

*SAINT MARY'S COLLEGE*

*Guide to  
Residence Hall Living*

*2013-2014*

# *Table of Contents*

## **Residence Hall Community Living..... Page 3**

Residence hall staff  
Living with a roommate

## **Residence Hall Safety.....Page 5**

Communicable diseases  
Fire  
Power outages  
Tornado

## **Residence Hall Security.....Page 7**

Keys  
Student identification  
Theft

## **Residence Hall Standards for Student Conduct..... Page 8**

Cleanliness  
Decorations  
Electrical appliances  
Fire-hazardous materials  
Furnishings  
Guests  
Noise guidelines  
Pets  
Sports activities  
Student room responsibility  
Sun bathing

## **Residence Hall Facilities..... Page 12**

24-Hour lounges  
Chapel or prayer space  
Common areas  
Room entry  
Smoking solicitation  
Storage  
Windows, roofs and balconies

## **Residence Hall Services & Information.....Page 14**

Abandoned property  
Cable television and cords  
Emergency housing  
Front desks  
Liability  
Lofts  
Mail services  
Move-in and move-out information  
Room changes  
Room selection

## **Residence Hall Breaks.....Page 17**

## *Residence Hall Community Living*

The Department of Residence Life & Community Standards supports the mission of Saint Mary's College by creating an inclusive community that promotes the personal growth and success of each resident. We do this by organizing social and educational programs and activities, showing personal attention to students' needs, and maintaining our community standards. Furthermore, we are committed to helping women grow in their appreciation of their strengths and the needs of others.

Living in a group setting requires some adjustment in personal habits and attitudes by its community members. All students have a role to play in establishing a positive community environment. It is our belief that behavior demonstrates one's commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions.

### RESIDENCE HALL STAFF

#### *Residence Hall Directors*

Residence Hall Directors are full-time professionals with a bachelor's or master's degree who live in the residence halls. They have overall responsibility for the development and management of the residential community. There is a Hall Director On-Call 24 hours a day/7 days a week, except during Christmas break. The On-Call HD may be reached at the building's front desk.

#### *Resident Advisors*

Resident Advisors are undergraduate students who coordinate community development for a section or a floor in a particular residence hall. RAs answer questions about campus life, enforce College policies, handle emergencies and help out as needed. If the RA does not have the answer, she will guide you to sources that can help. RAs are On-Call everyday (except when halls are closed) from 8p.m.-7a.m. There is at least one On-Call RA in each residence hall.

## LIVING WITH A ROOMMATE

While having a roommate may or may not be a new experience for you, for most students it is the first step in meeting a whole group of people who will be friends and colleagues throughout their lives. You will be immersed in the rigors of academic life and exposed to new ideas and perspectives under various circumstances. But perhaps, no one will have a bigger impact on your college experiences than your roommate(s). Even so, you do not have to be best friends to be great roommates. Everyone is an individual, and the differences between us are usually more interesting than troublesome. Communications and compromise are essential to successful roommate relations. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other's needs.

Experience has shown that discussing the following issues with you roommate will prevent misunderstandings:

- Use of personal items
- Guests
- Study time in the room
- Sleeping schedule and routine
- Cleanliness of room
- Time for socializing
- Personal privacy

Your living experience in the residence halls will depend on the thoughtful consideration you and your roommate demonstrate for each other. The Department of Residence Life & Community Standards tries to ensure:

- Students are able to live in a clean room
- Students respect other students personal belongings
- Students are able to respectfully remedy grievances
- Students are able to study without inference in their room
- Students are able to sleep without disturbance
- Students have some personal privacy in their room

Take the time to talk with your roommate about your likes and dislikes and other important issues. If you need assistance with how to approach your roommate, please contact your Resident Advisor.

## *Residence Hall Safety*

### COMMUNICABLE DISEASES

The Department of Women's Health may require that students with a communicable disease be removed from the residential community for the time when the spread of the disease in such an environment is possible.

### FIRE

Safety standards exist for the health and safety of the residential community. Students are expected to comply with safety rules and fire drills. Each student room is equipped with a smoke detector that will sound when it is activated by smoke or fire. This alarm does not engage the building's fire alarm system; in the case of fire, you should pull the nearest fire alarm and exit the building as quickly as possible. The smoke detector in each room will also sound if there is a malfunction.

Each student should know the location of the nearest alarm, fire equipment and several exit routes. In case of fire, the nearest alarm should be pulled. This will summon the College Security and the Notre Dame Fire Department. If time permits, dial 9-1-1 or extension 5000 to notify security of the exact location of the fire so the arriving fire units can be sent directly to the scene.

