



SEMESTER BREAK INFORMATION

SOUTH CAMPUS and COLLEGE ARMS APARTMENTS

The following information is provided to students concerning the end of the Fall 2020 semester. The week that includes the Thanksgiving holiday, November 23-27, 2020, is a “non-instructional” week. After November 20, most campus services will end. Except for health and counseling services, buildings and other services including the Sykes Student Union, Student Recreation Center, library, and campus transportation will be closed. November 20 is also the last day that Fall meal plans can be used, and all campus dining facilities will close. Classes resume remotely on November 30 with finals slated to begin on Tuesday, December 8, 2020.

Please review the items below and follow the instructions that pertain to you.

For students who are planning to stay on campus for Spring 2021

Am I allowed to stay in my room?

Current Fall 2020 students may remain on campus. However, to remain on campus you will need to complete a Housing Intent Form in MyHousing **by Monday, November 30, 2020, by 11:59 pm** to confirm your Spring 2021 plans. An earlier response is appreciated if your plans are already set. Resident students who are able to are encouraged to return home from November 21, 2020 until January 24, 2021 as campus services will be limited as noted above.

Do I need to completely move out?

This is a matter of personal preference. If you are staying in the same apartment and in the same bedroom, we will not require you to move out. We recommend that you take all valuable items and anything that you will need at home over the break with you so that you do not need to travel back to campus over the break. Also, if your plans for Spring are not fully set or you think you may change your mind about living on campus, we encourage you to take all your belongings home. Our office is happy to discuss your plans and options with you to help you make a decision.

Can I change bedrooms or apartments?

We will offer a room/apartment change period at a later date for students who would like to make a change. Students may be required to move out entirely for the break period in order to make changes and allow time for necessary cleaning of spaces.

For students who are NOT planning to stay on campus for Spring 2021

I am not planning to stay after the Fall semester - what do I do?

Current Fall 2020 students in Traditional Housing are asked to complete the Housing Intent Form in MyHousing **by Monday, November 30, 2020, by 11:59 pm** to confirm your Spring 2021 plans – this includes an option for letting us know that you do not plan to return. If we know that you are not returning before Spring 2021 semester bills are generated, we will not add a housing charge to your bill.

When do I need to move out?

November 21, 2020 is the move-out date for students who are not returning. If you have in-person instruction or a student teaching/clinical/internship experience that continues into December, you may move out December 12. Students who move out November 21 will be eligible for a credit on their account that will be posted during the week of November 30.

If your apartment will be vacant during the break:

- A. Ensure that all room keys are on their person.
- B. Close and lock all windows.
- C. Blinds or curtains on the **first** floor should be lowered and closed. On upper floors please leave blinds or curtains open.
- D. Turn off all bedroom and common area lights.
- E. Empty all trashcans and wash all dishes. Remove all food that will expire from your refrigerator and discard in the dumpster outside.
- F. Turn off your alarm clock.
- G. Unplug all appliances, except for the refrigerator and oven.
- H. Make sure that the oven and range are **OFF**.
- I. PLEASE remove any unauthorized/illegal property from your room and /or apartment. POSSESSION OF ILLEGAL PROPERTY (i.e. highway signs/signals, dining hall equipment, drugs/alcohol, etc.) MAY RESULT IN UNIVERSITY AND/OR CIVIL JUDICIAL ACTION.
- J. Lock your bedroom door and front door. Each resident is responsible for ensuring that all doors are closed and locked.
- K. Set the thermostat in the apartment to a temperature no higher than 68 degrees.

Other items to note:

- Over the break, staff may be limited at times, due to the holiday or coverage issues. Please be sure to carry your keys with you, as calling for a lock-out may result in an extended waiting period. If you need assistance, please call WCU Public Safety at 610-436-3311.
- Throughout the winter break various University staff may need to enter apartments to conduct numerous inspections. This includes maintenance, custodial (for apartments with an open bed space), Environmental Health and Safety, Simplex Grinnell, and Residence Life staff. This email serves as your notification that this will be taking place throughout the winter break.

Any questions regarding this information should be directed to the Office of Residence Life and Housing Services at housing@wcupa.edu or 610-436-3307.