Please take note of the following information:

**RESIDENCE HALLS WILL CLOSE** for break at 12 noon on FRIDAY, DECEMBER 16, 2016.

- Residents are expected to vacate their rooms within 24 hours after their last final exam. (Exceptions may be made by the Hall Director and Residence Life Coordinator only.)
- Residence Halls close at 12:00 pm on Dec. 16. BlasterCard access for residents will be terminated at that time.
- Sign up in advance with your RA for check-out. This must be done 24 hours before the date and time of your departure. Please remember that RAs have finals too and you may have to schedule your check-out around their final exam schedule.

**Before you leave for Break, please make sure that you do the following:**

- Advise your RA if you are returning to Colorado School of Mines for Spring 2017
- Vacuum and clean your room.
- Unplug all appliances and/or electronics, equipment, including refrigerator. Refrigerators must be defrosted properly (allow 1 day) and dispose of perishable items.
- Take down all holiday decorations and dispose of trees/flammable articles in the dumpsters.
- Empty all trash into dumpster outside. Deposit all recyclables in appropriate receptacles.
- Secure all valuables out of sight and/or take them with you for the break.
- Close and lock windows and close your blinds.
- Turn off your room lights AND lock your door. Make sure the door is shut completely.
- Turn off all alarm clocks.
- **REMOVE PERSONAL ITEMS FROM BATHROOMS** – in every building, including Weaver Towers, Elm Hall, & Maple Hall.
- Remember to take IDs, keys, passports, plane tickets, wallets, ski equipment / clothing, laptops, fish tanks and any items you will need over Break. No one will be allowed back in the halls during the break.
- Residents must move all their belongings 2 feet away from the heating unit. The maintenance staff will be changing the air filters, which requires taking the whole front panel off the unit for access. Please move everything including furniture away from the unit.

**RESIDENCE HALLS WILL REOPEN** Sunday, JANUARY 8th @ 8:00 am.

During break all halls are locked. Residence Life staff will NOT be available. The first meal that works on your meal plan will be in Mines Market will be breakfast on Tuesday, January 10th. Please note that dining will have limited hours January 8th–January 9th and ask that you plan accordingly if you are coming back early.

**IF YOU ARE NOT RETURNING TO MINES NEXT SEMESTER**

You must fill out a withdrawal form through CASA today! You must contact your RA to set up a check-out time. Check-out takes approximately 20-25 minutes to complete, so plan accordingly. If you fail to check-out of your room, you will be charged an improper check-out fee. NOTE: All residence hall contracts are valid for the entire academic year. You are financially obligated for your room and board charges while enrolled at Mines.

**QUIET HOURS 24/7 – start Friday, December 9th at 5:00 pm continuing through closing (December 16 at noon).** Please observe quiet hours throughout finals week. When you are finished with your exams, please do not disrupt others who are studying. If you are disruptive, you may be asked to leave campus immediately and be fined.

**MEALS**

- Saturday, December 10th - Breakfast starts @ 7am in preparation for 7:30am finals.
- Dinner on Thursday, December 15 will be the last meal served in the Mines Market. Periodic Table will be opened as follows as well
  - Starbucks: 7:30 a.m. to 10:00 p.m.
  - Elements: 9:00 a.m. to 6:00 p.m.
  - WOW Café: 10:30 a.m. to 7:00 p.m.
  - Habaneros: 10:30 a.m. to 5:30 p.m.
  - Einstein's: 7:15 a.m. to 1:00 p.m.
- Fall semester Meal Plan Munch Money expires on Thursday, December 15th at 10:00 pm, when Periodic Table closes.
- All residence hall students will continue with the meal plan they have selected for Fall semester. All meal plan changes must occur during the first 5 business days of the semester (January 9th- 15th).

**MAIL & ADMINISTRATIVE OFFICES**

All mail delivered over the Winter Semester Break will be held and distributed at the beginning of the spring semester. Residence Life administrative offices will be open from 8:00 am to 5:00 pm, Monday, December 19 through Thursday, December 23rd at noon. All campus offices will be closed from December 26 through January 2, reopening for normal business hours on Tuesday, January 3rd, 2016. Please ensure that your Amazon accounts are appropriately set-up to deliver to your home during the winter break.

**PARKING**

While loading a vehicle to leave for the break you may only be in Lots B, E, Street Parking in front of Maple Hall, & Y Lots for 15 minutes. You may obtain a Move-Out Parking Pass from the email that was sent you by your RLC or at the Front Desk. The Move-Out Parking Pass must be displayed in the vehicle at all times. Please do not park in any fire lanes. Vehicles parked in longer than 15 minutes or fire lanes will be ticketed. If you need long term parking, please park in any other lot or along the street and pay at Parking Pay Station.

If you are leaving your car over break, leave it parked in the designated first-year lot (AA across 19th near the Public Safety Office) – close to the front of the lot for easy monitoring by Public Safety. Park so that your car bumper does not extend over any sidewalks, which will impede snow plows in the event of snowfall during the break. If you have your bicycle locked outside, bring it inside your room for security.
1. Please see that your valuables (books, calculators, laptops, notes, backpacks, etc.) are secured. Many thefts can occur at this time of year!
2. Remember to take IDs, plane tickets, passports, wallets, ski equipment / clothing, laptops, fish tanks and any items you will need over Break. No one will be allowed back in the halls during the break.

GOOD LUCK ON YOUR FINALS! TRAVEL SAFE & HAVE A RELAXING BREAK!!