

WINTER BREAK HOURS

HRL OFFICE

December 16-20: 8 a.m.-4:30 p.m.

December 21-January 1: closed

January 2-3: 8 a.m.-4:30 p.m.

January 4-5: closed

January 6-8: 8 a.m.-4:30 p.m.

January 9: 8 a.m.-8 p.m.

January 10-11: 8 a.m.-6 p.m.

January 12: 10 a.m.-8 p.m.

COMMUNITY CENTER

December 16-January 8: closed

January 9: 10 a.m.-3 p.m.

January 10: 10 a.m.-11 p.m.

January 11-12: 10:30 a.m.-11 p.m.

C-STORE

December 16-January 8: closed

January 9: 10 a.m.-3 p.m.

January 10: 10 a.m.-10 p.m.

January 11-12: 11 a.m.-10 p.m.

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.

IMPORTANT NUMBERS

Public Safety

812-492-7777 (emergency)

812-464-1845 (non-emergency)

Emergency Maintenance

812-464-1729

Housing and Residence Life

812-468-2000

CAMPUS SHUTTLE METS WEST CONNECTION

The campus shuttle and METS West Connection will not run during the winter break. The shuttle and METS West Connection will resume on January 10.



Housing and Residence Life

living@usi.edu
www.usi.edu/housing

PERSONAL SAFETY

It is vital to your personal safety that you observe common sense safety precautions during winter break.

- Keep your doors and windows locked.
- Do not open your door to any person whom you cannot identify.
- Report suspicious persons to Public Safety.
- If you leave during Winter Break, consider taking valuables (cell phones, computers and other electronics) with you.

LOCKED OUT?

With the USI campus closed during winter break (December 21-January 1) and limited HRL staff available, Public Safety will assist residents with lock outs. If you find yourself locked out of your apartment or residence hall, please call Public Safety at 812-464-1845.

NOTE: Please refer to hours to the left for when HRL is open. If you need assistance during that time, please call 812-468-2000 or stop by the front desk.

EMERGENCY PROCEDURES

Reporting Emergencies

- The quickest way to obtain help for any emergency is to call Public Safety at 812-492-7777.
- Stay calm and carefully explain the problem and location.

Rave Alert

Log into myUSI and search for Rave Alert.

USI Rave Alert gives critical and timely warnings - via email, text message and voice message - about emergencies, severe weather and other incidents impacting the University community.

You can add additional emails, mobile numbers and landline numbers.

Inclement Weather

For your personal safety you should maintain precautions during inclement weather. Please be aware of any weather situation and plan accordingly. Keep in mind that even treated snow and ice covered sidewalks and roads may remain slick and hazardous. Cold temperatures make it difficult for the treatment to melt snow and ice. Residents are encouraged to stay on treated sidewalks and roads and avoid taking short cuts through snow and ice covered areas. In times of snow and ice, main campus will be cleared first and then housing areas.

SHOPPING SHUTTLE

Pick up and drop off at Community Center

Wednesday, December 18	5-6:30 p.m. to Walmart
Saturday, December 21	1-4 p.m. to Walmart/Mall
Sunday, December 29	1-4 p.m. to Walmart/Mall
Sunday, January 5	1-4 p.m. to Walmart/Mall

Shopping shuttle sponsored by International Programs and Housing and Residence Life

Stay Informed, Stay Safe

When necessary, USI will keep residents informed via Rave Alert and various USI social media outlets.

Power Outage

In the event of a power outage, contact Public Safety at 812-492-7777 to report the outage and get the latest information.

HRL staff will direct residents to locations with power.

Scan for Emergency Procedures



Scheduled maintenance and facility repairs will begin Monday, December 16.

UNIVERSITY HEALTH CENTER HOURS

December 16-20: 9 a.m.-3 p.m.
December 21-January 1: closed
January 2-3: 9 a.m.-3 p.m.
January 6-10: 8 a.m.-4:30 p.m.

TIMELYCARE

A friendly reminder that TimelyCare is available for you as the holidays approach and after.

TalkNow is a feature that offers you 24/7 emotional support anytime, anywhere. Download the app, then sign up with your USI email.



DINING OPTIONS DURING BREAK

Sub Connection

December 16-20: 10 a.m.-1:30 p.m.
January 6-10: 7:30 a.m.-2 p.m.
January 12: 3-8 p.m.

Chick-Fil-A

January 9-10: 10 a.m.-3 p.m.

Starbucks

January 7-10: 7:30 a.m.-1:30 p.m.
January 11: 10 a.m.-3 p.m.
January 12: 2-8 p.m.

C-Store

January 9: 10 a.m.-3 p.m. *store only*
January 10: 10 a.m.-10 p.m.
January 11-12: 11 a.m.-10 p.m.

The Loft

January 12: 10:30 a.m.-3 p.m.



living@usi.edu
www.usi.edu/housing

SCHEDULED MAINTENANCE

Maintenance Inspections

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.

Bed Bug Inspections

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.

Emergency Equipment Inspection

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

Scheduled Power Outage in Residence Halls

Facility staff will be performing necessary electrical work in December and will require scheduled power outages in the residence halls.

Friday, December 27 7-11 a.m. Newman/Governors 12-4 p.m. O'Bannon/Ruston

Winter Break Room Inspections for Apartments

Date Range: December 16 through January 3
Rooms with Residents Approved for Winter Break: Inspected weekly.
Rooms without Residents Approved for Winter Break: Inspected daily.

These inspections will help ensure that any maintenance issues, such as frozen or broken water lines, are identified and addressed promptly.

ROOM TEMPERATURE

Room Temperature When You Leave

When leaving for 24 hours or more during winter or cold weather, make sure that the heat is ON and that the thermostat is set to 70 in the apartments and in residence halls set the lever halfway between warm and cool.

Room Temperature in the Residence Halls

The halls use a chill water system to supply cooling to the entire building and it is turned off during the winter months. Air handlers supply a limited amount of 55°F air to rooms but may not fully cool them. Please open a window if it gets too warm. If the suite is too cold, residents should submit a work order to have it checked.

MAINTENANCE ISSUE

While the USI campus is closed, if you have an emergency maintenance issue such as a water leak or an electrical problem that could be hazardous, please call the control room (open 24 hours) immediately at 812-464-1729.

All other maintenance issues will be addressed when the USI campus reopens.

STUDENT CONDUCT

Students approved to stay over must follow all University and Housing policies during the Winter Break period.

Any resident violating a policy could face disciplinary procedures and have their Stay Over request revoked.