**Connecting Points**

**Meal Plan Changes**

Meal plan changes (for spring semester) can be made from Dec. 1 – Jan. 19, 3 p.m. You can change your meal plan by utilizing the online meal plan change process at [https://mypoint.uwsp.edu/hms/hms001/default.aspx](https://mypoint.uwsp.edu/hms/hms001/default.aspx).

**Residential Living is Closed**

The Residential Living Office will be closed on the following days:
- Monday, December 25 – Christmas Day observation
- Monday, January 1 – New Year’s Day observation
- Monday, January 15 – Martin Luther King, Jr. Holiday

**Residential Living**

University of Wisconsin-Stevens Point
Room 018, 601 Division Street
Stevens Point, WI 54481

**Mail Service**

Mail service will continue throughout winter break. There will typically be an additional day delay between when an item arrives on campus and when it arrives in your mailbox. If you change rooms between fall and spring, make certain that you note your new spring room/hall assignment on your forwarding address card when you check out of your room. If you do not note the room change on your card, items will be delayed and/or returned to sender.

**Dining Service**

There is NO dining service available during winter break
- Upper DeBot Center will close Fri., Dec. 22, 1:30 p.m. It will reopen Sun., Jan. 21, 4:30 p.m.
- Lower DeBot will close Thurs., Dec. 21, 9 p.m. It will reopen Sun., Jan. 21, 4 p.m.

**Winter Break Housing**

Winter break accommodations are available to spring 2018 residents at no additional charge. Residents remaining in the halls for the winter break period reside in their spring 2018 assignment. During winter break, desk hours are limited and front doors of all halls remain locked (be certain to carry your SafeLock and room key at all times).

If you make a room change for the spring 2018 semester during the room change period, you must remove ALL of your belongings from your fall 2017 room. You can either arrange with the current residents of the room to which you are moving to drop your belongings in that room prior to leaving for break or you can take your belongings home and bring them back with you when you return for spring.

Individuals moving into a new spring room should check-in when returning to the halls for the spring term (whether that is during break or on Jan. 21 when the halls resume their regular desk hours).

**Dates to Know**

- **Dec. 1- Jan. 19**
  - Meal plan changes
  - You may change your meal plan for the spring semester during this time at no additional charge.
  - The deadline for submitting requests is 3 p.m. on Fri., Jan. 19, 2018.

- **Dec. 8, 1 p.m.**
  - Last day for spring room changes
  - After this date, the next available time for room changes is during week 2 of the spring semester.

- **Dec. 13, 14**
  - Rented loft return
  - See “Need to Know” article on back page for details.

- **Dec. 15**
  - Contract termination deadline
  - If you will not be returning to UWSP for spring 2018, you must terminate your housing contract for spring 2018 on or before this date in order to receive your $125 housing prepayment back.
  - Contracts can be terminated for the spring semester ONLY if you will not be registered for UWSP classes during the spring semester. Traditional hall residents may utilize the online termination process; Suites/201 terminations must be submitted directly to Residential Living during regular business hours (Mon.-Fri., 8 a.m.-4:30 p.m.).
  - If you are unable to come to the office to terminate online, you must have a letter postmarked on or before this date sent to the Residential Living Office (Residential Living, UWSP 601 Division St., Stevens Point, WI 54481). The Residential Living Office is open Mon.-Fri., 8 a.m.-4:30 p.m.

- **Dec. 16-22**
  - Final exams
  - Dec. 22, 6 p.m.
  - Halls migrate to winter break period
  - Residents may stay over break if they have an active spring housing contract. Individuals who made a room change for spring must completely check out of their fall room by 6 p.m. on this date. Individuals staying for break will stay in their spring-assigned room.

- **Jan. 21**
  - Halls re-open
  - Residence halls resume regular desk hours for spring semester at 10 a.m.

- **Jan. 22**
  - First day of classes, spring 2018

**Final Exams**

Final exams study hours begin Fri., Dec. 15, 10 p.m. and continue throughout the final exam period. During final exams, study hours, no noise is to be heard from the stairwells, hallways, bathrooms, kitchens or student rooms. If a resident is doing anything in their room that creates noise, the door needs to be completely closed and no noise is to be heard in the hallway.

“Relaxed hours” are from 11 a.m. – 1 p.m. and 4 – 7 p.m. daily. Relaxed hours are flexible hours that allow residents to leave their doors open, vacuum, play music at a reasonable level, talk in a normal tone, etc. Activities that are prohibited during relaxed hours include, but are not limited to, stereos and televisions in excessive volume and yelling.

**Residential Living**

A publication of Residential Living, UW-Stevens Point | FALL & WINTER 2017-2018.

No tax-generated revenues were used in the printing of this document.
WHERE ARE YOU LIVING?

Next Spring?
An email with instructions on how to electronically indicate your housing plans for spring 2018 has been emailed to all residents. There are three possibilities:
1) you plan to stay in your room
2) you plan to change rooms
3) you plan to leave the residence halls

Details on how to change rooms, etc. were included in the email. Dec. 8 is the last day you can make a room change for the spring semester.

If you plan to terminate your housing contract for spring (you’re leaving UWSP, graduating, going on semester abroad, etc.), you must do so by Dec. 15 in order to receive your $125 prepayment back. (Online termination is not available for residents of the Suites@201; please visit Residential Living to complete a termination request. Suites@201 residents may only terminate their contract if they will not be enrolled for classes at UWSP in spring 2017.)

