LEAVING FOR BREAK

The University of Iowa residence halls will close for winter break beginning at 12:00pm noon on Saturday, December 16, 2017. No occupancy or entrance to your room is permitted after that time. The halls will reopen at 8:00am on Saturday, January 13, 2018. If you do not plan to stay in the halls over break, you should leave as soon as your final exams are over.

Students who are in need of housing over winter break are required to sign up by noon on December 13, 2017. To apply, students should go to www.liveon.uiowa.edu.

ROOM ENTRY

Residence Education staff will enter every apartment, including individual rooms, on Saturday, December 16, 2017 at 12:00pm noon to check that break preparations are complete. If any items which are prohibited by University of Iowa policy are found, they may be confiscated and residents will face judicial action upon their return. Maintenance & Custodial staff will also be entering all student rooms during the break period to conduct routine room checks and service.

DINING AMNESTY

Have you borrowed a cup or silverware from a market place? Please kindly bring any tableware back to your market place or hall lobby and place in the amnesty box. No questions asked, simply drop these items off at the market place check stand.

The result of these disappearances is thousands of dollars spent on replacement costs which are passed onto the residents by way of increasing board plan rates. Please help keep rates low by returning any borrowed items.

MOTORIZED VEHICLES

Motorbikes, motorcycles, or any device requiring the use of combustible fuels create fire hazards and are not allowed to be stored in buildings at any time. If such items are found in the halls, they will be removed and stored at the owner’s expense.

CHECK YOUR EMAIL & GRADES!

Grades will be posted after December 20th – make sure to log onto MyUI to check your grades. Also, please continue to check your University of Iowa email daily throughout winter break. Your academic advisor, financial aid, UH&D staff, and/or other staff may need to let you know some important information over break, so it is important to continue checking email.

IMPORTANT DATES

- **Tuesday, December 5 - Thursday, December 7**
  Mass Transfer – students finalize room changes for spring 2017; see hall secretary 9:00 am - 4:00 pm

- **Wednesday, November 29 - Wednesday, December 6**
  RAs will communicate with residents via apartment visit or email about closing

- **Friday, December 15**
  Market Places close at 2:00 pm

- **Saturday, December 16 – Saturday, January 13**
  Winter Break

- **Saturday, December 16**
  Residence halls close at 12:00 pm

- **Saturday, January 13**
  Residence halls reopen at 8:00 am

- **Monday, January 15**
  Market Places reopen for breakfast

- **Friday, March 9 – Sunday, March 18**
  Spring Break – free to stay in the halls

- **Saturday, May 12**
  Residence Halls Close at 12:00 pm
STAYING FOR BREAK?

BREAK REGISTRATION PROCEDURE
Housing is available during winter break. Apply for winter break housing by 12:00pm noon, Wednesday, December 13 to qualify. Apply at [www.liveon.uiowa.edu](http://www.liveon.uiowa.edu), or My UI and click on the Housing Application button.

**Note:** Only students who have residence hall housing contracts are allowed to stay in their building/room over Winter Break. You are not allowed to loan your keys out to other students or guests.

SAFETY
Due to the decreased number of residents and staff in the halls, please use extra caution, and report any suspicious person(s) or noises to the front desk. If there is a life safety emergency, call 911 first. If the fire alarm sounds, take your keys and evacuate the building immediately.

HOUSING STAFF
Resident Assistants will remain on duty during break. The Residence Education office (260 Stanley) and the University Housing & Dining Admin office (4141 Burge) will be closed Monday, December 25 - Tuesday, December 26, and Monday January 1, 2018.

DINING
All Market Places will close at 2:00pm on Friday, December 15, and will remain closed until breakfast on Monday, January 15. Some retail dining locations will be open for limited hours during this time, visit [dining.uiowa.edu/locations](http://dining.uiowa.edu/locations) for more information. Flex meals will be unavailable during break, but students may use Hawkeye Dollars, UI Charge or credit cards at open retail locations.

DESK HOURS DURING BREAK

**DESK OPEN 24 HOURS**
Currier/Stanley (319) 335-2982

**DESKS OPEN FOR LIMITED HOURS**
Burge (319) 335-3091
Catlett (319) 335-1249
Daum & Clinton St. Apartments (319) 353-2950
Hillcrest (319) 335-9168
Mayflower (319) 335-2966
Parklawn (319) 353-2854
Petersen (319) 353-4382
Rienow (319) 335-9732
Slater (319) 335-9354

Regular desk hours resume Monday, January 8, 2018.