When the fire alarm sounds, you should:

- Leave as quickly and safely as possible through the nearest exit. If possible, grab your keys and close your doors.
- Use stairs only (elevators may not be used).
- Join your section outside in the designated area and follow the directives from Residence Life and College Safety staff.
- Return to the building when the all-clear signal is given.

Students may not tamper with any fire equipment. If the battery needs to be replaced or there is a problem with a smoke detector, the student should immediately notify College Security immediately. Do not remove batteries from smoke detectors and/or remove smoke detectors from the ceiling. Smoke detectors cannot be covered up for any reason.

Fire drills will be conducted throughout the academic year. Students who fail to respond to a fire alarm will be held accountable.

## POWER OUTAGES

Should the residence hall experience a power outage, students should remain calm and get a flashlight if they have one. If a student is in an unlighted area she should proceed cautiously to an area with emergency lighting and remain in that area until she hears from hall staff. A student in an elevator should remain calm and use the emergency call button or telephone to alert the College Security.

## TORNADO

### *Tornado Watch*

A tornado watch is when atmospheric conditions are such that severe weather or a tornado could develop. During a tornado watch, you should stay indoors and stay alert for warning sirens and updates on the weather conditions.

### *Tornado Warning*

A tornado warning is when a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming. In the instance of a tornado warning, sirens will be sounded and you should use the stairwells to exit to the tornado shelter location in your building. The sirens will not sound for the entire duration of the warning. You must remain in the shelter location until you receive the all-clear announcement. If you signed up for the emergency notification system, you will be notified you will receive a notification when a tornado warning and the all clear is issued.

### *Monthly Tornado Siren Testing*

On the first Thursday morning of every month, the tornado sirens are tested. After hearing the alarm, please check your email or cell phone for any communication from the emergency notification system in case the sirens are not a test.

## *Residence Hall Security*

As a student at Saint Mary's College, you are extended the privilege of self-regulated entrance into all of the residence halls on campus. Residence hall security ultimately depends on the responsible actions of each resident. Security begins with you. Each student entering and leaving the hall should make sure that the entrances are secured and locked. Doors may not be propped open. Unauthorized entry is not permitted. Also, students are not allowed to exit a residence hall through the emergency doors/fire exit except during an emergency. Students are encouraged to lock their room doors at all times. You are responsible to escort your guests at all times in the residence halls if they are non SMC students.

### KEYS

At the beginning of the school year, you are issued a room key, a key to your mail box and if needed, a study carrel key. To ensure the safety and well being of our residential community, you are prohibited from giving your key(s) to anyone at anytime. In the event that you are locked out of your room you should report the lock-out to the front desk of your residence hall. A lock-out fee will be assessed to your student account. In the event of excessive lock-outs, the student will be asked to meet with the Residence Hall Director.

For the security of the entire hall, reports of lost keys are to be made to the Residence Hall Director as soon as possible after the key is missing. The Residence Hall Director will have the necessary form for obtaining new keys. In the case of a lost or stolen key, you will be charged to re-key your room. Once a replacement key is made, no refund will be given if the key is found.

All keys are to be returned to hall staff when you vacate your room. A student who checks out without returning her keys will be assessed a charge to re-key her room.

### THEFT

Theft or unauthorized possession of personal or College property is prohibited. Students who are the victims of theft should immediately report the theft to the College Security and inform a Residence Life staff member. Residence Life is not responsible for replacing stolen personal items.

### STUDENT IDENTIFICATION

Your student identification card has your picture on it and identifies you as currently enrolled student. This entitles you to various services and privileges on campus. Your card also allows you to gain entrance into residence halls when the card system is activated. It is your responsibility to carry your ID with you at all times. Students are prohibited from giving/loaning their ID to anyone.

Students and/or guests are expected to provide appropriate identifications (College identification card (ID) or driver's license) when requested by a College representative or employee. Misuse of the College ID card by allowing others to gain hall access is prohibited.

## *Residence Hall Standards for Student Conduct*

Your level of involvement in the residence hall community can have a significant impact on your personal development and on those living around you. One of the best ways to ensure a successful community is to have mutual respect and consideration for each other. To help create this community, the following standards have been established for all members of the residence hall community. Students are expected to familiarize themselves with all Saint Mary's College policies and procedures. These include, but are not limited to the Code of Student Conduct, the dining hall policies, and College Security regulations.

