



# Winter Break Information

AVOID FINES! PLEASE READ ALL INFORMATION CAREFULLY!



## STUDENTS RETURNING TO THE HALLS FOR THE SPRING 2012 SEMESTER, PLEASE NOTE THE FOLLOWING:

- **Check-in will be from 10am to 4pm on Sunday, January 15<sup>th</sup>. All residents are encouraged to check in on Sunday, January 15<sup>th</sup>.** Additional check-in hours are 10am to 2pm on Monday, January 16<sup>th</sup> or from 9am to 5pm on Tuesday, January 17<sup>th</sup> 2012. You may obtain your key in your assigned Residence Hall on Sunday and in the Office of Student Services on Monday-Tuesday.
- Students must make payment plan arrangements or pay in full prior to January 6, 2012. All payment arrangements and payments can be made online at [www.lewisu.edu](http://www.lewisu.edu) -> Tuition Payment. All payment plans are offered through SallieMae TuitionPay online using this link or by phone (800) 635-0120. Students do not have to visit the Business Office prior to moving into the residence halls.
- **No check-ins will be approved outside of check in date and times listed above.** Students arriving outside designated check in hours should contact the Residence Life staff on duty (via Campus Police) and will be subject to non-compliance check in fee of no less than \$100.00. No check-in will be approved between midnight and 9:00 am.

### **QUIET HOURS POLICY during the FINAL TWO WEEKS OF THE SEMESTER**

Residents are reminded that 24-hour quiet hours are in effect beginning Sunday, December 5 at Noon. Any violation of University regulations may result in your immediate removal from campus (see the Student Handbook for more information).

## Winter Break Sign-Up

WINTER BREAK HOUSING IS \$25.00 A WEEK FOR ALL STUDENTS STAYING OVER BREAK

To stay on campus over the Winter break students must request permission in person at the Office of Residence Life in the Office of Student Services Tuesday through Thursday December 6<sup>th</sup>- 8<sup>th</sup> from 10am-5pm. If you sign up after this deadline, but still during regular business hours, your University account will be assessed a \$25.00 administrative fee. No additional requests can be made after 5pm, Thursday, December 15th, 2011.

- \* **The Business office will have final approval for all Winter break stay requests. Students not in good standing with the Business office will not be approved to stay over the break.**
- \* You must be on the Winter Break housing list in order to gain access to campus
- \* You must meet one of the following requirements for remaining on campus over break, sign up on time and provide supporting documentation (if required above).
- \* Any violation of break policy will result in a \$50.00 fee for Failure to Comply and may be referred to the judicial process & violation of any University policy may result in immediate removal from campus

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

- \* Student workers required to work between December 16<sup>th</sup>, 2011 after 6pm and January 14<sup>th</sup>, 2012. 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/Organization in-season Each athlete/member is required to sign up in the Office of Residence Life. No athlete/member may sign up without being specified on his/her coach/supervisor's list. *Additionally, if your team is eligible to stay, but you elect not to stay, please ask your coach/supervisor to not include you on his/her list.*
- \* Students required to attend a class on campus after 6:00 pm December 16<sup>th</sup> through January 14<sup>th</sup>. You must bring a copy of your class schedule indicating this course enrollment and date.

# Winter Break Check-Out Policy

Resident students must check out of the residence halls for Winter Break, the week of December 12<sup>th</sup> through December 16<sup>th</sup>, 2011 within 24 hours following your last exam or Friday 7pm, whichever occurs first. (Unless you are registered to stay over Winter break.)

## Check-Out and Closing Procedures

All resident students, except those staying for Winter break, must officially check-out during finals week, December 12-16th.

**To check out you must complete the following tasks:**

- \* Unplug all electrical appliances, (including power strips, alarms, phones and computers).
- \* Keep microfridge (and the refrigerator & microwave in North Hall) plugged in.
- \* **You must remove all perishable food items from the room, microfridge or refrigerators,**
- \* Empty all trash cans (from room and section areas, *FREE* trash bags are located in all trash rooms),
- \* Remove any valuables (Lewis University is not responsible for lost or stolen articles),
- \* Turn off the lights,
- \* Lock all doors and shut windows tightly,
- \* **Go to the Student Union and turn in your own key(s) to a member of the Residence Life staff during the following times:**

<b>Monday &amp; Tuesday (December 12-13)</b>	<b>12:00 pm to 6:00 pm</b>
<b>Wednesday &amp; Thursday (December 14-15)</b>	<b>10:00 am to 8:00 pm</b>
<b>Friday (December 16)</b>	<b>9:00 am to 7:00 pm</b>

## Canceling Room for Spring Semester

If you are **graduating, transferring or withdrawing**, please do the following:

- \* Complete a Room Withdrawal Form in the Office of Student Services when you check out of the residence halls during finals week.
- \* Follow the check out procedures listed above,
- \* Clean your room and restore the room to its original condition; Remove all personal belongings
- \* Turn in your mailbox key to the Mail Room and provide your forwarding address.
- \* If you do not complete a Housing Cancellation Form before January 1, 2012, you will continue to be billed for a space in the residence halls for the Spring 2012 semester. You will also be charged a late cancellation fee by canceling after this date.

**Please note the following:**

- \* The Residence Life staff will conduct room inspections; policy violations will be documented and fines will be assessed accordingly.
- \* **STUDENTS IN DOUBLE ROOMS WITH AN AVAILABLE SPACE MUST CLEAR THE EMPTY SPACE OF THEIR BELONGINGS AND CLEAN THE ROOM BEFORE LEAVING FOR BREAK AS NEW STUDENTS WILL BE MOVING IN IMMEDIATELY FOLLOWING THE BREAK.** If you fail to move your belongings, residence life staff will move them in order to prepare the space for newly assigned students. The University assumes no responsibility for damaged or missing articles. You will be charged \$ 50.00 for Failure to Comply if you do not prepare your room for a roommate.
- \* Reassemble beds if you are moving out or if you have an available space in your room.
- \* Dispose of all trash in designated areas using garbage cans. You may pick up *FREE* trash bags by going to any trash room/location within the residence halls
- \* Students who fail to turn in their own room/section keys will be assessed a \$50.00 charge for failure to comply with check out procedures.
- \* You will be fined \$50.00 for failure to comply if you fail to abide by any closing directive and will be charged the cost of lock replacement if you do not turn in your keys per the check out process.

## Room Changes

Room change process for the Spring 2012 semester will occur Wednesday, January 25, 2012. Any student, who would like to obtain a different room, is encouraged to try to obtain one during the room change processes. Please stop by the Residence Life Office during the first week of classes in January (Jan. 17-20) to obtain further information. A detailed memo will be emailed to all resident student accounts during this first week of classes.

**GOOD LUCK ON YOUR FINAL PROJECTS AND EXAMS!**  
**Wishing you and yours a blessed holiday season.**