MLK DAY OF SERVICE
Join other UI students, faculty, and staff, and Iowa City community members for a Day of Service in Celebration of Dr. Martin Luther King Jr. on Monday, January 15, 2018! The day will begin with registration at 8:00 in the IMU and will wrap up by 1:30 p.m. with lunch and a keynote speaker.

BEFORE YOU LEAVE CHECKLIST
- Be sure to turn off or unplug everything, including the following items:
  - Lights
  - TVs
  - Game consoles
  - Computers
  - Power strips
  - Faucets and stoves
  - Microwaves
  - Other small appliances (coffee maker, hairdryer, etc.)
  - Phone and device chargers
  - Digital clocks

* Appliances that are plugged in still use energy even when powered off.
- Set the thermostat to 65 degrees and make sure the A/C unit is off.
- Remove all furnishings on or around the radiator (for better heat circulation).
- Make necessary arrangements for care of plants and fish. UH&D staff will not provide care over semester break.
- Do not place any potting soil or other solid materials down drains; it causes severe clogs and overflow.
- Throw away or take perishable items with you so they won't spoil over the holiday break.
- Empty your trash.
- Close and lock your windows and doors.
- Report all maintenance problems such as leaky faucets, windows that won't close, or extreme room temperature via the work order system online.
- Take your room key and entrance key/ID card with you.
TRANSFERRING
ROOMS
If you will be transferring to a different room, it is necessary for you to be moved out of your present room and return the key to your building’s front desk. You need to remove your belongings, clean your portion of the room, and check out at your front desk all before or by Saturday, December 16 at 12:00pm noon. If your key is not returned before you leave, you will be charged for a lock change. If your new room is not available, you may take your items home with you or make arrangements with the occupants of the room to which you are transferring to.

It is the responsibility of you and your roommate(s) to prepare your room for a new student by December 16. No matter what hall you live in, you must vacate your space by December 16 if you are transferring or canceling your contract.

CANCELING
YOUR HOUSING
CONTRACT
To cancel your contract, you should go to University Housing & Dining Contracts and Assignments (in 4141 Burge Hall) to cancel. This should be done if you are not planning on returning to the University of Iowa next semester.

EMERGENCY
HOUSING
A student who has an unexpected circumstance preventing them from leaving by 12:00 pm on Saturday, December 16 may request a one night extension by contacting their Hall Coordinator, prior to the check-out deadline. A $50 charge for the one night check-out extension will be billed to your university account.

MOVE OUT PROCESS
FOR STUDENTS NOT
RETURNING TO CAMPUS
If you will not be returning for spring semester, you must move out of your room between Monday, December 11 - Saturday, December 16, 2017.

1. Remove all personal belongings from the room/building. The room and portion of the apartment you occupied must be clean with trash removed.
2. Remove any mail from your mailbox
3. Update your forwarding address with the United States Postal Service via www.usps.gov and on MyUI
4. Return any items you may have checked out (movies, games, equipment, etc.) from the Daum front Desk.
5. When all of your belongings are out of your apartment, you have two check-out options
   a. Express Check-Out: You will return your keys to the Daum front desk. An RA will complete a final room inspection within 24 hours after you check out. Any damages not reported before departure will appear on your next U-Bill.
   b. Traditional Check-Out: You will call the Daum front desk and tell the desk clerk you are ready to check out. A RA will meet you at your apartment, complete the inspection, and collect your keys. Any major damages not reported will appear on your next U-Bill. These charges to your U-Bill cannot be appealed.

For students that are moving out and need to report damage caused in the room and claim responsibility, please see RA. Damages claims should be completed by Friday, December 8, 2017.

ALTERNATE MOVE OUT TIME
If you are unable to move out during the designated days and time, contact your Hall Coordinator immediately to request an alternate move out time. This must be done at least 24 hours in advance.

DAMAGE CHARGES &
APPEAL PROCESS
Should charge amounts assessed to you not be available at the time of your departure, the charge will normally appear on your January university bill.

To appeal any damage charge(s) follow these guidelines:
- Appeals will only be accepted from the student
- The appeal request should state the student’s name, ID, Residence Hall, and Room Number.
- The appeal request must state the specific charge(s) being appealed and grounds on which they are appealing.
- The appeal request must be received within thirty (30) days of the date on the receipt of the email.
- Appeal request should be addressed to Assistant Director-Residence Education and emailed to res-education@uiowa.edu