

Winter Break CLOSING MEMO

The end of the semester is a very busy and exciting time for everyone on campus. **PLEASE MAKE SURE YOU READ** over the following, as it contains very important information about Thanksgiving Break, Winter Break, Spring move-in, and your responsibilities as a resident.

All residence halls at MGA, except for Aviation and Harris Halls, will close on Tuesday, December 5th at 10pm.

Students are expected to vacate the residence halls 24 hours after their last final to promote an environment that remains conducive to taking finals for all students.

Students with a late final on Tuesday, December 5th and who live more than 4 hours from their assigned campus may submit an extension request to housing to remain until Wednesday, December 6th at 10am. These extension requests must be received by Friday, December 1st.



Students who are participating in Commencement activities (whether graduating or working the ceremonies) can request to stay on campus until Thursday, December 7th at 10pm by emailing their RLC (If you are unsure of your RLC's email, please visit the staff directory at <https://www.mga.edu/residence-life/directory.php>). If you are working commencement, please include the name of your supervisor so we can confirm. Graduating students will be confirmed with the Registrar's Office.

THANKSGIVING BREAK

Students are permitted to stay in the halls for Thanksgiving Break at no charge. There are no dining services available during this time and the Housing Office will be closed on Thursday and Friday. There will also be limited access to Residence Life staff during this time.

The dining halls will close on Friday, Nov. 17th after breakfast and will not reopen until Sunday, Nov. 26th at dinner.

WINTER BREAK HOURS OF OPERATIONS AND QUIET HOURS

Housing and Residence Life will be open during the time between the end of the semester and Thursday, December 21st with limited operations. If you are a student that is approved to remain on campus after December 6th and you need assistance, please contact your on-call phone number or the Housing Office. Please note that the University is closed beginning Friday, December 22nd and will not reopen until the morning of Tuesday, January 2nd, 2024. During this time, students approved to remain on campus will need to contact University Police for assistance.

24-hour quiet hours begin at 10am on Thursday, November 30th and do not end until Tuesday, December 5th at 10pm. If noise can be heard outside your room when the door is closed, it's too loud!

WINTER BREAK HOUSING

First, if you have not already signed up to remain in the halls for Winter Break, and you do not live in Harris or Aviation Halls, please do so by sending an email to your RLC. Please note that the cost for remaining on campus for Winter Break is \$600, which will be added to your student account. Please also be reminded that there are no dining facilities open during Winter Break and students are responsible for their own food during this time.

The dining halls will close after lunch on Tuesday, Dec. 5th and will not reopen until dinner on Sunday, Jan. 7th.

CLOSING INFORMATION

As you read through this information, please note that if you are returning for Spring 2024, you will be returning to your same room and do not need to check out; simply follow the BEFORE YOU LEAVE FOR BREAK directions.

If you are currently assigned to Aviation or Harris Hall, you do not have to pay additional to remain for Winter break due to those buildings being 50-week contracts. However, you DO have to be enrolled in Spring 2024 classes by Friday, December 1st and you MUST sign up. If you do not have classes or fail to sign up, your card access will not be turned on for the break.

All students who remain in the residence halls during Winter Break, regardless of which building, must sign a waiver indicating they understand the rules during the break and limitations of services. These waivers will be sent to you by your RLC when you ask to stay.

BEFORE YOU LEAVE FOR BREAK

You are to perform the following actions:

- Any trash must be taken to the trash area for your building and not left in hallways, rooms, or next to trash cans.
- Remove items from your room that may spoil.
- Take your ESA or fish home with you.
- Unplug everything. (If you have a minifridge, please plan accordingly and defrost it 48 hours prior to leaving campus.)
- Secure personal belongings. Because of the potential for maintenance concerns, ensure you do not leave anything on the floor.
- Lock windows and close blinds.
- Leave heat on 70 degrees if applicable.
- Turn off lights.
- Lock doors.
- Turn in your room key to hall staff.
- Make sure you have any items that you need as you will not be able to re-enter your room until the set return dates in January.

Health and safety checks will be completed at the end of the semester and any items confiscated at this time will not be returned. Conduct meetings for confiscated items will occur at the beginning of the Spring 2024 semester. ** Returning students will NOT turn in their room key before leaving this year. **

FOR THOSE CHECKING OUT (RELEASING HOUSING CONTRACT):

As soon as possible, students not returning for the Spring 2024 semester need to submit a request for a release from contract by emailing housing@mga.edu. Students who are approved for a release for Spring 2024 must fully check out of their assigned space with a hall staff member by Tuesday, December 5th, 2023 at 10pm. Failure to check out will result in a \$100 improper check out fee being assessed to their student account. Failure to return any assigned keys will result in a \$55 charge being assessed for each non-returned key to their student account (\$110 for University Pointe). Any space that is determined to be vacant for the Spring 2024 semester will be assigned to a new incoming student.

Please remember that the deadline to apply for a release for Spring 2024 is December 10th at 5pm.

Any students checking out should perform the following actions as well:

- Remove everything from the room including all trash and recyclables, except college-provided items.
 - The furniture listed on your Room Inventory and Condition Record (RCR) is assigned specifically to that room. This specific furniture is to be in the room at check-out.
- Clean the room and its furnishings. This includes sweeping, dusting, and mopping.
- If the room is not cleaned properly, you and your roommate(s) could be charged. If there is damage to your room or furniture, it may have to be assessed at a later date. If so, this charge will be posted to your student account.

CHECK OUT

Please see communication from your specific RLC on the check out procedures for your residence hall.

IMPORTANT NOTE

If you are participating in Commencement, please remember that you will want to be able to celebrate with your family after the ceremony. Due to this, we highly encourage you to check out of your residence hall prior to Commencement so you can enjoy time with your family.

ROOM CHANGES

Students wanting to change rooms (whether within the same building or moving to a different building) must completely move out and check out by Tuesday, December 5th at 10pm. Students will be able to move into their new assignment during the posted Spring 2024 move-in dates.

CAMPUS TRANSFER

Students looking to transfer between campuses (Cochran to Macon/Eastman, Eastman to Cochran/Macon, or Macon to Cochran/Eastman) need to submit their request by Friday, December 1st. Students who are transferring campuses will need to fully move-out of their Fall assignment and can move into their Spring assignment starting Monday, January 8th. Your new RLC will connect with you on a specific move-in appointment to get your room key and complete your room inspection.

RETURNING IN JANUARY

Students returning to campus in January 2024 may move back into their assigned residence hall space between Monday January 8th and Wednesday, January 10th. Please remember that Wednesday the 10th is the first day of classes. You do not need to check in at the desk of your building, but please let your RA know when you have returned.

Please note that students must be registered for Spring 2024 classes by Friday, December 1st in order to secure their housing assignment for Spring 2024. Students who are not registered for classes by the deadline may have their housing assignment canceled and will have to fully move-out by Tuesday, December 5th when the halls close for Winter Break.

ACADEMIC SUSPENSION

Students who are placed on academic suspension for the Spring 2024 semester will need to make plans to return to campus to retrieve their belongings and check out of their assigned residence hall space. Three days in January have been identified for students to return for this process:

Thursday, January 4th 10am – 6pm
Wednesday, January 10th 10am – 6pm
Friday, January 12th 10am – 8pm

Please email housing@mga.edu to sign up for one of these days to return to campus to retrieve your belongings. Students needing to make other arrangements must email their RLC no later than Friday, January 6th with their request. Items still remaining in the residence halls as of Friday, January 20th will be marked as abandoned property and either disposed of or donated.

If you have questions, see your RA, CA, or RLC.

Thank you,

The Housing and Residence Life Team