

Winter Break

Housing and Residence Life closes to residents at 6 p.m. on Friday, December 13. The USI campus including the Housing and Residence Life office will be closed December 21, 2024 through January 1, 2025 and there will be limited University staff available. It is recommended that residents not leave valuables in their apartments or residence halls during Winter Break.

IMPORTANT DATES



Monday, November 25
Winter Break request forms available on Housing Portal.



Friday, December 6
Deadline to submit a request to stay late, stay over or return early.



Friday, December 13
Housing closes to residents at 6 p.m. Residents must leave unless approved to stay late or stay over.

Residents discovered living on campus without approval may face disciplinary action along with a \$300 fine.

Winter Break Housing Eligibility

All Winter Break Housing requests are subject to eligibility guidelines and approval.

Residents Eligible for Winter Break Housing

- International students
- Residents unable to travel home (no transportation or someone to take them home or lives a significant distance from campus)
- Athletes in mid-season with practice and/or games over break
- Residents participating in a credit-earning activity such as student teaching, internship or co-op
- Residents with an on-campus job who are required to work over break (must provide supervisor documentation)
- Residents with an off-campus job who are required to work over break (must provide supervisor documentation)

Residents Not Eligible for Winter Break Housing

- Graduating in December (may request to Stay Late and check out December 15)
- Not returning to live on campus for Spring 2025
- Students moving onto campus for Spring 2025
- Residents with permanent residences in Vanderburgh, Warrick, Posey, Gibson, Henderson (KY), White (IL), or Gallatin (IL) counties



Room Access During Winter Break

Residents will not be able to re-enter their apartment or residence hall suite during break unless approved for Winter Break Housing. Therefore, it is important to take home any items needed while away from campus.

Winter Break

What if I need to stay late? (after 6 p.m. on Friday, December 13-Sunday, December 15)
Requests to Stay Late are subject to eligibility requirements and approval. Residents will be notified via email of their request status.

Stay Late Eligibility

- International students
- Residents graduating in December (must move out on December 15)
- Residents with a final on Friday, December 13, at noon or later (must move out on December 14)
- Residents with on-campus or off-campus jobs that require them to work on December 13-15 (must provide supervisor documentation)

Can I stay in Winter Break Housing? (Monday, December 16-Thursday, January 9)
Winter Break Housing requests are subject to eligibility requirements and approval. Residents will be notified via email of their request status. Please see *Winter Break Housing Eligibility* for more information.

What if I need to return early in January? (Thursday, January 2-Thursday, January 9)
Return early requests are subject to eligibility requirements and approval. Residents will be notified via email of their request status.

Residents Eligible to Return Early

- International students
- Athletes in mid-season with practice and/or games
- Residents participating in a credit-earning activity such as student teaching, internship or co-op
- Residents with an on-campus job who are required to work (must provide supervisor documentation)
- Residents with an off-campus job who are required to work (must provide supervisor documentation)

What if I have a final on Friday, December 13?

Residents who have a final that starts at noon or later on Friday, December 13, may wait to leave by noon on Saturday, December 14. **Residents must submit the online Stay Late request form.**

Do returning residents need to do anything?

Students who are living in housing for Fall 2024 and are returning for Spring 2025, do not need to move their belongings; they only need to leave by 6 p.m. on Friday, December 13. Residents may return on or after January 10, 2025.

Residents must do the following before leaving for the semester:

- Clean their apartment/suite thoroughly.
- Unplug all electrical items except University-provided appliances.
- Remove any belongings from a vacant spot in the apartment/suite so that new residents can move in for the spring semester.
- Open cabinet doors under kitchen and bathroom sinks so warm air can circulate to plumbing.
- Set heat to 70 in apartments and in residence halls set lever halfway between warm and cool.
- Remove all trash and perishable food items from cabinets and refrigerators.

What if there is a vacant space in my room?

Residents must remove any belongings from a vacant space in their apartment or suite and ensure that the space is clean and ready for a new resident to move in for the spring semester.

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What if I am graduating in December?

Residents graduating and participating in Commencement on Saturday, December 14, may request to stay late, however, they must move out on Sunday, December 15. Residents must submit the online Stay Late request form. Residents must follow the instructions below for *What if I am not returning for Spring 2025?*

What if I am not returning for Spring 2025?