### CLEANLINESS

While we realize room cleanliness and personal hygiene is an individual decision, as a member of the College and residence hall community, you are responsible for maintaining an environment that is free of offensive odors and excessive trash. Students are expected to practice appropriate personal hygiene and to maintain an environment within their room and community which is sanitary. Perishable food items must be stored in sealed containers and/or refrigerated. Trash and food debris must be disposed of in the designated trash location. Students are expected to cooperate in cleaning up after themselves in public areas (examples include lounges, hallways, bathrooms, kitchens) for the benefit of the community.

Residents of Regina South who elect to have a pet are expected to clean up after it. Those who have pets that use litter boxes or trays, or live in some form of lined cage are expected to clean up after their pet on a daily or weekly basis, depending on the needs of the pet. Those who have dogs are expected to pick up after their dog. There is a trashcan located outside of Regina South to students to dispose of their pet's waste in a sanitary manner; pet waste is prohibited from being disposed in the trash receptacles located inside the building.

### DECORATIONS

We encourage you to use creativity to make your room more like home. However, we do not allow students to paint their rooms, hang any type of wallpaper or post any wall deco that might mark or stain the wall. The use of screws, nails, mollies, and drills is prohibited. Writing on windows is prohibited.

You may decorate the inside of your room to suit your tastes. The College will not allow students to post items that are deemed offensive or oppressive in nature inside or outside your room or in the window.

#### *Holiday Decorations*

- Artificial trees are permitted in student rooms and residence hall lounges.
- Only UL-approved or UL-listed LED electrical light sets may be used. The power line must not pass through the doorway or window from to an outlet.
- No decorations may be hung from the fire detectors or pipes.
- All decorations (including trees) may not obstruct an exit.



- All decorations must be flameproof or made of a material that is flame retardant.
- No open flames are permitted.
- No light fixtures are to be covered.
- No candles are permitted.

## ELECTRICAL APPLIANCES

Due to the potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. All items should be turned off and unplugged when not in use. Wall outlets may not be overburdened with extension cords.

### *Permissible items include:*

- Hair dryers, curling irons, hot combs, etc.
- Clocks, radios, televisions, stereos, DVD/CD/MP3 players
- Coffee pot with auto shut off feature
- Irons with auto shut off feature
- Room-size refrigerators no larger than 4.5 cubic feet

### *Prohibited items include:*

- Microwaves
- All cooking/baking appliances (rice cookers, crock pots, toaster, grills, hot plates, cupcake makers)
- Air conditioning units
- Space heaters
- Popcorn poppers with open coils

## FIRE-HAZARDOUS MATERIALS

Any activity or material that could be considered hazardous is prohibited including the following: incense, fireworks, smoking, and storing or using flammable liquids.

Burning candles, incense (including potpourri pots), or creating an open flame in a student room or common area is prohibited.

## FURNISHINGS

All furniture must stay in the room to which it is specifically assigned, and doors may not be removed. You will be assessed a fine for any furnishing missing from your room as determined by the Room Condition Report (RCR). You are responsible for the accuracy of the RCR. Combining rooms to establish separate sleeping and living areas in the residence halls is prohibited. No storage space is available for personal or College property. Furniture from other assigned rooms may not be placed or stored in McCandless study carrels.

The exception to this is Regina South Tower, whose residents may order any extra furniture out of their room to be put into storage. Residents of Regina South must keep one complete set of college issued furniture in their room(s) at all times.

All students are responsible for the care of College property, both in the rooms and common areas such as lounges, hallways, and bathrooms. Common-area furniture is for the enjoyment of all students and must not be removed. Students who transport common-area furniture to student rooms or remove it from the building are subject to disciplinary action.

If furniture is missing, the residence hall staff may conduct a room-to-room search. Each resident of the room in which the missing furniture is found may be held accountable. When missing furniture cannot be recovered, all members of that community may be billed equally for its replacement.

## GUESTS

All visitors to the residence halls who are not Saint Mary's College students, faculty, or staff must be escorted by their hostess when on residential floors. Hosts are responsible for the welfare and actions of their guests, according to all College policies. No guest (including other SMC students) may appear to be living in your room. All overnight guests must be female and at least 5 years old. The exception to this is Regina South Tower, where male guests may stay over night. All guests are prohibited from staying in a room for more than three consecutive days. Exceptions to this may be made at the discretion of the Assistant Vice President for Student Affairs and the Director of Residence Life & Community Standards.

