Residents need to vacate University Housing within 24 hours after their last exam, but no later than Tuesday, Dec. 17, at noon.

- All community desks will be closed during the break.
- University offices will be closed for winter break from Tuesday, Dec. 24, through Wednesday, Jan. 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).
- Card access will be turned off to all residential facilities during the break.
- Residents who return to their University Housing space or allow others to access their space during winter break will be subject to disciplinary action.
- Residents are permitted to move in for the spring semester on Saturday, Jan. 11, at 8 a.m.

**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 or an approved support animal, take them with you.
- 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.

*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 2020! *
Which applies to you?

I am returning to the same room in Spring 2020.

- Residents who are returning to their current room for the Spring 2020 semester may leave their belongings in their room through the break. Review the “Before You Leave” section of this newsletter for more details.
- 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, Dec. 17. Please be sure to close and lock your door.
- Your CINO Card will not access residence facilities 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.
- We open for the spring semester on Saturday, Jan. 11, at 8 a.m.
- Residents who are returning to their current room for the Spring 2020 semester may leave their belongings in their room through the break. Review the “Before You Leave” section of this newsletter for more details.

I am changing rooms prior to winter break.

- All requests for end-of-semester room changes must be received by Thursday, Nov. 14. 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, Dec. 17, 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, Dec. 17, we will allow you to move your belongings on Tuesday, Dec. 17, 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 withdrawing from CCU at the end of Fall 2019.

- You must complete the Intent to Vacate form at MyCoastalHome by Thursday, Dec. 5. You will select your Spring 2020 assignment and “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, Dec. 17, 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 are officially checked out.