

## Thanksgiving Break Closing 2019

**HALLS CLOSE:** Wednesday, November 27 at 10:00 a.m.

**HALLS REOPEN:** Sunday, December 1 at 12 Noon

**Residence halls are not accessible during break, take all belongings you will need with you!**

**Meals end:** Tuesday, November 26 at 1:00 p.m.

**Meals begin:** Sunday, December 1 at 5:00 p.m.

### IMPORTANT INFORMATION:

- Halls are closed and all students are expected to go home. Unless you have a valid University related or approved reason, requests for break housing will not be approved. If break housing is needed, please submit the Thanksgiving Break Housing Request Form through Adirondack Self Service. (See instructions below)
  - Please note, having to work in the Springfield area is NOT a valid reason for break housing. All break housing dates have been published since the summer
- Food service will NOT be available during the break period.
- All rooms will be inspected to ensure that the halls are prepared for break. **Any policy violations will be documented and your student account may be charged.**
- Physical Plant may access rooms as needed for maintenance requests.

**All requests are due by 5PM on November 8, 2018.**

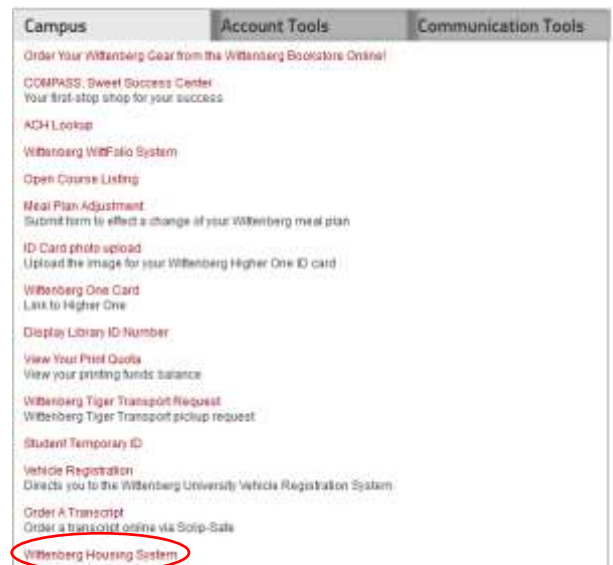
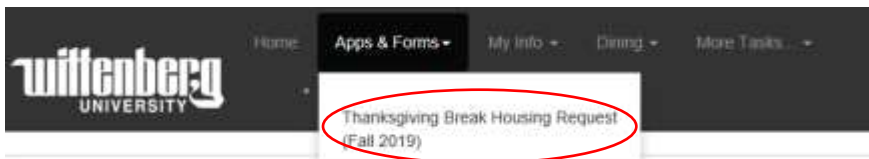
### “TO DO” BEFORE LEAVING CAMPUS\*:

- Tell your RA when you plan to leave (if moving, you must checkout with an RA)
- Clean room & leave in good order
- Empty wastebaskets & recycle bins
- Remove all valuables & medications
- Remove all food from fridge and freezer
- Drain and clean aquarium, take fish and/or assistance animal with you
- Unplug all electrical items/appliances, including surge protectors, from the wall
- Leave heat on & set thermostat to 60° (if applicable)
- Lock all windows. Close drapes/blinds
- Turn off lights, close and lock your door

**\*Failure to follow these procedures may result in disciplinary action and fines**

### HOW TO REQUEST BREAK HOUSING

1. LOG INTO YOUR MYWITT PORTAL
2. CLICK THE “WITTENBERG HOUSING SYSTEM” LINK ON THE CAMPUS TAB →
3. LOG IN WITH YOUR WITTENBERG USERNAME AND PASSWORD
4. CLICK THE “APPS & FORMS” TAB ON THE TOP, SELECT “THANKSGIVING BREAK HOUSING FORM (FALL 2019)”, AND COMPLETE IT PRIOR TO 5PM ON NOVEMBER 8!



**Remember, all requests are due by 5PM on November 8, 2018!**