



RESIDENCE HALL CLOSING WINTER NEWSLETTER

Volume 10: Issue 1, Pg 1

NOVEMBER 2019

Office of Residential Life



ALL HALLS CLOSE FOR THE WINTER BREAK FRIDAY, DECEMBER 20 @ 10PM

FALL 2019 CLOSING INFORMATION

All Residence Halls will **CLOSE on FRI, DEC 20 @ 10PM** for the Fall 2019 semester.

Residents MUST check out of their rooms 24-hours after their LAST EXAM OR NO LATER THAN FRI, DEC 20 @ 10PM.

Students who do not comply with these guidelines can potentially face additional charges to their student accounts.

You are required to turn in your ROOM & MAILBOX KEYS before leaving campus for the Fall 2019 semester.

International students must **BE PRE-APPROVED** by International Student Advisor, **Becky Evans**, for Winter Break @ **876.3906** or **EvansB@oldwestbury.edu**

Per NCAA regulations, Student Athletes must be **PRE-APPROVED** for Winter Break. Please contact **Lenore Walsh**, Director of Athletics, at her E-mail **Walshle@oldwestbury.edu**

To avoid unnecessary charges, keys must be returned **to the staff** through one of the following options:

1. Going to the RA Offices between 10AM—10PM.
2. or by setting up an individual appointment with your respective RA.

RESIDENTS MUST:

- ⇒ Take home all valuables including computers, books, money, clothing medications, etc. & anything you might need over the break (You will not be permitted back into the building over the break).
- ⇒ Close & lock all room windows. Close your room blinds only 2/3 of the way.
- ⇒ Defrost, unplug and remove all perishable foods from your fridge and room 24 hrs in advance.
- ⇒ Take all the trash to the outside dumpsters.
- ⇒ Turn off/ unplug all alarm clocks, room lights & electronics
- ⇒ Leave room heating/ cooling units on **AUTO**.
- ⇒ Lock your room door before you leave.
- ⇒ Remember to turn your keys in to your RA or the RA Office before you leave.
- ⇒ **DO NOT LEAVE KEYS WITH YOUR ROOMMATE**
- ⇒ **PLEASE NOTE: Failure to return your keys to the RA office will result in forfeiture of the key deposit (\$110.00).**

Once the halls have closed, RAs and RDs will be conducting final room and common area checks to look for any issues

QUIET HOURS

24 HOUR QUIET HOURS: effective MON, DEC 9 at 10AM until FRI, DEC 20

FINAL EXAMS: SAT, DEC 14-FRI, DEC 20

- Non-approved residence hall students, as well as outside guests, are not allowed in the halls during this time. Trespassers will be arrested.
- Student(s) found causing a disruption or breaking housing policies in the halls, including, but not limited to, parties, noise violation and/ or non-compliance with Res-Life staff requests will be **IMMEDIATELY REMOVED** from the residence halls.
- **Students will have to arrange their own alternate housing arrangements regardless of any remaining finals during this time.**

The College **WILL NOT** be held responsible for damages or theft of any personal property during the break.

**PLEASE NOTE:
A CUMULATIVE 2.0 OW GPA IS REQUIRED IN ORDER TO RESIDE IN THE HALLS.**

19 -20 CALENDAR

- **11/11/19 (MON):** Winter Break Housing/ Classes applications available at the Office of Residential Life (ORL)(CC K-100)
- **12/9/19 (MON):** 24-hour quiet hours begin at 10AM through closing
- **12/12/19 (THURS):** Winter Break Housing/ Classes applications are due to ORL by Noon.
- **12/12/19 (THURS):** Winter Break Housing/ Classes bills due to Bursar.
- **12/13/19 (FRI): Housing License Release Application** due to ORL by Noon
- **12/14/19 (SAT) -12/20/19 (FRI):** FINALS WEEK
- **12/20/19 (FRI):** Last meal swipe at cafeteria @ 8PM; can use cash or credit or points after that
- **12/20/19 (FRI): Halls Close @ 10PM;** below 2.0, graduating seniors, transferring, and those not returning must complete a "Residence Hall License Agreement Release Application Request"
- **01/02/20 (THURS):** Winter check-in is at the residence halls. All students must provide "Approved for Room and Board Stamps" to move in.
- **1/9/20 (THURS):** **SPRING 2020 BURSAR BILLS DUE**

HOUSING CANCELLATION

The Residence Hall License Agreement you signed at the start of the Fall 2019 semester is binding for the academic year (both Fall and Spring semesters). For **ALL & ANY** situations where a student may not be returning to the halls, Office of Residential Life must have documentation.

