. Failure to check out of your space will result in an improper checkout fee ($100), lock change charges, and damage and cleaning charges as appropriate.

- Please be aware that all spring housing and meal plan charges will remain on your student account until you have checked out.