QUIET HOURS DURING FINAL EXAMS

24 HOUR QUIET HOURS will go into effect in all residence halls at 8 PM on Friday, December 5, 2014.

IMPORTANT DATES

December 3, 2014 – Requests are due to housing@ship.edu by 12 noon for housing needs over winter break. Requests are due to Resident Director by 12 noon for housing needs after 4 pm on December 12, 2014 due to transportation issues or graduation.

December 12, 2014 – Residence Halls close at 4 pm. Reisner Hall dining ends at 7 pm.

December 12, 2014 – Deadline to apply to be a Resident Assistant for 2015-16 academic year. Visit http://www.ship.edu/housing/BEnRA for more information.

January 18, 2015 – Students may return to residence halls after 1 pm.

WINTER BREAK POLICIES AND PROCEDURES

Students should vacate their residence halls as soon as possible after completing their last exam. Athletic team needs are coordinated through the coaches and athletic department. Individuals who will be offered housing over the break may have to relocate to temporary housing due to consolidation of residence hall use for conservation of energy. Be sure to take all items you will need, such as passports, prescriptions and other time sensitive materials. Please remember the University does not carry insurance protecting students’ belongings. Although attempts will be made to maintain tight security over the break, it is recommended that valuable items be removed from the halls during the vacation break.

Stone Ridge and Mowrey Hall Residents do not have to leave over break. Please inform your RD if you are staying in your room over winter break in these buildings.

HOLIDAY DECORATIONS POLICY

Decorations used for seasonal or special events must be made of fire retardant materials. Natural trees and natural decorations are not allowed. No holiday lights are permitted in private bedrooms, suites, and apartments.

DONATIONS

NRHH will be offering a Winter Break RECYCLING/DONATION service for clothing and household items in your residence hall. A recycling area for the items will be located in your building in the lobby. Please see your RAs or RD for full details. Donate any unused or needed items. All items should be clean, dry, and as organized as possible in your designated drop off location. Please help keep the items below out of our landfill. Please consider donating the following items – clean and dry clothing, shoes, electronics, kitchen and bathroom items, backpacks, luggage, games/toys, decorations,
sporting/outdoor equipment. See your buildings digital signage for full details on what is accepted. Student room furniture, mattresses, and carpets are not able to be donated for this program.

END OF SEMESTER RESIDENCE HALL INSPECTION

The residence life staff will be conducting a detailed room inspection. To be sure your accommodations meet all expectations, please adhere to the following (failure to do so will result in documentation):

- Clean, empty, defrost, and unplug your refrigerator – leave the refrigerator door open
- Clean your room or apartment (you may leave your belongings over the winter break)
- Remove all holiday decorations
- Unplug all electrical items, including aquariums
- Remove all items away from heating units
- Close and lock all windows
- Pull blinds down and open slats
- Turn off all lights

If you had item(s) confiscated at Thanksgiving break which are not permitted in the residence halls, on your way home stop by your residence hall office and take your item with you. Please refer to the student handbook, the Swataney, for clarification of items not permitted on campus. – i.e. (candles, incense, hotpots, more than one refrigerator, etc.) Also, if you were in violation of a Student Code of Conduct and have outstanding letters to return to the Dean of Students office, please do so before leaving for Break.

HOUSING AGREEMENTS

All residence hall students are reminded that housing agreements are for the ENTIRE academic year. Releases from the Housing Agreement are only approved for extraordinary circumstances. If a student is not released from the Housing Agreement, he/she will continue to be responsible for the second semester fees, even if he/she moves out of the Residence Halls. STUDENTS THAT ARE NOT OFFICIALLY RELEASED FROM THEIR HOUSING AGREEMENTS WILL STILL BE RESPONSIBLE FOR ON-CAMPUS HOUSING FEES ON THEIR STUDENT ACCOUNTS. Please refer to the housing agreement (housing.ship.edu) for details regarding the 2014-15 Housing Agreement.

If a space is or becomes available in a room/suite it must be kept available for use. If a resident is using the space as a single they are subject to be billed for a single room rate. Students must leave for break with half-vacant rooms prepared to take on another resident for the start of the spring semester. If this is not done, students may receive a failure to comply judicial violation.

STUDENTS NOT RETURNING TO RESIDENCE HALLS /UNIVERSITY FOR SPRING 2015
CHECK-OUT PROCEDURES:

- Clean your room, especially the floors; remove posters, etc.
- All university furniture must be in its proper place
- Remove all personal items from your room
- Check your room for any damages (or wear and tear)
- Schedule a check-out time with your RA
- The RA will accompany you to your room for a preliminary inspection of the room; have you sign your check-out forms and, in your presence, lock the door with your key
- Return your room keys to the RA
- A final room inspection may be conducted by your residence director and RA following your departure

Students who are informed during winter break that they are NOT permitted to return, or students who withdraw for the second semester must remove all personal belongings from the residence hall January 7, 8, and 9 between 9 am and 3 pm. Further instructions will be supplied to these students after December 19, 2014.

It is the responsibility of each individual student to return his/her room and mailbox key. Students using the express check-out method should only do so for their residence hall room keys. All mailbox keys need to be returned to the UPS Store in the CUB to avoid being billed for a $25 replacement fee. Stone Ridge Commons residents should return their mailbox keys with their room key to the Stone Ridge office. If you are a student that will be moving to Stone Ridge Commons for the spring semester, you will have to return your mailbox Key to the UPS Store in the CUB.

END OF SEMESTER ROOM CHANGES FOR SPRING 2015

Students approved to make end of semester room changes for Spring 2015 will receive approval from Housing and Residence Life. Students receiving approval MUST remove all belongings from current space and checkout of this space BEFORE leaving for the semester break, so the University can prepare vacancies for occupancy by new students. Instructions will be provided with approval. If a student fails to vacate the current space before departure, the room change request will be cancelled and the student will need to remain in the current assignment.

MAIL REMINDER

Mail will not be forwarded to your home address during the semester break. If you have special concerns you should communicate them to the mail personnel the UPS Store in the CUB. Any resident not returning in January must complete a change of address with the UPS Store. If you are not returning to the residence halls for the spring semester, your mailbox key must be returned to the UPS Store in the CUB. It may not be provided to the RA to return for you. It is not permitted to be put in to the residence hall express check out boxes. Students will be billed if they are not returned to the UPS Store in the CUB.
#LIVE ON 2015-16

Housing Agreements for 2015-16 are available NOW to be signed in your MyShip portal. Upon signing the agreement, you must also pay a $200 deposit. Detailed information regarding the Housing Agreements and the selection process for 2015-2016 is available on the Housing and Residence Life website [www.ship.edu/housing](http://www.ship.edu/housing).

Returning students interested in Living Learning Communities must apply at this link:

[http://www.ship.edu/Housing/Forms/Living_Learning_Community_Application/](http://www.ship.edu/Housing/Forms/Living_Learning_Community_Application/)

Fall 2015-16 Living Learning Interest Communities:

- Presidents Hall – Honors Community
- McLean Hall II – Healthy Living Community
- McCune Hall – Engaging Service Through Action
- Lackhove Hall – Shippensburg Leadership Academy
- Lackhove Hall – Computer Science & Engineering Deck

Best Wishes for a Strong Finish to the Fall Semester! Good Luck with Finals!

Congratulations to Graduates!

HAPPY HOLIDAYS!
Have a Safe Break!

Housing and Residence Life
[housing@ship.edu](mailto:housing@ship.edu)