SHHHHH!

24-Hour Quiet Hours
Will begin December 12th
At 10:00 p.m.
Relaxed Quiet/Courtesy time is 9 to 9:30 p.m. each evening.
Courtesy and consideration are expected of all residents and guests at all times!
Consequence will be the loss of guest privileges for a month.

GOOD LUCK with FINALS!!!

Holiday Break Closing Information

All students are required to leave campus within 24 hours after their last final exam, or by Friday, December 19th at 7:00 p.m., whichever comes first.

All residence halls, including off-campus housing, will close at 7:00 p.m. on Friday, December 19, 2014. The Ware Student Center Dining Hall will close at 6:00 p.m. on Friday 12/19/14.

If circumstances prevent you from leaving campus by 7:00 p.m. on Friday, December 19th, you must complete a late stay Temporary Housing Contract application online in Residence by Thursday, December 18, 2014 to gain permission to stay until 10:00 a.m. on Saturday, December 20th.

All residence halls, including off-campus housing, will re-open on Monday, January 19th at 9:00 a.m.
The Ware Student Center Dining Hall will re-open with brunch from 10:30 a.m. to 2:00 p.m. and Dinner being served from 4:30 to 7:15 p.m.

BEFORE YOU LEAVE
PLEASE MAKE SURE YOU DO THE FOLLOWING:

- Unplug all electrical outlets (including fish tanks and personal refrigerators). All appliances in the Kitchen area should be left plugged in.
- Close and lock windows.
- Remove all perishable foods and any valuable items from room.
- Empty all trash containers in room and bring ALL trash to the dumpsters.
- Return any Sodexo dishes to dining hall.
- Move all furniture away from heaters to allow for maintenance access if needed.
- Conform to all fire safety regulations (see checklist to the below)
- Turn lights off and lock the door.
- Leave your heat turned on.
- All cars must be moved to lower K lot if being left over the break.

TOP FIRE SAFETY ISSUES
TO REMOVE BEFORE YOU LEAVE YOUR ROOM:

- Candles with indications of use
- Strand/Christmas lights without bulb covers
- Appliances with exposed coils
- Objects hung from the ceiling, sprinklers, or pipes
- Objects hung above your bed
- Flammable light coverings
- Incense burners
- Flammable objects hung above or placed against heaters

This is not an all-inclusive listing. Please refer to the Code of Community Responsibility online for all fire safety regulations.

Housing During the Break

The college is shut down for the Holiday Break from Saturday December 20th and will re-open on Monday January 5th. Housing is not available during this time.

If you need to be here for a College-Related Reason, such as internship – you must complete a temporary housing form with a college sponsor (internship advisor, etc) approval.

If you need to stay in your college residence for a non-college related reason, such as having a job in the area: You may stay in your apartment for an additional fee during the break. You must fill out an application and make payment before this will be approved.
These temporary housing applications/forms will be available by Monday December 15th. I will send out another e-mail with this information once it’s available to me.

-----------------------------------------------

**Winter Weather and Snow Removal**

With most of the winter still ahead I wanted to make sure you were aware of who to call if you have a concern about snow management off-campus. (Such as slippery walkways, plowing concerns, etc.)

During regular business hours: Call Facilities directly - 603.526.3699  
After regular business hours: Contact Campus Safety – 603.526.3675 or 603.526.3300

If there is an ongoing concern or suggestion you have please let me know and I’ll pass along these where appropriate.

-----------------------------------------------

**Meal Plans for Spring Semester**

If interested in changing your meal plan for Spring Semester, Off-Campus Housing students must change their meal plan by **January 26th, 2015**. To do so the student needs to contact Financial Services.

Here is the link to see the other Optional Meal Plans.

-----------------------------------------------

Website for Off-Campus Housing Resources:  