Terminations, meal plan changes and most room changes are accomplished through the online website sent to you in via your UWSP email in early November. Individuals seeking accommodations in the Suites@201 or Hyer Hall must make those requests, in person, in the Residential Living Office, 601 Division, office hours are Mon.-Fri., 8 a.m.-4:30 p.m.

Next Fall?
Remember, all first- and second-year students are required to live on campus (uwsp.edu/resliving/pages/faqs/policies/bor.aspx).
Residential Living closely monitors students’ housing plans to ensure compliance with the Board of Regents on-campus living requirement. We believe there are many great reasons to live in the residence halls and are confident that you believe the same. Individuals who do not comply with the on-campus housing requirement will have a hold placed on their student account which includes blocking future course registration.

Sign-up for Suites@201 will be shortly after students return in January (details will be posted online by early January). Priority will be given to current Suites@201 residents and then to resident students of other halls. You must have graduated from high school in or before 2016 in order to live in the Suites@201 in the fall of 2018.

Sign-up for Hyer Hall will be held in February 2018 (details will be available in January 2018).
Sign-up for “traditional” halls will occur in mid-spring 2018. Priority is provided to current residents in room selection. More information will be distributed in March via your UWSP email account and on our website (uwsp.edu/resliving).

NOT RETURNING NEXT SEMESTER?
If you are planning not to return to UWSP for second semester, you must CHECK OUT APPROPRIATELY WITH YOUR CA before you leave for break. This includes returning your room to its original condition, returning keys and Saflok, signing the room condition report, etc.

You must vacate your fall room not later than Dec. 22, 6 p.m. If you have not vacated by that time, you will be charged $25/15 minutes or fraction thereof plus a $50 improper checkout charge.

WINTER BREAK TRANSITION
All halls will transition to winter break desk hours on Fri., Dec. 22, 6 p.m.
Individuals who made a room change for the spring semester must be completely checked out of their fall room by Dec. 22, 6 p.m. You may take your belongings home OR you can store them in your spring room (it is up to you to make arrangements with the fall residents of that room). If you make a room change and are not checked out by Dec. 22, 6 p.m., you will be charged $25/15 minutes late or fraction thereof PLUS a $50 improper checkout fee.

Individuals remaining in their fall assigned room for the spring semester do NOT need to vacate or remove belongings.

SPRING SEMESTER TRANSITION
Halls will return to regular desk hours for the spring semester on Sun., Jan. 21, 10 a.m.
If you are returning to the same room next spring, be certain to keep your Saflok and room key with you over break. Replacement cost for a lost Saflok is $35; replacement cost for a new room key is $35. If you have a new spring assignment, be certain to arrive when the desk is open. You may check in prior to Sun., Jan. 21 between the hours of 11 a.m.-1 p.m. OR 4-6 p.m. You may also check in beginning Sun., Jan. 21, 10 a.m.

MOVING TO A NEW ROOM NEXT SEMESTER?
In addition to completing your break departure checklist tasks (see the related article), please make sure that before departing, you:
• check out (complete room condition record, return keys, etc.) of your fall room with your CA
• arrange with the fall occupants of your spring room to leave your belongings in your spring room assignment or take them home with you
• You will check into your spring room after Dec. 22, 6 p.m. You may do so at the beginning of the spring semester or during winter break (you must arrive during break desk hours of 11 a.m.-1 p.m. or 4-6 p.m.).
• You must vacate your fall room not later than Dec. 22, 6 p.m. If you have not vacated by that time, you will be charged $25/15 minutes or fraction thereof plus a $50 improper checkout charge.

BREAK DEPARTURE TO-DO LIST
Inform your CA of the time and date of your departure from campus. Remember, if you are changing rooms, you must be completely checked out of your fall room by Dec. 22, 6 p.m.
• Check your electrical appliances. Residential Living strongly recommends that you unplug all appliances. Be certain to perform backups on your computer. Keep in mind that electrical outages do occur during the winter and that power surges may result when electrical power is restored. Residential Living is NOT responsible for any losses incurred due to power failure or other electrical incident, including, but not limited to: aquariums, food, computers and other electronic devices.
• Complete the departure checklist distributed by your CA (and posted on your room door).
• If your roommate is not returning second semester, do not move your belongings to the other side of the room. If you presently have a vacancy in your room, you must prepare that space for the possible assignment of a new resident during winter break. Appropriate closet, bed, drawer and study space must be cleared. Individuals not complying will be fined a minimum $50 improper checkout charge and may be referred to the Dean of Students Office.
• Leave your heat turned ON. This helps ensure that pipes do not freeze!
• Close and lock your windows. This helps ensure that pipes do not freeze!
• Be certain to perform all tasks listed above as well as those delineated on your departure checklist.

Residential Living personnel will be entering your room over winter break.

Do not ask hall directors or custodians to feed your fish or water plants. They are not able to enter rooms for these reasons! When cleaning out aquariums do not dump gravel into sink drains. Remove gravel and properly dispose of it in the trash.

Not following the above guidelines will result in a minimum $50 improper checkout charge (plus applicable damages and cleaning charges). Charges are assessed for additional work required by university personnel to do any of the tasks considered to be your responsibility. Personnel will be concentrating on public areas and cannot assume such additional tasks. Residential Living staff will be entering your room to verify completion of the tasks listed above as well as those delineated on your departure checklist.