

**If you have class on Wednesday, November 23rd after 6pm, you must sign up with residence life to be in the halls after 6pm. Do not miss class due to your class.**

# Thanksgiving Break

## Office of Residence Life

Wednesday, November 23rd 6:00pm  
through Sunday, November 27th 12noon



## Ready to go home?

### What to do before you leave

Room inspections will begin upon the departure of each student, starting no later than 6pm. The hall staff will inspect the room to insure that each student has done the following:

- ✓ unplugged all electrical appliances - including power strips, computers, telephones and answering machines.
- ✓ KEEP micro fridges and/or full size refrigerators plugged in
- ✓ turned off the lights (& heat where applicable)
- ✓ locked all doors and windows and
- ✓ emptied all trash cans

Any policy violations will be documented and the appropriate fines assessed. Policy violations may also be referred for judicial action (Break Appeal Process below).

**LEWIS UNIVERSITY IS NOT RESPONSIBLE FOR ANY LOST, DAMAGED OR STOLEN ARTICLES. RESIDENTS ARE ENCOURAGED TO REMOVE VALUABLES FROM THEIR ROOMS DURING THE BREAK AND LOCK THEIR ROOM/SECTION DOORS WHEN**

## Need to stay?

Register in person at the Office of Student Services on Tuesday or Wednesday, November 15-16 between the hours of 10:00 am and 5:00 pm.

There is no charge for Thanksgiving Break housing. Late sign up will result your University account to be assessed a \$25.00 administrative fee.

### **ONLY STUDENTS WHO MEET THE FOLLOWING REQUIREMENTS MAY REMAIN ON CAMPUS DURING BREAK:**

- Student workers required to work Wednesday, November 23rd (after 6:00 pm), or November 24-27th. You must provide a letter from your employer, on the employer's letterhead, at the time you sign in, specifying the dates you must work. This includes on and off campus employment.
- Out-of-state students The address the University has on file must confirm that you live out of state
- International students
- Athletes/Organizations in-season Each team member is required to sign up in the Office of Residence Life. No team member may sign up without being specified on his/her coach/leader's list. Additionally, if your team is eligible to stay, but you elect not to stay, please ensure your name is not included on this list.
- Students attending a class on campus after 6:00 pm November 23-27th. You must bring a copy of your class schedule.

## Need to appeal a Break charge?

There will be a Break Housing Appeals Board that will convene for two sessions following each break. The board will hear individual appeals and make a recommendation about whether or not the fine should be upheld, waived or amended. Appeals will only be accepted when the appeals board is in session.

Appeals for Thanksgiving Break will be heard on **Tuesday, November 29th at 4:00 pm and on Wednesday, November 30 at 1pm.** These meetings will occur in the Student Services Office within the Student Union. Any student wishing to appeal a fine from Thanksgiving Break must do so in person at one of the listed meetings above.

**NO APPEALS WILL BE CONSIDERED OUTSIDE OF THESE TIMES OR BEYOND THE FINAL APPEAL DATE.**