

Hamline University

Parent's E-Newsletter

December 2013



A message from the Javier Gutierrez, Director of Residential Life

Believe it or not, the first semester is coming to an end. We thought it would be useful to provide you with important information related to the Residential Life Halls, Winter Break, J-Term and J-Term meal plans.

Important End of the Semester Information

24 Hour Quiet hours are in effect;

Apartments – 12/4/13 at 10 pm to 12/20/13 at noon

Residence Halls – 12/13/13 at 11:59 pm to 12/20/13 at 5 pm

Residence Halls close for winter break on December 20 at 5 pm and reopen on January 3.

Students will not have access to their halls and rooms during this time period.

The Hamline apartments and houses do not close for winter break.

Winter Break Housing for Residence Hall Students (December 21 – January 2)

Please Note: This section does not apply to the Hamline Apartments or Houses

Residential Life will provide housing over winter break for students who apply by December 13. A \$100.00 fee will be charged to their student account for all or any portion of winter break. To apply for winter break housing, submit a completed Winter Break housing form to the Residential Life Office, Manor 26. Forms are available in the Residential Life Office.

Please note: Only residents who apply for break housing will have access to their halls. Residents who do not apply for winter break housing will not have access to their building or room during the winter break period and should remove all items they may need. If for any reason a resident needs access to their room during the winter break period a \$25.00 charge will be applied to their student account. The Hamline Apts. and Houses do not close during winter break.

University Closed December 24 at noon until January 2

All non-essential university offices will be closed. This includes all food service locations which will be closed from December 21 through January 1. Please plan accordingly.

Winter Break Closing Procedures for Residence Hall Students

Please Note: This section does not apply to the Hamline Apartments or Houses

Closing is a hectic time when we need the residents of every residence hall building doing their share to successfully close their rooms for the break. A check list will be attached to each door outlining exactly what each resident needs to do prior to leaving. Please pay close attention as many of these items are safety related. Residential Life staff will enter rooms to assure compliance.

Winter Break Check List for Residence Halls

If there are any unassigned spaces in the room make sure the bed, dresser & desk are clear, clean, and ready for a new roommate. Please verify that the following items have been addressed;

- * Garbage has been thrown away and all food is stored properly
- * All electrical devices have been unplugged (fish tanks may stay plugged in)
- * If not returning for J-Term - Mirco-Fridge has been unplugged, cleaned out, and defrosted
- * Heat has been set to "Low"
- * Windows have been shut and locked, curtains/shades are open
- * Your door has been locked
- * **If not returning for the spring semester, a contract release request has been submitted to the office of Residential Life and an appointment has been made with an RA to check out at least 48 hours in advance of the Dec. 20, 2013, 5 pm closing time.**
- * You are signed up for Winter Break Housing if staying in the halls after closing, forms are available in the Office of Residential Life and due Dec. 13th

J-term Housing Information for Residence Hall Students

Please Note: This section does not apply to the Hamline Apartments or Houses

Spring semester's housing contract dates are January 3 through May 23. J-term classes begin on January 6. Students are allowed to live on campus during j-term even if they are not taking a j-term class. Students who are released from their contract and move off campus any time during spring semester will be charged for housing from January 3 to the day they officially check out with an RA. If you are withdrawing or graduating at the end of fall semester you must check out prior to 5 pm on December 20 to avoid spring term housing and meal plan charges.

J-Term Meal Plan Information

Your fall term meal plan will be in effect January 6 - 19. Your spring term meal plan will begin on January 20. Please note that the Bishop's Bistro will open when your meal plan resumes on January 6. **Spring meal plan changes can be made from Jan 6 - 17 for students attending J-term and from Feb 5 - 14 for students returning for spring semester.** Meal plan change forms are available in the Dining Services Office in Anderson Center.

Important Dates

Contract Release Request Forms due – November 30

Apartment Quiet Hours begin on December 4 at 10 pm and end on December 20 at 5 pm
Residence Hall Quiet Hours begin on December 13 at 11:59 pm and end on December 20 at 5pm

Law Final Exams begin – December 5

Undergraduate Final Exams begin – December 16

Late Night Breakfast – December 12

Winter Break Housing Forms due – December 13

Law Final Exams end – December 18

Undergraduate Final Exams end – December 19

Halls Close – 5 pm on December 20

Halls Reopen for Spring Semester – January 3

Meal Plans Resume – January 6

THANKSGIVING BREAK

November 28, 29

FINALS

The Week of December 16th

HOLIDAY BREAK

December 20 thru January 3rd

UNIVERSITY CLOSED

Noon on December 24, 2013 through Wednesday, January 1, 2014 REOPEN 8:00 am Thursday, January 2, 2014

J-TERM

January 6, 2014

