**End of Semster Closing**

*As a reminder, all students are expected to vacate campus within 24 hours of your last exam!*

*Campus housing closes on at 10am on Saturday, December 16th.*

**Please is the WINTER CHECK-OUT FORM to let us know when you plan to leave:** [*https://goo.gl/forms/ddWHBhizUSWzQlL32*](https://goo.gl/forms/ddWHBhizUSWzQlL32)

If you are planning to leave your vehicle over semester break, you must park in the South lot, near the hedges.

The ORL Staff will be conducting fire and safety checks after students have vacated.  If you have a specific request for your room, please notify your RA. The College assumes no responsibility personal property in your room. Compliance with closing procedures assures the safety and security of your living area.  Failure to comply may result in judicial action and/or an administrative charge.

Break housing is available for students who are required to be here for a campus-sponsored activity or have extenuating circumstances. Extenuating circumstances that require accommodations during this time will be considered by the Office of Residential Life. All break housing requests must be submitted through Eagle’s Nook by noon on Friday, December 15th. The cost is $25 per day and $125 per week. ***Campus housing will re-open on Sunday, January 22 at 9am***.

**Before you leave for break:**

* *Clean and unplug mini-fringes.*

*HINT: Defrost your refrigerator one day prior to departing and leave the doors open. Place a towel under to soak up melting ice.*

* *Remove all items from window sills.*
* *Unplug all appliances*
* *Close and lock windows; close curtains/blinds.*
* *Remove all valuables, including cash and checkbooks.*
* *Remove plants and pets to protect from lowered temperatures.*
* *Dispose of all trash, recycling and perishable food items.*
* *Turn off all lights.*
* *Lock doors.*
* *Lock your bike on the bike racks.*
* *Sign the checklist on your door.*

**If you not returning to Juniata:**

* *Notify the Dean of Students Office of your intentions.*
* *Schedule a time with your RA to check out by December 8th.*
* *Before your room is checked by the RA have everything packed in one area of the room or removed from the room.*
* *You must check out of your room with the RA and give them your room key.*

*HINT: An improper check out and/or unreturned keys will result in an administrative charge.*

*Have a wonderful break!*