2016-2017 RESIDENCE HALL CLOSING INFORMATION

We hope you and your student are looking forward to the upcoming holidays. Your student will be receiving this information many times over, but we wanted to make you aware of the residence hall break closing and re-opening schedule, as well as the end of year hall closing. All residence hall outside door locks will be changed to prevent unauthorized access during the three break periods.

**Athletes who currently reside in any of the residence halls** and are required to remain on campus for *at least* one full day and night (24 hours) for team events during the Thanksgiving, Winter or Spring break, must be authorized by their coach. These athletes will be allowed to stay in their own rooms and the names the coach provides will be placed on the official break housing list. Coaches will obtain a break key from the Residence Life Coordinator for each residence hall athlete so they will have access to their residence halls during the authorized dates.

**All other residence hall students** must be individually approved by the Residence Life Office to remain on campus during any portion of the three break periods and must receive a break key for access to their residence hall. All break housing requests must be personally submitted to Connie Manes, in the Student Development office (located in the Dietrich House across from New Hall on Alumni Way) or email cmanes@wittenberg.edu *no later than* the advertised deadline.

Residence Life Staff will not be present in the residence halls during the three break periods, however, Wittenberg Police will be on duty 24-7. Students approved to remain in their residence hall will be responsible for their own meals (all dining locations close when classes are not in session).

**PLEASE ADHERE TO THE FOLLOWING DATES WHEN MAKING YOUR STUDENT’S TRAVEL PLANS/FLIGHT ARRANGEMENTS**

**THANKSGIVING BREAK:**
Residence halls close & outside locks changed: Noon, Wednesday, November 23

*(students must leave their room and residence hall no later than noon)*

Residence halls open: 10 a.m. Sunday, November 27 *(students may not arrive until 10 a.m.)*

**WINTER BREAK:**
Residence halls close & outside locks changed: Noon, Saturday, December 17

*(students must leave their room/residence hall 24 hours after their last final exam or by noon Saturday, whichever comes first)*

Residence halls open: 10 a.m. Sunday, January 8, 2017 *(students may not arrive until 10 a.m.)*

**SPRING BREAK:**
Residence halls close & outside locks changed: Noon, Saturday, March 4, 2017

*(students must leave their room and residence hall no later than noon)*

Residence halls open: 10 a.m. Sunday, March 12, 2017 *(students may not arrive until 10 a.m.)*

**END OF YEAR:**
Residence halls close: Noon Thursday, May 11, 2017 *(students must check out & move out of their room/residence hall 24 hours after their last final exam or by noon Thursday, whichever comes first)*

For further information, please visit our Residence Life [website](http://www.wittenberg.edu) and click on the “Parent Resources/Dates” link toward the bottom of the page. You may also call 937-327-7827 or send an e-mail to [housing@wittenberg.edu](mailto:housing@wittenberg.edu) if you have questions/concerns. Thank you for your help and cooperation!