Closing Dates and Times
All residence halls on campus will close on Thursday, December 13, 2012, at 5:00 pm. At this time the doors will be secured. The halls re-open on Sunday, January 6, 2013.

Dining Services
The last meal will be at lunch on Thursday, December 13, 2012. The dining hall will re-open for dinner on Sunday, January 6, 2013. Café Louis will be open December 17, 2012 thru December 21, 2012 from 7:30am – 2:00pm.

Students Who Need to Stay On Campus During the Winter Break
Any student who needs to stay on campus for any length of time during the break must go through an approval/disapproval process as follows:

- Complete a Holiday Stay-over Request by the deadline of Friday, November 30, 2012 on-line at: http://www.stmarys-ca.edu/student-life/holiday-stay-over-request
- After review, and pending approval, you will receive an e-mail with an explanation of approved dates, charges and instructions to sign the Holiday License.
- The Winter Break rental charge is $50 per day for the days that you indicate on your Holiday Stay-over request and/or all days that you are in possession of your interim building key.
- Your interim key will be available at Campus Housing or Public Safety no earlier than the first day of your approved holiday residency.
- Students participating in a Jan Term travel course may stay on-campus free of charge for one night only, if a holiday request is submitted by the deadline and Jan Term course registration is verified by the Registrar.

Winter Decoration Reminders
- No open flames or cut greenery, i.e. real Christmas trees, allowed in the Residence Halls.
- Decoration should not block fire exits, be close to or hung from fire sprinklers, or cover fire exit signs.
- Decorative lights must be UL approved and may not be hung on or near curtains or paper, and must never be left unattended.
- All decorations (including artificial Christmas trees and spray “snow”) must be cleaned and removed before you leave for the holiday break. Any decorative items left in your room/suite after closing will be disposed of by custodial staff and a cleaning fine will be charged to your account.

Students Graduating, Studying Abroad for Spring, or Not Returning to On-Campus Living
If you are not returning to on-campus living after the fall semester for any reason, please follow this process:

- Return a completed Housing Withdrawal Form to the Campus Housing Office by Friday, December 7, 2012.
- Make an appointment with your RA to check you out of your room. Complete your Housing Withdrawal Form prior to your checkout appointment. Your RA will complete your RCR and take your keys. It is the responsibility of your RA to return these items to the Campus Housing Office, where your paperwork will be processed and billing will be terminated at that time.

Please note:
- Your deadline for checking out is 5:00pm on Thursday, December 13, 2012.
- All students who submit notification of withdrawal after December 7, 2012 are subject to the $450 Housing Termination fee.
- Any student who fails to properly check out is subject to a $75 improper checkout fine and a $100 key replacement fee.

Students studying abroad for January and/or Spring need to fill out the lower half of the Withdrawal Form. The move-out deadline is Thursday, December 13, 2012 unless you are registered for an on-campus January Term course.

Students participating in Jan Term Travel Courses but returning for spring semester do not need to follow this process. If you need access to your room after December 13th, in order to prepare for your January Term travel course, please follow guidelines for “Students Who Need to Stay On-Campus During the Winter Break”. 

http://www.stmarys-ca.edu/student-life/campus-housing
Before Departing
Before leaving, the last resident of each room/suite must complete the Closing Checklist Form and securely post it to the outside of the room/suite door so it is visible in the hallway. Failure to complete checklist will result in a minimum charge of $25 to EACH resident.

Be sure to check the following:
- All trash and decorations are removed from room(s) and common area.
- All windows are closed and locked.
- All shades and curtains have been closed.
- All electrical devices have been unplugged (excluding refrigerator).
- Refrigerator is cleaned and emptied of all perishable items, BUT NOT UNPLUGGED.
- All lights have been turned off.
- The heater(s) is/are turned off.
- All doors are locked.
- Work orders have been submitted to report any problems in the room.

Please remember your keys, I.D., wallet, medication, plane ticket, passport, plants, etc. The Campus Housing Office must approve any requests for access to residence halls during the break, and will only consider admittance in emergency cases.

Late Departures
Departures after 5:00pm are only granted to students with a late final exam. If you need more time to prepare for departure, you must be approved by the Campus Housing Office. Your name must appear on the late final roster turned into the Campus Housing Office by the professor and/or Registrars Office. If approved, you need to schedule your Check Out with your RA by 8:00pm.

Security
Remember there is always the potential for theft. It is important to lock your doors at all times.

The residence halls close at 5:00pm on Thursday, December 13, 2012. At this time the doors are secured and the locks are changed.

Unfortunately we are not able to re-open the building for you if you discover you left something behind. Please pack carefully. Take with you any valuables. The College is not responsible for personal property left behind in an unsecured room.

Students approved to stay on campus over the break will be issued an Interim Break Key from Campus Housing or Public Safety.

24 Hour Quiet Hours
Quiet Hours will begin at 5:00pm on December 7, 2012 until 5:00 pm on Thursday, December 13, 2012. Please be respectful during finals time.

Campus Housing Office Hours during Winter Break
The Campus Housing Office hours are 8:30am—4:30pm. The office will be closed Monday, December 24, 1012—Tuesday, January 1, 2013. We will open on Wednesday, January 2, 2013 at 8:30am.

The Campus Housing Office wishes you good luck on your final exams! Please have a fun and safe holiday season.

International Students
International students who cannot travel on the day of hall closure are granted one free night to stay-over. To be approved for the stay-over you must bring your travel agenda, airline receipt, etc., to the Campus Housing Office by November 30, 2012.