You must be PRE-APPROVED by the ORL to avoid having Spring housing charges on your account. You must follow the instructions listed below.

A.) Please note the conditions in the Residence Hall License Agreement which would pre-approve your release from your contract including:

- graduating at the end of the Fall semester,
- transferring to another institution, or not attending school in Spring 2020. *Please read section C below for further details.*
- not meeting the necessary cumulative OW 2.0 GPA

B.) Go to the Office of Residential Life (CC, K-100) and fill out a "Residence Hall License Agreement Release Application Request" form.

C.) As the review is done by a committee, we strongly encourage students to fill out the paperwork properly and provide **ALL** the necessary documentation.

Please note: **THIS IS ONLY A REQUEST AND NOT A GUARANTEED CANCELLATION.**

D.) CHECK OUT INSTRUCTIONS (regardless of pending or approved status):

1. Complete all appropriate documentation & turn in the "Residence Hall License Agreement Release App" to ORL by **Fri, Dec 13 by Noon**
2. Vacate your current residence hall room **24 HOURS AFTER LAST EXAM OR NO LATER THAN FRI, DEC 20 @ 10PM (whichever comes first)**. We strongly encourage you to bring one other person to assist with the move.
3. Remove all personal items from the room (clothing, food, fridge, carpets, etc).
4. Clear your room as necessary including taking all garbage out to the dumpsters.
5. Set up a check out time with your RA. Failure to return your keys to the RA office, will result in forfeiture of key deposits (\$110.00).
6. Complete the check out paperwork including your RIF
7. Return both your Room and Key Mailboxes.
8. RAs & RDS will conduct room checks again when building is closed.

WINTER BREAK INFO

WINTER CLASS INFO:

- Winter Mini Session classes run from Thurs, Jan 2 through Fri, Jan 17, 2020. All students interested in living in the halls for Winter Classes must fill out the Winter Break Housing/ Winter Classes Application available @ ORL (CC, K-100).
- **PLEASE NOTE:** International Students & Athletic students staying over the break must be **PRE-APPROVED** by their respective offices to reside in the halls for the Winter Break.
- You **MUST CLEAR** all financial holds on your account before moving into the Residence Halls.

WINTER HOUSING RATES:

Approximately \$240 /per wk

WINTER CLASS CHECK IN:

1. Go to the Office of Residential Life and fill out a Winter Break Housing/ Winter Classes Application
2. **PAYMENT IN FULL FOR BOTH CLASS & HOUSING** by Thurs, Dec 12, 2019 at the Bursar's Office. **Only students authorized by the Bursar's office will be permitted in the Residence Halls during the Winter Mini Session in Jan**
3. Bring your **APPROVED FOR ROOM AND BOARD STAMP** from the Bursar Office when you come to confirm your housing by no later than Tues, Jan 2, 2020.

OFFICE OF RESIDENTIAL LIFE

Office #: 516.876.3210

Fax #: 516.876.3060

WOODLAND HALL RA OFFICE #'S

HALL 1	516.876.4731
HALL 2	516.876.4732
HALL 3	516.876.4733
HALL 4	516.876.4734
HALL 5	516.876.4735

ADDITIONAL BREAK INFO

STUDENT MAIL/ PACKAGES

There will be limited access to the mailroom and package deliveries.

- ◆ Please have deliveries sent to a more appropriate location
- ◆ Personal packages will be returned to the sender after 5 business days
- ◆ We are asking residents that all deliveries of personal packages, online orders and other mail be halted until the Spring Semester begins again on Tues, Jan 21, 2020.

Please note that the College assumes no responsibility for missing or returned packages.

BURSAR DROP DEADLINE

Spring 2020 Bills Due THURS, JAN 9, 2020

All students must clear their financial holds before the deadline to avoid having **BOTH CLASSES & HOUSING** dropped from your accounts.

Failure to clear your accounts will also keep you from being able to move into the halls in the Spring.

Bursar Office #(516) 876-3168

Dates are subject to change. Residents are responsible to meet all financial requirements prior to entering the halls.