



---

## Residence Hall Reminders for Thanksgiving Recess and Winter Break

---

Coe College Residence Life <residencelife@coe.edu>  
Reply-To: residencelife@coe.edu  
To: "Office Of, Residence Life" <residencelife@coe.edu>  
Bcc: allstudents@coe.edu

Thu, Oct 28, 2021 at 2:28 PM

Hey everyone,

As many of you are starting to plan ahead for Thanksgiving Recess and Winter Break, we wanted to pass along some reminders about closing dates and times. More details about winter break closing/opening will be sent in a few weeks, but for now we hope this information helps as you coordinate travel and make plans for some time away.

### Thanksgiving Recess

- The residence halls, houses and apartments will remain open during Thanksgiving Recess for those wishing to remain on campus.
- Meal hours during the recess will be adjusted. Watch for more information from Dining Services.

### Winter Break

- Students are expected to leave for break within 24-hours of completing their last class or final exam.
- **All residence halls, houses and apartments officially close for winter break at Noon on Saturday, December 11, 2021.**
- Card access will be turned off during the break for anyone not pre-approved to stay (see late stay/early arrival request below). Folks found in buildings after closing or before opening without approval will be subject to fines and referral to the student conduct process.
- **Residence halls, houses and apartments will reopen for spring semester at 9:00 a.m. on Saturday, January 8, 2022.**
- Meals will not be provided on the meal plan over winter break. Watch for more information from Dining Services.

### Late Stay/Early Arrival Requests

Because campus offices will either be closed or working with reduced staff during winter break, and because most support services are not available over the break, students should expect that they will not be able to access their rooms or reside on campus between Noon on December 11 and 9:00 a.m. on January 8 without prior approval from the Residence Life Office.

Students required to be on-campus with a sponsoring team, office or department (Ex. resident assistant staff, in-season student-athletes, student teachers, etc.) will be approved to stay late/arrive early. Residence Life will coordinate with the supervising team, office or department to determine the dates of stay, and your coach/supervisor will notify you if you're on the approved list.

If you have an extenuating circumstance that you believe will require you to stay late, return early, or remain on campus the entire break, there will be a form emailed the week of November 15 that you can fill out to make that request. *Please note requests will be approved based on demonstrated need, not on matters of convenience.* All requests will generally be reviewed within three business days and you'll be notified via email if your request is approved or not. The final date to submit requests will be the end of the day Sunday, November 28. Any final notifications will be sent on Wednesday, December 1. Folks approved to stay on campus will be subject to a daily fee, billed to your student account.

Again, more details and the stay request form will be shared in mid-November. Until then, if you have any questions about either Thanksgiving Recess or Winter Break please let us know.

Sincerely,

Steven Strobe '08 (he/him/his)  
Dean of Residential Experience  
Coe College Residence Life  
Upper Gage Union | Student Life Suite  
319.399.8843