### *Male visitation hours:*

- Sunday through Thursday, 10:00 a.m. – midnight
- Friday through Saturday, 10:00 a.m. – 2:00 a.m.

Male guests are to use only designated restroom facilities; no male guest shower facilities are available in the residence halls. Students are able to have male visitors at any time in the 24-hour lounges.

The exception to this is Regina South Tower, where male visitors are allowed to stay overnight. Male guests are only to use designated restroom and shower facilities. Residents of Regina South are expected to escort their male guest to the entrance of the male restroom and shower area, and wait for them while their guest uses the facilities. Regina South residents are prohibited from using the male restroom and shower area at all times.

## NOISE GUIDELINES

We are a respectful community, thus, courtesy hours are in effect 24 hours a day. Stereos, radios, televisions, musical instruments, and all conversations must be kept to levels that will not interfere with another resident's peaceful enjoyment of her own space. If a noise problem does occur, the students affected are encouraged to speak with the individual(s) making the noise and ask for cooperation. If the problem persists, then a Resident Advisor can be contacted for assistance. Each student is expected to

comply with the established quiet hours. Individual residence halls may extend quiet hours beyond those stated below:

- Sunday through Thursday: 10:00 p.m. –8:00 a.m.
- Friday through Saturday: midnight – 10:00 a.m.
- During final exam weeks, 23-hour quiet hours will be in effect with 7:00 p.m. – 8:00 p.m. as the exception.

Residents of Regina South are responsible for the noise of their pets. Residents whose pets that cannot keep their noise within reasonable limits will be asked to remove their pet from the Residence Hall.

## PETS

With the exception of fish kept in tanks of 30 gallons or less, no animals or pets of any kind are permitted in student rooms. Any resident with a visiting pet must be with the pet at all times and is responsible for any mess or damage caused by the pet. Visiting pets must be on a leash at all times and may not remain in the residence halls overnight. The exception to this policy is Regina South.

The Pet Policy for Regina South is as follows:

- Each resident of Regina South is allowed to live with one small animal less than 30lbs (except snakes, birds, spiders, mice, rats, and other reptiles).
- All pets must be registered with the Office of Residence Life and Community Standards prior to arrival.
- All pets must provide proof of all vaccines, be spayed/neutered, be on monthly flea/tick and heartworm medicine, not be of an aggressive breed, housebroken, etc.
- All animal waste must be disposed of outside, and in the appropriate receptacle.
- No animals can remain on campus during break periods in which their owners are not on campus.
- Pets must be kept in a kennel, playpen, cage, etc. at all times while the resident is not present for the safety of the animal and any college personal that may need to enter the room.

## SPORTS ACTIVITIES

Sports activities inside the residence halls which may affect the safety and security of community members are not permitted.

Bicycles are to be parked in the outdoor racks near each hall. In residence hall rooms, a bicycle may not block windows or doors. Riding bicycles in the residence halls is prohibited.

Skating or the wearing of in-line skates is not allowed in any building or tunnel on campus. In-line skates must be put on and taken off outside of buildings. Skateboards are not allowed to be ridden within the building, and are prohibited from use on any surface other than the pavement.

## STUDENT ROOM RESPONSIBILITY

You and your roommate jointly share the responsibility for your room. You are responsible for the condition of the furniture, walls, woodwork and floors. Damage that occurs beyond the limits of normal wear and tear is your responsibility and will be charged to you and/or your roommate. The Department of Residence Life & Community Standards staff will assess what is normal wear and tear and what is damage at move-out.

You and/or roommate may be held accountable for misconduct that occurs within your room. You are also responsible for the behavior of your guests, who must also adhere to all SMC policies.

## SUNBATHING

Sunbathing is not permitted in the following areas: the exterior south and west sides of Regina, the Le Mans courtyard, the convent areas around Bertrand and Augusta Halls, or the Queen of Peace Cemetery.

## *Residence Hall Facilities*

### 24-HOUR LOUNGES

In each hall, there is one area near the front desk designated as a 24- hour coed lounge for studying and socializing. No one is to sleep in these areas. The following lounges are 24-hour: McCandless Front Lounge, Le Mans Reignbeaux Lounge, Regina South and North Lounges, and Holy Cross Parlors. Please note that in Le Mans, McCandless, and Holy Cross Halls, the vending areas are not 24-hour lounges.

### CHAPEL OR PRAYER SPACE

Each residence hall has a chapel open 24 hours a day for personal prayer. If you are intending to use the space for any reason other than personal prayer, you need to reserve the chapel (or prayer space) through Campus Ministry. In addition, any department or group wanting to use Church of Our Lady of Loretto needs to contact Campus Ministry.

