

IMPORTANT WINTER BREAK CHECK OUT DETAILS

THE UNIVERSITY'S OBLIGATION TO RESIDENT STUDENTS FOR TERM I HOUSING ENDS 24 HOURS AFTER THE INDIVIDUAL STUDENT'S LAST EXAMINATION.

Winter Break Housing Procedure: All students should prepare to depart from their rooms 24 hours after their last exam.

Residences will reopen for Term II on **January 3, 4, 5 2021**

More information about arrival days and COVID testing will be sent at a later date.

Be sure to take all your necessary belongings with you, as buildings will be secured and unavailable during the break.

Before leaving campus, students should check to see that the following safety and green-friendly precautions have been taken care of:

- In case of power outages or surges, all appliances (including computers and fish tanks) must be unplugged (please leave plugs in plain view).
- Refrigerator must be unplugged, emptied, defrosted, and left ajar (save energy!).
- All perishable food must be removed from room and disposed of properly.
- Clean room -- no furniture, bedding, papers, etc. should be within 12 inches of radiators/heating vent.
- Wastebaskets must be emptied and all garbage removed from room. Please recycle properly.
- NO LIVE CHRISTMAS TREES OR CANDLES ARE ALLOWED IN ROOMS.
- First floor residents should lower shades/close blinds/curtains on their windows & lock windows.
- If applicable, take pets/animals with you during break.
- Windows (inner and outer) must be closed and locked (energy savings!).
- Move any furniture away from heaters to allow for air flow.
- Lights must be turned off.
- Lock door and take keys with you.
- Sign and date the check-out information sheet posted on your door before your departure.

Lawrence University **staff will enter all student rooms for maintenance and security checks** during Winter Break.

Storage - Storage facilities are available in each hall on a first-come, first-serve basis. Campus-wide storage room hours will be posted in each hall. Please remove or store items during scheduled times or make arrangements in advance with a Residence Hall Director.

MOVING OUT

If you will not be returning to your room next term, **you must complete an Express Checkout.** This includes **removing all personal items, cleaning the room, and returning your key to your RHD or the ResEd Office in an Express Checkout Envelope.** All Term End moves MUST be completed by **12:00pm on Wednesday, November 25.** Prior to leaving, please communicate your plans (date and approx. time) for departure with your RHD, CA, or RLM.

Winter Break questions? Contact the Office of Residential Education and Housing at (920) 832-6600.

**Requesting housing over part or all of Winter Break?
Requesting to stay a few days late at the end of Fall Term?
Requesting to return a few days early for Winter Term?**

Log in to your [Voyager](#) account to request housing for these time periods. You can find the form by clicking on ['Student Services'](#), then ['Request for Housing'](#).