

Winter Break Closing 2019

HALLS CLOSE: Saturday, December 14 at 10:00 a.m.

HALLS REOPEN: Sunday, January 13, 2020 at 12 Noon

Please leave within 24 hours of your last exam.

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

Meals end: Friday, December 13 at 1:00 p.m.

Meals begin: Sunday, January 13 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 Winter Break Housing Request form through Adirondack Self Service. (see instructions below)
 - All requests are due by 5PM on December 6, 2019.**
 - 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.

“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
- Take down/remove holiday decorations
- Remove all valuables & medications
- Remove all food from fridge and freezer
- Leave fridge open & unplugged (defrost properly before you leave)
- 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**

****If you are not returning next semester**

Please complete a proper check out and return your key with an RA in your building

And remove all belongings from your room and public spaces.

Failure to do so will result in fines**

****If you have a vacancy in your room**

Please clear one full set of furniture/side of room in preparation for a potential new roommate**

HOW TO REQUEST BREAK HOUSING (SAME AS THANKSGIVING BREAK!)

- LOG INTO YOUR MYWITT PORTAL
- CLICK THE “WITTENBERG HOUSING SYSTEM” LINK ON THE CAMPUS TAB →
- LOG IN WITH YOUR WITTENBERG USERNAME AND PASSWORD
- CLICK THE “APPS & FORMS” TAB ON THE TOP, SELECT “WINTER BREAK HOUSING REQUEST (FALL 2019)”, AND COMPLETE IT PRIOR TO 5PM ON DECEMBER 6!

Remember, all requests are due by 5PM on December 6, 2019!