### COMMON AREAS

Lounges and lobbies are designed for the use of the students residing in a particular residence hall. Students are expected to share the space with other students unless a resident has obtained permission from her Hall Director for a private function. Any use of common space, including set up of table and chairs, must be approved by the Hall Director. The Residence Life staff reserves the right to monitor activities in public spaces.

In order to comply with fire-safety regulations, all common areas including hallways, lounges, and laundry rooms must be kept free of personal belongings, furniture, boxes, luggage, and bicycles.

### ROOM ENTRY

The College respects a student's privacy but reserves the right to enter rooms for reasons of safety, health, general welfare, maintenance, or official business.

The College reserves the right to remove any object from a student's room that would constitute a violation of College policy.

### SMOKING

No smoking is permitted in any campus building or on Opus Hall's balcony. Those students who choose to smoke must do so away from any building and not impede any entryways into buildings.

## SOLICITATION

Students may not use their College address for private business purposes. Solicitors are not allowed to sell items (i.e. T-shirts, candy, cookies, magazines, make-up, services, etc.) on campus, including promotions and/or giveaways. No door-to-door activity may take place without authorization from the Student Involvement Office.

## STORAGE

No public room, closet, hallway, stairwell, or other area may be used for storage of personal or College property. All personal belongings must be stored in your room or taken home, and all College property must remain in your room.

The exception to this is Regina South which has a designated storage room on each floor. In order to use the storage room, students must contact an RA, who will pick up the key to the storage room from the locked box at the front desk. The RA will let the student into the room while she stores her items. Once the student is done storing items, the RA will lock the room, and return the key to its secure location at the front desk. Saint Mary's College and the Office of Residence Life and Community Standards do not assume responsibility for student property kept in storage areas.

## WINDOWS, ROOFS AND BALCONIES

Walking or sunbathing on roofs, sitting on ledges, climbing up or out onto balconies or awnings is prohibited. A window or screen is not to be removed unless removed by maintenance personnel. Students who remove the window screen for a non-emergency reason will be charged for replacing the screen. Exiting out or entry through a window for a non-emergency reason, or hanging/throwing objects out of a window is strictly prohibited.

## *Residence Hall Services & Information*

### ABANDONED PROPERTY

Property which is left by a student at the end of the year or when the student leaves an assigned space will be packed up by Residence Life or Building Services staff. The contents will be inventoried and stored in another location. A letter will be sent to the student at her permanent address, informing her that she has four weeks to claim the property. Items not retrieved within the time limit will be donated to a local charity or disposed of at that time. The College has no liability for the loss or damage to a resident's personal property if the property has been abandoned.

### CABLE TELEVISION AND CORDS

Basic services are included with the cost of your room. Please do not tamper with cable equipment. Upon move-in, cable cords are provided at your hall desk and may not be removed from the room. Students will be charged if the cable cord is not returned at the time of room checkout.

### EMERGENCY HOUSING

In the event of an over-enrollment of students, the College reserves the right to place students in emergency housing and also reserves the right to move students from emergency housing to permanent housing when it is made available.

Temporary overnight emergency housing in a single room is available for any student who feels that her safety is threatened. Students can contact the Hall Director On-Call to make these arrangements. The following business day, the student must meet with the Assistant Vice President for Student Affairs and Director of Residence Life & Community Standards in order to assess her current housing assignment, and make any changes deemed necessary.

### FRONT DESKS

Each residence hall has a front desk, which offers a variety of services and provides part-time employment for students. The front desk provides general information and serves as a center for mail distribution, lost key reports, maintenance requests, bed pins and the checkout for various equipment and games. If there is an emergency, you should contact the front desk immediately.

### LIABILITY

The College does not carry insurance on students or their property. It is not liable for personal property that may be lost, stolen, or damaged. Students should review their family's homeowners' insurance policy for coverage. Students are strongly encouraged to insure their personal belongings.

## LOFTS

Only College approved lofts are approved for use in the residence halls. Students may rent from the College a loft kit that will convert their bed into a loft. When constructing a loft in your room, one window must remain completely free and clear of obstruction. There needs to be three feet of space between the window and items that could obstruct someone who would need to use the window as an emergency entrance/exit. Student rooms are checked for loft policy violations periodically. Hall Directors reserve the right to require students to remove a loft that does not meet these safety guidelines.

