Steps before leaving for break

- Remove all holiday decorations and clean decorative snow from windows, doors, etc., to avoid a cleaning charge.
- Remove all items from balconies to avoid theft.
- Leave temperature control setting at "on" or "low," and set temperature to 65 degrees or lower. This will help prevent water pipes from cracking in the event of cold weather.
- Move personal belongings off the floor of the room so damage will not occur in the event of a broken water pipe.
- Unplug any personal electronic items that could be damaged in case of a power surge.
- However, leave your microfridge unit plugged in. Remove perishable items from your refrigerator.
- Close blinds or drapes.
- Empty trash bins to avoid any unpleasant odors upon returning.
- Take valuables home or place them out of sight in the room.
- Turn off all lights.
- LOCK ALL WINDOWS AND DOORS. If there are door or window locks that are not functioning properly, please report them to the Facilities Services (x8413) immediately so they can be repaired before the break period.
- Residential Life Staff Members will open bathroom doors and bathroom cabinet doors to allow heat to reach these areas and prevent pipes from cracking, in the event of extremely cold weather.

Please understand that Residential Life Staff Members must enter all student rooms to ensure that these guidelines are followed. If staff members are in rooms and see obvious policy violations (pets, illegal drugs, alcohol in dry rooms, etc.) they are obligated to report these items.

Don’t Forget:
- Remove textbooks and other important documents and/or important computer files.
- Medication and glasses/contacts.
- Fish and plants.
- Donations

Residence halls close at noon on Saturday, December 15, 2018
• Residents are expected to leave 24 hours after their last exam.
• Only graduating seniors will be allowed to remain until noon, Sunday, December 16.

Late Departure
Failure to depart by noon on Saturday, December 15 will result in an automatic $50 fine for late check out and an additional $50 fine for each hour thereafter; i.e., 1:00 p.m. = $50+$50, 2:00 p.m. = $50+$50+$50

Donations
Unwanted clothing or other items you do not wish to keep may be left at the Goodwill boxes placed around campus – Witt Center and City Vista main office.

2018
December 5: Reading Day
December 6: Reading Day
December 6: Late Night Breakfast @ 11:55pm
December 7: Exams Begin
December 13: Exams End
December 15: Halls close at noon
December 16: Halls close at noon for graduating seniors

2019
January 13: Halls open at noon. The Witt Center will be open from noon until 8:00 p.m.
January 16: Classes begin
January 21: Martin Luther King Day – No Classes

Security During the Holidays
• All outside entrances to the residence halls will be disabled and all room doors will be locked and/or plugged.
• Valuable items that must be left in the room should be placed out of sight in closets or drawers.
• If leaving a vehicle on campus over the break, please move it to Prassel garage (3rd floor and up). Close windows, lock doors, and remove all valuable. Trinity is NOT RESPONSIBLE for any damages if vehicle is left on campus.
• If you have a bicycle on campus, please place it in your room for the Winter Break.

Questions?
Please contact your RA with any questions you may have or come by the Witt Center between 8:00 a.m. – 5:00 p.m. any weekday.

Important Dates


Students not returning to the residence halls next semester (studying abroad, transferring, graduating, or leaving the University), must complete the following steps:

1. All first-year and sophomore students must set a check-out appointment with the RA. Upper-division students must call Residential Life Office (x7219) to schedule a check-out appointment. Appointments must be scheduled at least 48 hours in advance.
2. Clear your belongings and CLEAN the room.
3. Be ready on time for your check-out appointment. A staff member from across campus will be assigned to meet you to assess the room, and collect your key (South only).

Please Remember:
- Failure to check out properly will result in a $100 fine. Additional charges will be assessed for unreturned keys (South only), damages, and failure to clean the room.
- Students not returning to the residence halls next semester (studying abroad, transferring, graduating, or leaving the University), must complete the following steps:
  1. All first-year and sophomore students must set a check-out appointment with the RA. Upper-division students must call Residential Life Office (x7219) to schedule a check-out appointment. Appointments must be scheduled at least 48 hours in advance.
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From the Residential Life Office