

**West Chester University**  
**Office of Residence Life and Housing Services**  
**Semester Closing Information December 2017**

The following information is provided to students concerning the Semester Break. Any questions regarding this information should be directed to your Resident Assistant, Graduate Assistant, or Resident Director/Graduate Hall Director.

All residence halls will close on Saturday, December 16, 2017 at noon for undergraduate students and on Sunday, December 17, 2017 at 5:00pm for graduating seniors.

All residence halls reopen on Saturday, January 20, 2018 at 9:00am.

Students must officially —sign-out when leaving for vacation. Please contact your Resident Assistant for further details.

Prior to leaving for vacation, students must also:

- Raise venetian blinds. (Blinds or curtains on the first floor should be lowered and closed.)
- Turn off all room lights.
- Empty all wastebaskets in your room.
- Remove all plugs from electrical outlets. —EXCEPT—
- DO NOT UNPLUG YOUR CABLE TV ADAPTER! Unplugging it from its power source and from the room's cable jack will cause you to lose your signal, and you will have no TV service when you return from the break.
- **Remove all food from your refrigerator and unplug and defrost it. (DEFROSTING WILL CAUSE WATER TO DRAIN FROM THE UNIT; PLEASE PLACE A TOWEL UNDERNEATH TO ABSORB THE WATER.)**  
Please leave the refrigerator door open for ventilation. Please note that for health and safety reasons your RA has been instructed to discard of any perishable food items found in your refrigerator upon final room inspection.
- Remove any unauthorized University property from your room.
- Lock your room door, and keep your keys if you are returning for the Spring.

Students must sign-out within 24 hours after their last examination, unless it occurs on December 16.

Any student not approved for Commencement housing still remaining in the building after noon Saturday, December 16, will be ushered out so that the building can be secured.

Please remember to take valuable items with you that you may need over the break (prescription medications, passports, cell phone chargers, court documents, etc.).

The Schmidt Hall lounge area is available for students who need a place to wait after the noon hall closing time on Saturday, December 16. Ram E Cards will not allow access to your residence hall from hall closing until the morning of January 20 (for those students returning for the spring semester).

Staff will be entering rooms after closing to complete health and safety inspections.

Thermostats in all buildings may be lowered during the vacation.

NO MAIL WILL BE FORWARDED DURING THE SEMESTER BREAK. PLEASE HAVE YOUR FRIENDS AND RELATIVES SEND ANY MAIL TO YOUR HOME ADDRESS SO THAT YOU WILL BE SURE TO RECEIVE IT. REFER TO THE EMAIL DATED DECEMBER 4 FOR MORE INFORMATION.

Students having permission to not return to the residence halls for the Spring 2018 semester must schedule and complete a check-out with your Resident Assistant and return your room key before leaving campus. Failure to do so can result in a charge for a lock change.

All meal locations will operate on normal schedule on December 15, 2017. Einstein's will be open for a FLEX/RAMBucks/Cash option on Saturday, December 16, 2017, from 8:00am-2:00pm.

The first meal served after vacation will be brunch on Saturday, January 20, 2018.

On behalf of the Office of Residence Life and Housing staff, best wishes for a safe, happy and relaxing break!