

End of the Semester Closing and Additional Information - 12-10

Subject: End of the Semester Closing and Additional Information

Hello Northwest!

As the semester wraps up, Victoria and I wanted to send you some instructions for the end of the semester when you go to leave for break. Please read through the following information closely. We know there is a lot of information, so if you have any questions please reach out to your RA, Victoria, or I.

- QUIET HOURS
 - 24-hour quiet hours begin Friday, December 10, 2021 at 10:00PM and do not end until Sunday, December 19, 2021 at 7:00PM.
 - Final exams are stressful for everyone. Remember that although you may have finished your finals, it does not mean that everyone else is finished as well.
 - Remember, if noise can be heard outside of your room, then you are being too loud. This includes the areas outside of the building, such as the parking lots, basketball courts, or volleyball courts, and other residence halls.
 - RAs will be extremely vigilant about enforcing these quiet hours, so please make it easier on everyone and abide by the Quiet Hours policy.
- CHECK-OUT for those NOT RETURNING to the same room for Spring 2022:
 - Beginning Saturday, December 11, 2021 Hall Offices will be staffed from 10:00AM to 10:00PM. When you are ready to check out, proceed to Northwest Hall Office in Batterson Hall to process your check-out.
 - At this time you will:
 - Return your room and mail keys that were assigned to you.
 - Escort a staff member to your room to inspect for condition of room.
 - Be officially checked out of the space in our online system.
 - Those who are checking out need to:
 - Remove all personal belongings from the room. Return any University furniture to its proper and original location – this includes re-assembling disassembled furniture. If any room furniture is missing, students will be charged for the replacement cost.

- Leave the room/your half of the room clean (surfaces wiped down, floors swept, all trash thrown out). Rooms left in a condition which poses a threat to health and safety standards will be followed up with. Failure to do so will result in University staff cleaning the room and the student being billed accordingly.
 - DO NOT TURN OFF THE HEAT. Set the heater to #3 on the heater to prevent the pipes from freezing.
- Students checking out of their assignment outside of office hours must return keys to the drop box located on the parking lot entrance to the Residential Life Central Office located in Whitney Hall in East Campus. All keys must be placed in an envelope provided at the entrance with all fields filled in. When checking out outside of business hours you are not able to contest charges for damage to the room. We strongly recommend you record yourself returning your keys for your records.
- Failure to check out properly (i.e. return keys or complete the aforementioned tasks) will prohibit you from contesting any damage charges. Failure to return your room key to a staff member will result in an automatic lock change that will be billed to you. The cost for this lock change is \$100.00. Failure to return your mailbox key will result in an additional \$10.00 charge.
- Departure for students RETURNING to the same room for Spring 2022:
 - All residents must check out of Northwest within 24 hours of completing their last exam or by 12:00PM on Monday, December 20, 2012 – whichever comes first.
 - If you are returning to this same room for the Spring 2022 semester, you may leave belongings in your room and keep your keys.
 - Take any needed items with you (medications, passport, etc) and bring valuables home as items left here are at your own risk. If you need to leave any items in your room, it is recommended that they be placed on shelves or areas other than the floor. The University is not responsible for any personal belongings that are left in residence halls during recess periods.
 - Absolutely ALL residents must be out of Northwest by 12:00PM on Monday, December 20, 2021. If you are awaiting a ride that will arrive after 12:00PM you will need to wait for them at an alternate location (not in the residence hall).
 - All students who plan on staying on campus at any point during Winter Recess, December 20, 2021-January 15, 2022 must fill out a Winter Recess

Housing Application found in their MyHousing Account by December 10, 2021.

- Roommates DO NOT have to leave together. However, regardless of who departs first, all residents of a room could be charged if the following conditions are not met:
 - Set thermostat to #3 on the side of the heater.
 - Unplug all electrical equipment. This includes refrigerators which must be unplugged, defrosted, cleaned, and perishable items removed.
 - Clean and wipe down your room, take out any trash.
 - Windows must be closed and locked. It is recommended that you lower your window shades.
 - Turn off lights.
 - Lock your door as you leave.
- VACANCY IN THE ROOM:
 - All residents whose rooms have a vacancy need to ensure that the room is ready. This means a visibly clean and empty/open bed, desk, dresser, and closet space for each vacancy.
- All rooms will be entered and checked by Residential Life Staff to ensure compliance with above guidelines and fire safety regulations (which can be found in the housing contract).
- All card access will be turned off on Monday, December 20, 2021 at 12:00 pm, and you will not be able to re-enter the buildings until you return for the spring semester in January.
- TRASH & RECYCLABLES
 - Don't forget to take your trash and recyclables out of your room. Take these items to the trash room.
 - Do not leave trash in the hallways, stairwells, lounges as either you or the entire community will be billed. All large items (carpets, personal furniture, etc. – that need to be discarded, rather than donated) must be taken to the dumpster and placed neatly beside it if the dumpster is already full.
- DINING HALL DISHES/CUPS/UTENSILS
 - Please return all dining hall owned dishes, cups, utensils (anything that belongs to the dining halls) before you depart from campus. You can return these items directly to the dining hall. No questions asked.
- MAIL

- All mail and packages should be picked up before departing campus for winter break. Any packages that have been in the mailroom available for pick up for more than 7 days will be returned to sender on the last day of classes.
- Send any purchases/package you need over break to the address where you will be residing over winter break.
- Individuals who apply for and are granted housing through winter break will be able to pick up mail and packages (an email will be sent to you once mail services receives the approved to stay list from Res Life).
- Anyone not on the winter housing list that is returning for the Spring semester will have any arriving packages and mail stored until their return – these will not be accessible during the break.

Additionally, Victoria and I would like to add that as of late, there have been multiple reports regarding vandalism in our community. Some of this vandalism has been bias in nature. Residential Life staff has been investigating these incidents and meeting with those students impacted/providing support, as we want students to feel safe and welcomed. Typically, the Northwest Staff would set up a Community Meeting to discuss the impact this type of behavior has on the community, but as we recognize that Finals Week is upon us, as well as Winter Break, the Hall Director Team is, instead, available to make appointments for anyone who would like to discuss this matter further. Upon you all returning in January, Community Expectations will be revisited on your floors with your RA(s), as a refresher of what behaviors are appropriate for community living. Please keep this in mind as you depart for Winter Break.

Once again, if you have any questions after reading the instructions, please reach out to your RA, Victoria, or me so that we can help answer them.

Thank you,

Blake Sherman, M.Ed.

He | Him | His

Residence Hall Director: Northwest Quadrangle

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