## MAIL SERVICES

Mail is delivered Monday-Friday every week that the residence halls are open. Mail is sorted and placed into student mailboxes. Each student is assigned their own mailbox. If you receive an item via the USPS that can not fit in your mailbox, you will receive a package slip to retrieve your item at the post office. If you receive an item via another carrier, (e.g. FedEx) it will be delivered to the front desk of your residence hall. You will receive a notice on the message board to retrieve your item at the front desk. Students should check the message board in their residence hall daily.

If you change residence halls during the academic year, you will be assigned a new mailbox # in your new residence hall. You must notify correspondents of your new address. At the end of the year, you must provide the post office on campus with a forwarding address.

## MOVE-IN AND MOVE-OUT INFORMATION

Students are expected to follow the established check-in and check-out procedures posted in their hall for each scheduled opening and closing. It is your responsibility to know the check-in and check-out times for your building. Failure to comply with the check-out procedures or a late check-out will result in an improper check-out fine of \$100.

You must review and sign a Room Condition Report (RCR) upon checking into any rooms. The RCR notes any existing damages to the room. Any time a room is vacated or a room change is made, a Residence Life & Community Standards staff member must be contacted for check-out (also see section on Room Changes). Additional information on end-of-the-year check-out procedures is provided in April.

## ROOM CHANGES

Two open room change dates are offered by the Office of Residence Life & Community Standards in the fall semester, usually in September and in November. There will be no room changes before, between, or after these dates. An additional open room change day will be offered in January for all students who returned from abroad, transferred in at the semester, and their roommates. All room changes must be approved before you can move. A Room Condition Report (RCR) must be completed for both the original and new room as part of check-out and check-in procedure. Students must make the appropriate arrangements regarding movement of a loft. Unauthorized room changes will be addressed by your Hall Director and may lead to disciplinary charges.



## ROOM SELECTION

The room selection process is held in early February for Rising Juniors. Room selection for rising sophomores and freshman will be late March or April for the next academic year. Information about the process is publicized in January and February. You should carefully read all room selection materials for important details. Rooms are selected based on a random priority number generated by the number of credit hours they have completed at the time that room selection occurs. Each student signs a housing contract, which is a binding contract for the next academic year. Any student studying abroad or elsewhere in the country should arrange to have a "proxy" select her room for her.

The selection process for Opus Apartments takes place prior to the general room selection process, as does selection for Regina South and Annunciata Halls. Those Rising Juniors who wish to participate in Senior Housing Selection are highly encouraged to speak with their family members over Christmas break about their housing options and preferences for the upcoming year.

## *RESIDENCE HALL BREAKS*

### FALL BREAK

All residence halls remain open and all students may remain in their rooms. All halls will have 24-hour front desk coverage. Dining service ends after dinner on the Friday before break. No meals will be served during the vacation period. Dining service opens for dinner on the Sunday before classes resume.

### THANKSGIVING BREAK

All residence halls remain open and all students may remain in their rooms. All halls will have 24-hour front desk coverage. Dining service ends after dinner on the Tuesday before break. No meals will be served during the vacation period. Dining service opens for dinner on the Sunday before classes resume.

### CHRISTMAS BREAK

All residence halls close at 12:00 p.m. on the day after the last scheduled final. Students are not permitted to stay on campus over break. The residence halls reopen on the Saturday before classes resume at 9:00 a.m. Dining service ends after dinner on the last day of finals. Dining service opens for dinner on the Sunday before classes resume.

### SPRING BREAK

All residence halls remain open and all students may remain in their rooms. All halls will have 24-hour front desk coverage. Dining service ends after dinner on the Friday before break. No meals will be served during the vacation period. Dining service opens for dinner on the Sunday before classes resume.

### EASTER BREAK

All residence halls remain open and all students may remain in their rooms. All Halls will have 24-hour front desk coverage. Dining Service ends after dinner on the Thursday before break. No meals will be served during the vacation period. Dining service will open for dinner on the Monday after Easter.

### END OF YEAR

Because the residence halls must be prepared for commencement housing for families of graduating seniors and summer conference activity, it is necessary for this work to begin immediately after students move out. Therefore, the following deadlines will be strictly enforced. Students who complete their check-out process after the designated times are subject to a fine.

- Undergraduate students must check out by 2:00 p.m. on the Saturday one week before graduation.
- Graduating seniors and family guests must check out by 2:00 p.m. on the Sunday of graduation.

Dining service ends for underclass students after brunch on the Saturday one week before graduation. For senior week and commencement, dining services will be open during posted hours for seniors and approved underclassmen.