All undergraduate residences close for the winter recess on SUNDAY, December 16, 2018 at 2:00pm. No resident is permitted access to residential facilities during winter recess with the exception of those who have been pre-approved to stay in HILC during the break. (Please see your Residence Hall Director or House Assistant Dean for details).

Any resident remaining in the residential buildings after 2:00pm on Sunday, December 16 will be charged at the rate of $42.00 per hour for each hour or fraction thereafter. These charges are not prorated. Please ask the Housing & Dining Contracts Office in writing at bms3@cornell.edu by Friday, December 7 if you are unable to accommodate the 2:00pm departure time on December 16, and include your name, room number, and reason for the request. Undergraduate residences reopen on Tuesday, January 15, 2019 at 9:00am. Students may move back in any time before classes begin on Tuesday, January 22.

ROOM CHECKLIST (to complete before you leave campus!)

- Let your residential staff know the date and time of your departure.
- Remove all trash to your building dumpsters, and take recycling to your building recycling center.
- Take down all holiday decorations.
- Return all dining items to the nearest dining room – No Questions Asked!
- Clean your bathroom and kitchen (if applicable).
- Unplug all appliances – computers, lamps, clocks, etc. (Exception: Townhouse refrigerators should remain plugged in.)
- Unplug your microfridge, clean it out, and prop open the door.
- Take all valuable items with you, including laptop computers, etc. Don’t forget to take Passports and Medications!
- Take fish and plants with you.
- Lock your windows, close your drapes and/or shades, and turn out all lights.
- Lock and double check your room, suite, and/or apartment door.
- **Do NOT** turn in your keys if you are returning for the spring semester.

ROOM INSPECTIONS
Facilities staff members will conduct safety/maintenance inspections of all residential rooms during the semester recess. All furnishings will be inventoried, and please be aware that the following prohibited items found in any rooms will be confiscated: extension cords, multi-plug adapters, holiday/decorative lights, spider lamps, and all tapestries, drapes, and flags that do not have a flame-retardant certificate on file with Campus Life. Lounge furniture (and other unauthorized items) will be removed at a cost to the resident(s) of $50 per item. Excessive trash found in rooms may result in additional damage charges. Residents of each room found in violation of the above guidelines or other guidelines found in the Campus Code of Conduct, House Rules, or the Terms and Conditions of your housing contract will receive a violation notice. When appropriate, a follow-up appointment will be initiated with the residential staff and/or the Office of the Judicial Administrator.

Moving out? If you are leaving University housing at the end of this semester, and will not be returning for the spring semester, please be sure to return your room, suite, and/or mailbox key(s), using the key envelope that you will receive in your campus mailbox. All keys must be returned to your Service Center / House Office – or deposited in your building’s key deposit box – by 2:00pm on Sunday, December 16 to avoid key/lock replacement charges.
MAINTENANCE AND REFURBISHING WORK
University and Campus Life maintenance staff may enter rooms during the semester recess to allow mechanics to perform routine mechanical repairs and/or general maintenance.

STUDENTS OCCUPYING A PARTIALLY EMPTY ROOM
If you are living in a double, triple, or quad room and do not currently have a roommate, you should expect to have a roommate assigned for the spring semester. Before you leave, please ensure that your belongings occupy only your part of the room. If your belongings are found to prevent a new roommate from using the space, some of your things may be moved or removed from the room to create living space, and you will be charged for the time and labor required.

DINING
Meal plans end for the fall semester with lunch on Sunday, December 16, 2018. Meal plans resume with dinner on Tuesday, January 15, 2019. Your dining meal plan contract is for the academic year. You can make changes to your meal plan online at dining.cornell.edu. The deadline to reduce your meal plan for the spring semester is Wednesday, February 6, 2019. You can upgrade a meal plan at any time.

COMMUNITY CENTERS AND SERVICE CENTERS
Campus Life community centers and service centers begin special or reduced hours during study week, and will close on Thursday, December 20, 2018. Please visit living.cornell.edu/live/community/ for specific building and service hours.

MAIL SERVICE
Mail and packages are held during the semester recess and are sorted when the service centers/House offices are open (see living.cornell.edu/live/community/servicecenter/ for hours). We are unable to forward mail during the semester recess unless you are vacating your residence hall/House for the upcoming semester. If you are expecting essential mail during the semester recess, notify the sender of your forwarding address immediately.

PARKING
On-Campus Parking: If you plan to leave your vehicle on campus during the winter recess period, please note that Commuter and Parking Services designates specific parking lots where students may leave their cars: please visit commuting.cornell.edu for details. To park in these lots, you must either display a valid Cornell permit or have your vehicle registered (at no charge) with Commuter and Parking Services by visiting commuting.cornell.edu and following the online forms link.

Ithaca City Parking: Please be aware that if you leave your car parked on city streets during winter break without moving it regularly, your vehicle may be considered “abandoned,” and be ticketed, towed, and impounded. In addition, the City of Ithaca may enforce odd/even parking rules from November 1 - April 1 when there’s snowfall, and you may need to move your car if Ithaca notifies residents. Violators will be ticketed and may be towed. For questions, call (607) 274-6570 or visit cityofithaca.org.

PERSONAL SECURITY AND THEFT
The need for residential security increases when there are fewer residents present (from now through closing). Protect yourself and your personal belongings. Wallets and bags, packages, and electronics are all more vulnerable at this time. Keep your doors locked at all times. As always, do not allow nonresidents access to the building unless a resident accompanies them. Any unusual observations should be reported to Campus Life or Cornell Police at (607) 255-1111. If it is an emergency, please dial 911.

Undergraduate residential buildings reopen on January 15, 2019 at 9:00am. Residents will not be permitted to enter their building or access their room before that time. Meal plan dining reopens with dinner on Tuesday, January 15, 2019.