

ONLINE Break Sign-Up

No need to come into the Residence Life office, submit your request at your convenience during the dedicated break housing sign up dates! You'll receive your approval/denial notice via email. Use the QR Code with Snapchat or use the link below, input your information and click submit. It's that easy!

Online Sign-up November 8th to November 15th

<http://www.lewisu.edu/student-services/housing/breakrequest.htm>



ONLY STUDENTS WHO MEET THE FOLLOWING REQUIREMENTS MAY REMAIN ON CAMPUS DURING BREAK:

- Student workers required to work any dates/times that the residence halls are closed.
- Out-of-state students The address the University has on file must confirm that you live out of state
- International students
- Athletes/Organizations in-season Each team Coach submits an approved list of team members for break housing. Only athletes on these lists will receive an approved notice email.
- Students required to attend a class on any of the dates/times that residence halls are closed.



Thanksgiving Break

Office of Residence Life

Residence Halls closed:

Tuesday November 21st at 6:00pm through Sunday, November 26th at



Need to appeal a Thanksgiving Break Fine?

There will be a Break Housing Appeals Board that will convene for two sessions following each break. The board will hear individual appeals and make a recommendation about whether or not the fine should be upheld, waived or amended. Appeals will only be accepted when the appeals board is in session.

Appeals for Thanksgiving Break will be heard on **Thursday, Nov. 30th at 3pm and on Friday, December 1st at 3pm**. These meetings will occur in the Residence Life office within North Hall. Any student wishing to appeal a fine from Thanksgiving Break must do so in person at one of the listed meetings above.

NO APPEALS WILL BE CONSIDERED OUTSIDE OF THESE TIMES OR BEYOND THE FINAL APPEAL DATE.



Ready to go home?

What to do before you leave:

Room inspections will begin upon the departure of each student, starting no later than 6pm. The hall staff will inspect the room to ensure each student has done the following:

- ✓ **Unplug all electrical appliances** - including power strips, computers and televisions.
- ✓ **KEEP micro fridges and/or full size refrigerators plugged in**
- ✓ **Turn off the lights**
- ✓ **Lock all doors**
- ✓ **Close all windows**
- ✓ **Empty all trash cans**

Any policy violations will be documented and the appropriate fines assessed. Policy violations will be referred to the University Judicial System.

Lewis University is not responsible for any lost, damaged or stolen articles. Residents are encouraged to remove valuables from their rooms during the break and lock their room/section doors.

