



University Housing Fall 2023 Closing Newsletter

Closing Information

Residents must depart University Housing no later than Friday, Dec. 15, at noon.

- Graduating students participating in fall commencement exercises have until Saturday, Dec. 16, at noon to check out. Additional information will be emailed to graduating students.
- All community desks will be closed during the break.
- University offices will be closed for winter break at 12:30 p.m., Friday, Dec. 22, and reopen at 8 a.m., Tuesday, Jan. 2.
- You will not be permitted to return to your University Housing space over the winter break, so please take everything you need with you, including prescription medications, holiday gifts, passports, plane tickets, laptops, and other valuables.
- CINO Cards 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 return for the spring semester on **Saturday, Jan. 6, at 8 a.m.**

Quiet Hours

24-hour quiet hours begin at **10 p.m. on Wednesday, Dec. 6**, and remain in effect through the end of the semester. Other residents may be studying or getting much-needed rest during this time, so please be respectful of others in your community.

Before You Leave

University Housing staff will be checking every space to ensure the proper steps have been completed. **Failure to complete the steps below may result in a \$100 improper checkout fee and cleaning or damage charges.** Vacant spaces in your room, apartment, or suite must remain free of personal items. A new student may be assigned to the space, so it needs to be vacant, clean, and ready for occupancy.

- Schedule your departure or checkout appointment in *MyCoastalHome*.
- Take out your trash.
- Set heating/air conditioning to 65 degrees.
- Clean your apartment/room/suite/bathroom, including washing dishes.
- If you have fish or a support animal, take them with you.
- Empty, clean out, unplug, and defrost personal refrigerators. Confirm they do not leak prior to departure. 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.).
- Take all valuables home with you (e.g., jewelry, computers, etc.) to protect against theft or mishaps.
- Submit any maintenance requests in *MyCoastalHome*.
- Close and lock all windows and doors. Close window blinds.

I am returning to the same room in Spring 2024.

- Residents who are returning to their **current rooms** for the Spring 2024 semester may leave their belongings in their space through the break. Review the “Before You Leave” section of this newsletter for more details.
- You will take everything you need for break, including medications, passports, etc., and vacate your University Housing space no later than **noon on Friday, Dec. 15**.
- Follow the instructions below in the “How to Schedule Your Appointment” section to schedule your departure appointment.
- Your CINO Card will not be active during the break. While you may keep your room key during the break, you may not use it. If you are found in University Housing without permission, you will be subject to disciplinary action.
- University Housing opens for the spring semester on **Saturday, Jan. 6, at 8 a.m.**
- If you decide during winter break that you will not be attending CCU in the spring, complete the **Intent to Vacate** form in *MyCoastalHome* immediately. Because the University is closed over the break, you should make arrangements to check out between Tuesday, Jan. 2, and Friday, Jan. 5. If you check out after Jan. 5, you may incur housing charges for occupying the space and meal plan charges.

I am withdrawing from CCU at the end of Fall 2023.

- You must complete the **Intent to Vacate** form in *MyCoastalHome* within 24-48 hours of your decision. You will select your Spring 2024 assignment and “**Withdrawal—After Fall Semester**” as your reason.
- You will need to check out of your University Housing space with an RA no later than **Friday, Dec. 15, at noon**. Follow the instructions below in the “How to Schedule Your Appointment” section to schedule a checkout appointment with your RA. Failure to check out of your space may result in an improper checkout fee (\$100), lock change charges, and damage and cleaning charges.
- Please be aware that all spring housing and meal plan charges will remain on your student account until you are officially checked out.

How to Schedule Your Appointment

All residents will use *MyCoastalHome* to notify University Housing when they plan to depart for break or when they will be checking out if they are not returning to CCU. Schedule your break departure or checkout appointment at least 24 hours in advance. All residents must follow these instructions to schedule an appointment.

1. Log into *MyCoastalHome* with your CCU username and password.
2. Click the **Schedule an Appointment** button on the homepage. Make sure you have your calendar with you before moving forward.
3. After reading the general information about scheduling an appointment, open the calendar under **Book an Appointment** and choose if you prefer a morning, afternoon, or evening appointment to see what is available.
6. Click the time block on the day you want.
7. A window will pop up to confirm the appointment you selected. Click **Confirm** to schedule the appointment or **Undo** to go back to the calendar.
8. You will receive an automated email confirming your appointment.