



**STUDENTS RETURNING TO THE HALLS FOR THE SPRING 2018 SEMESTER,
PLEASE NOTE THE FOLLOWING:**

- **Check-in will be from 10am to 4pm on Sunday, January 14th. All residents are encouraged to check in on Sunday, January 14th.** Additional check-in hours are 10am to 4pm on Tuesday, January 16th or from 10am to 4pm on Wednesday, January 17th, 2018. You may obtain your key in your assigned Residence Hall on Sunday and in the Office of Residence Life Tuesday-Wednesday. Note that keys cannot be picked up on Monday, January 15th due to the holiday; The Office of Residence Life will be closed.
- Students must make payment plan arrangements or pay in full prior to moving in. All payment arrangements and payments can be made online at www.lewisu.afford.com. Students do not have to visit the Business Office prior to moving into the residence halls.
- **No check-ins will be approved outside of check in date and times listed above.** Students arriving outside designated check in hours should contact the Residence Life staff on duty (via Campus Police at 815-836-5222) and will be subject to non-compliance check-in fee of no less than \$100.00. No check-in will be approved between midnight and 8:30 am.

24 HOUR QUIET HOURS POLICY during the FINAL TWO WEEKS OF THE SEMESTER

Residents are reminded that 24-hour quiet hours are in effect beginning Sunday, December 3rd at Noon. **Any violation of University regulations may result in your immediate removal from campus** (see the Student Handbook for more information).

Winter Break Sign-Up

WINTER BREAK HOUSING IS \$25.00 A WEEK FOR ALL STUDENTS STAYING OVER BREAK

To stay on campus over the Winter break students must request permission online by visiting the Residence Life home page (<http://lewisu.edu/reslife>) and filling out the Break Request form starting **November 27th and ending December 13th**. If you sign up after this deadline your University account will be assessed a **\$25.00** administrative fee.

- * **The Office of Residence Life will have final approval for all Winter Break stay requests. WITHOUT AN APPROVAL EMAIL YOU ARE NOT AUTHORIZED TO STAY AND SHOULD MAKE ARRANGEMENTS TO TRAVEL HOME.**
- * You must be on the Winter Break housing list in order to gain access to campus.
- * You must meet one of the following requirements for remaining on campus over break, sign up on time and provide supporting documentation (if required).
- * Any violation of break policy will result in a \$50.00 fee for Failure to Comply and may be referred to the judicial process & violation of any University policy may result in immediate removal from campus.

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

- * **Student workers** required to work between December 15th, 2017 after 5pm and January 14th, 2018. Your employer must provide an email *specifying the dates you must work*. This includes on and off campus employment.
- * **Out-of-state students** the address the University has on file must confirm that you live out of state (*includes International*).
- * **Athletes in-season** Each athlete is required to sign up online. No athlete may sign up without being specified on his/her coach list. *Additionally, if your team is eligible to stay, but you elect not to stay, please ask your coach to not include you on the list.*
- * **Students required to attend a class** on campus after 5:00 pm December 15th through January 14th. You must email a copy of your class schedule indicating this course enrollment and date.

Winter Break Check-Out Policy

Resident students must check out of the residence halls for Winter Break, the week of December 11th through December 15th, 2017 within 24 hours following your last exam or Friday 5pm, **whichever occurs first**.
(Unless you are registered to stay over Winter break.)

Check-Out and Closing Procedures

All resident students, except those staying for Winter break, must officially check-out during finals week, December 11th-15th.

To check out you must complete the following tasks:

- * **Unplug all electrical appliances** (including power strips, alarms, and computers)
- * **Keep micro-fridge (and the refrigerator & microwave in North Hall) plugged in**
- * **You must remove all perishable food items from the room, micro-fridge or refrigerators**
- * **Empty all trash cans** (from room and section areas, *FREE* trash bags are located in all trash rooms)
- * **Remove any valuables** (Lewis University is not responsible for lost or stolen articles)
- * **Turn off the lights**
- * **Lock all doors and shut windows tightly**
- * **Go to North Hall and turn in your own key(s) to a member of the Residence Life staff during the following times:**

Monday & Tuesday (December 11-12)	12:00 pm to 5:00 pm
Wednesday (December 13)	10:00am to 7:00pm
Thursday (December 14)	10:00 am to 8:00 pm
Friday (December 15)	9:00 am to 5:00 pm

Canceling Room for Spring Semester

If you are **graduating, transferring or withdrawing**, please do the following:

- * Complete a Housing Cancellation Form in the Office of Residence Life when you check out of the residence halls during finals week.
- * Follow the check-out procedures listed above.
- * Clean your room and restore the room to its original condition and remove all personal belongings
- * Turn in your mailbox key to the Mail Room and provide your forwarding address.
- * If you do not complete a Housing Cancellation Form before January 1, 2018, you will continue to be billed for a space in the residence halls for the Spring 2018 semester. You will also be charged a late cancellation fee by canceling after this date.

Please note the following:

- * The Residence Life staff will conduct room inspections; policy violations will be documented and fines will be assessed accordingly.
- * **STUDENTS IN DOUBLE ROOMS WITH AN AVAILABLE SPACE MUST CLEAR THE EMPTY SPACE OF THEIR BELONGINGS AND CLEAN THE ROOM BEFORE LEAVING FOR BREAK AS NEW STUDENTS WILL BE MOVING IN IMMEDIATELY FOLLOWING THE BREAK.** If you fail to move your belongings, Residence Life staff will move them in order to prepare the space for newly assigned students. The University assumes no responsibility for damaged or missing articles. You will be charged \$ 50.00 for Failure to Comply if you do not prepare your room for a roommate.
- * Reassemble beds if you are moving out or if you have an available space in your room.
- * Dispose of all trash in designated areas using garbage cans. You may pick up *FREE* trash bags by going to any trash room/location within the residence halls.
- * Students who fail to turn in their own room/section keys will be assessed a \$50.00 charge for failure to comply with check out procedures.
- * You will be fined \$50.00 for failure to comply if you fail to abide by any closing directive and will be charged the cost of lock replacement if you do not turn in your keys per the check-out process.

Room Changes

Room change process for the Spring 2018 semester will occur Friday, January 29th, 2017. Any student, who would like to obtain a different room, is encouraged to try to obtain one during the room change process. A detailed memo will be emailed to all resident student accounts during this first week of classes.

GOOD LUCK ON YOUR FINAL PROJECTS AND EXAMS!
Wishing you and yours a blessed holiday season.