



Winter Break Reminders

Coe College Residence Life <residencelife@coe.edu>

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To: "Office Of, Residence Life" <residencelife@coe.edu>

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Bcc: allstudents@coe.edu

Hey fellow Kohawks,

As we get ready to head into finals week we wanted to provide one more reminder about winter break.

Important Winter Break Dates

- Students are expected to leave campus within 24-hours of completing your last class or final exam.
- All residential buildings will close at Noon, on Saturday, December 11, 2021
- Card access will be turned off shortly after Noon on December 11, 2021 for anyone not approved to stay over the break period.
- Residential buildings will reopen to all students for the spring semester at 9:00 a.m. on Saturday, January 8, 2022
- Meals will not be available on the meal plan from December 11 through January 8 (students will either need to provide their own meals during this time unless a sponsoring group will be providing them - sponsored students should confirm plans with their sponsor). Meal plans will resume on Sunday, January 9, 2022. A complete list of adjusted hours for the cafe and the PUB will be sent out by the dining team as we get closer to winter break.

Preparing Your Room For Winter Break

- For those students returning in the spring who are planning to head home for the break, please be sure to do the following prior to leaving campus:
 - Remove the trash from your room (we don't want bugs) - there is a \$50 charge for leaving trash that staff have to remove
 - Properly store non-perishable food items (including food for approved ESAs or service animals)
 - Dispose of any perishable food items so they don't spoil
 - No need to unplug your refrigerator but please dispose of food items that might spoil over the break
 - Unplug any additional electronic devices, including alarm clocks
 - Clean up any messes, dirty dishes, laundry, etc.
 - Sweep/vacuum floors
 - Turn off lights
 - Ensure heating vents are not blocked and can freely distribute air around the room
 - Leave the heat on (turn off any air conditioning)
 - Shut, latch & lock windows
 - Close blinds and any other provided window coverings
 - Lock your room door when you leave
- RAs will be completing walk-throughs of all rooms/apartments/houses to ensure these tasks have been completed

Filling Empty Beds

- Students who have an empty bed in their living space are encouraged to work with Residence Life to pull in a roommate of their choice prior to the end of the semester.
- Anyone who will have an available bed in their room/apartment/house at the start of winter break should plan to clean the living space and ensure the bed and one set of furniture are clear and ready for use prior to the start of winter break. Should the need arise to assign a new or returning student to that space over the break we need to ensure the space is ready for their arrival.
- If a roommate is assigned Residence Life will try to notify you as soon as possible, but may not always be able to provide advanced notice.
- Please know that failure to have an available space move-in ready by the start of winter break will result in a fee being assessed based on the time it takes staff to prepare the room.

- Anyone who starts the spring semester with an empty bed in their living space should maintain the space as move-in ready at all times, and will be added to the list of available space provided to folks who request a room change during the semester.

Changing Rooms/Moving Out at the End of the Semester

- If you are interested in changing rooms please be sure to contact your Assistant Director prior to 4:30 p.m. on December 3, 2021 to coordinate a plan. Room changes will be frozen between December 4 and 5:00 p.m. on December 9 to all folks to focus on finals week.
- Unless otherwise approved by Residence Life, students moving rooms prior to the end of the semester should plan to complete your move either before December 4 or between 5:00 p.m. December 9 through Noon on December 11. Room keys for spaces you move out of will be due to the drop box outside of Student Life by Noon on December 11.
- Students who are not returning to campus for the spring semester should plan to move all personal belongings from their room and return their room key by Noon on December 11.
- Because keys may be needed for folks moving into a space, students who moved out of a room should note that failure to return your room key by Noon on December 11 will result in the locks being changed, and a \$100.00 charge will be added to your student account.

Additional Reminders

- We strongly encourage you to take any valuables and items you might need during the break with you when you leave campus. While you're welcome to leave belongings in your room, the College does not accept responsibility for students' personal items.
- Please note that most services and resources normally provided will not be available during winter break, and that campus offices will be closed from December 23 through January 2. Also, during the two weeks of break that offices are open, staffing may be at a minimum as faculty and staff may take additional vacation time.
- Room changes will be frozen again starting at Noon on December 11 and continuing through the first two weeks of spring semester classes. This will ensure we have a set list of spaces for any incoming or returning students, and that we're able to get through our spring census date knowing where everyone is living. Spring semester room changes will begin again on Monday, January 24, 2022.
- The final opportunity to change your meal plan for the rest of the academic year is coming up during the first week of classes this spring semester. The meal plan change form will be available 9:00 a.m. on January 10 through Noon on January 14. If you'd like to update your meal plan please be sure to do it at that time (we'll send a reminder as we get closer).
- Applications for the 2022-2023 academic year housing selection process will be available in February. We'll send more info after the start of the new semester, but if you haven't started looking for a roommate or roommate group we'd encourage you to start having those conversations now.
- The selection process for the 2022-2023 Resident Assistant team has begun. Look for the advertisements and select one of the info sessions to attend that works best for you. Applications will be due after we return from winter break.

Enjoy the upcoming weekend and best of luck on your finals!!!

Sincerely,

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