

MU RESIDENCE HALLS

Fall 2011 Semester Closing and Check Out

December 2011

SEMESTER BREAK CLOSING

Residents are expected to check out at the Residence Hall offices, **turn in their key**, and leave within 24 hours of their last final or by 7:00 p.m. on Saturday, December 17, unless involved in graduation. Residents involved in graduation must notify their Graduate Assistant ahead of time and turn in their key and leave by 6:00 p.m. on Sunday, December 18. **Failure to return your room key will result in a \$50.00 lock change fee.**

RESIDENCE HALL OFFICE HOURS (FOR CHECK OUT)

Wed., Dec. 14	1:00 p.m. to 5:00 p.m.
Thur., Dec. 15	9:00 a.m. to 5:00 p.m.
Fri., Dec. 16	9:00 a.m. to 5:00 p.m.
Sat., Dec. 17	9:00 a.m. to 7:00 p.m.
Sun., Dec. 18	9:00 a.m. to 6:00 p.m. (graduation participants only)

If it is impossible for you to accommodate the above check-out times or if you are leaving before the 14th at 1 p.m., see your Graduate Assistant to schedule your check out.



DINING HALL INFORMATION

Upper Deck in Gordinier:

Saturday, December 17 – 9:00a.m.-1:30p.m.
4:00p.m.-7:00p.m.
Sunday, December 18 – 9 a.m.-1:30 p.m.
(paying customers, athletes, and RA's)
Sunday, January 22 – Open 4:00-7:00 p.m.

North Side Bistro @ Lyle Hall

Saturday, December 17 – Closes at 9:00 a.m.
Monday, January 23 – Resumes Daily Hours

GRADUATING SENIORS

Commencement is on Sunday, December 18 at 2:00 p.m. Residence Halls close at 6:00 p.m. on the 18th. Only graduating seniors may stay overnight in the residence halls on December 17.

FINAL EXAMS AND QUIET HOURS

Please keep your fellow students in mind as they prepare for exams. **Quiet hours will be maintained at all times, 24 hours a day**, beginning at 12:01 a.m. on Saturday, December 10 and continuing until 5:00 p.m. on Saturday, December 17.

BEFORE YOU LEAVE, PLEASE...

- * Lift all belongings off the floor (to protect against any water damage from leaks).
- * Move all belongings (especially flammable items), such as bedspreads, away from the heaters.
- * Close and lock the windows.
- * Pull blinds half way down.
- * Clean out, defrost, and unplug your refrigerator and leave its door open to air it out – remove perishable food!
- * Put all food in an air-tight container.
- * Dispose of your trash properly.
- * Unplug your computer, all lights, and appliances.
- * Bring your bed pad to the office if you are moving out.
- * Turn off the lights and adjust the thermostats to 65 degrees, no lower.
- * Take your plants and fish home.
- * Take valuable things with you.
- * Leave your room clean, especially if moving out.
- * Lock your door.
- * Everyone must turn in their room key!

OVER-----

NO ENTRANCE DURING HOLIDAYS

The Residence Halls will be closed and locked throughout the break. Please plan ahead and pack carefully for the upcoming semester break. Take with you everything you might need (such as work uniforms, prescription medicines, passports, clothing for special occasions) knowing that your building will remain locked until 12 noon on Sunday, January 22, 2012.

NOT RETURNING TO MILLERSVILLE OR CHANGING ROOMS FOR THE SPRING?

Students who are assigned to different rooms for the spring semester must either:

- 1) Contact the Graduate Assistant to find out when it is permissible to store belongings in a corner of the new room or,
- 2) Remove all belongings and take them home with you over break.

Staff will not be available to help with this process. No storage is available on campus. Be sure to return your key and the bed pad to the RA office, and complete a proper checkout. All questions or problems regarding closing schedules and procedures should be addressed to the Graduate Assistant of your building.

Please be aware that University staff will be entering residents' rooms to perform regular maintenance and safety checks.

If you will not be living in the residence hall for the spring 2012 semester:

- 1) After all your belongings are out of your room, go to the Residence Hall office, and an RA will accompany you to your room to check your room for damages {based on the Room Condition Report (RCR) completed when you moved in}. Your belongings should be removed, the room cleaned/vacuumed, and all original furniture placed as found at check in.
- 2) Any changes in the condition of the room will be noted at this time, and possible bills could be issued later.

- 3) After the room is checked, both you and the RA will sign the RCR to indicate your agreement about the condition of the room, and you will be given a copy of the RCR for your records.
- 4) Return your key and sign the key card according to the RA's instructions and return your bed pad. To avoid being billed for a lock change, **please return your key directly to a staff member** (don't slide it under the door or give it to a friend to return for you).

MAIL DURING BREAK

All first class mail and parcels will be forwarded to your home address over winter break. Magazines are held for your return and distributed when you come back for spring 2012 semester.

ADDRESS CHANGE

If you are moving off campus or leaving the University, please complete a change of address form in the Registrar's Office – located in Lyle Hall.

RETURNING FOR SPRING 2012

Residence halls reopen Sunday, January 22, 2012 at 12:00 noon. Residence Hall staff will not be available to check in students before noon on Sunday, January 22 so please do not expect to enter your residence hall before noon. Classes begin Monday, January 23, 2012.

**Have a safe and happy holiday.
SEE YOU IN JANUARY!**