Residents not returning to housing in the spring must complete the online contract cancellation form. Indicate on the form why you are cancelling the contract. Please submit the form as soon as possible. This will allow us to know what spaces will be available for new incoming residents for Spring 2025.

Residents who are not returning to USI and also have a meal plan, need to cancel it by emailing USI Dining at foodmealplans@usi.edu.

Residents not returning for spring may not stay in Winter Break Housing. Residents must move out by 6 p.m. on Friday, December 13 unless approved to Stay Late and check out on December 14 or December 15.

The following procedures must be followed to avoid the \$200 improper check out charge:

- Remove all your belongings (including trash).
- Sweep, mop and vacuum all floors.
- Clean all counters and drawers.
- Clean the kitchen, refrigerator and stove.
- Clean bathroom, tub, toilet, sink and mirrors.
- Check out and return your key to the Housing office. There is a drop box outside of the Housing office to return your key if you prefer a contactless drop off or will be checking out after business hours. Students choosing to use the drop box should take one of the check out packets in the box, fill it out (will need a pen), put the key inside the packet, seal the packet and drop in the box where it says *Insert Envelope Here*.

Failure to properly check out will result in an improper check out charge of \$200. This charge is in addition to any damage charges, losses, cleaning charges, or room/board assessment. Failure to return your key will result in an improper check out charge, as well as a \$60 lock change fee.

Spring 2025 Billing

The Spring 2025 housing charges will be added to student accounts in early December. Residents will see the charge on TouchNet.

HRL will adjust the Spring 2025 housing charge after residents check out and turn in their key. Typically account adjustments are made in January.

What happens to mail and packages during Winter Break?

Resident mail and packages will be held December 21, 2024 through January 3, 2025. Please do not have anything sent to campus during Winter Break.

For residents not returning to housing for Spring 2025, Housing and Residence Life will not hold or forward mail/packages. The USPS considers a campus address as temporary and will not forward mail. Residents will need to notify family, friends and businesses of their address change.

Winter Break

What do I need to know about Winter Break?

RA staff will conduct health and safety inspections on Saturday, December 14 to ensure residents have left and that apartments/suites are prepared for break.

Facility staff will conduct routine inspections of HVAC systems and emergency equipment during Winter Break. Residents should open cabinet doors under kitchen and bathroom sinks so warm air can circulate to plumbing that may be susceptible to damage during freezing temperatures. Prior to leaving for Winter Break, apartment residents must set their units to heat and 70 degrees. In the residence halls, the thermostat must be set halfway between warm and cool.

The biannual bed bug inspections will be December 16-20. The technician, and their specialty-trained bed bug dog, will perform inspections of all apartments and residence halls. In units that are occupied, the technician will knock and announce themselves prior to entering the space. Residents staying over Winter Break who have an approved animal in the unit will be asked to make an appointment for the inspection. The Manager of Housing and Residence Life Facility Operations will reach out via email prior to December 16 to schedule with those residents.

The basement of Ruston will also need to be accessed during December 16-20 for emergency equipment inspection and replacement as needed.

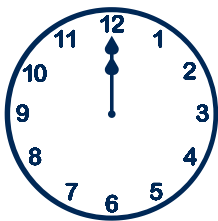
Any resident violating a Housing and Residence Life policy could face disciplinary procedures and have their Stay Late or Winter Break Housing request revoked.

Will there be dining options available during Winter Break?

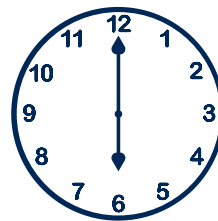
There will be limited dining options December 16-20.

Study Hours in Housing

The finals week study period is to provide an atmosphere conducive to studying for exams. Residents should be respectful of others' right to study and sleep. Even if your finals are over does not mean other residents are not still studying.



**Study Hours
Begin Midnight
Saturday, December 7**



**Study Hours
End 6 p.m.
Friday, December 13**

Please be respectful of others during finals time and control noise by:

- Keeping your door closed
- Using headphones when listening to music, watching TV or playing electronic games
- Avoid having conversations in the hallway
- Adjust your alarms and phone volume to comply with Study Hours
- Not vacuuming between 11 p.m. and 10 a.m.
- Close doors quietly

Enjoy your Winter Break and we will see you in January!