**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 Thurs., Jan. 19, 2017.

**Dec. 5–14**

**Room changes for spring semester**

Change your room for spring 2017. Consult the reference sheet emailed to you in November for details or at www.uwsp.edu/resliving.

**Dec. 14**

**Last day for spring room changes**

After this date, the next room changes are during week 2 of the spring semester.

**Dec. 14, 15**

**Rented Loft return**

See “Need to Know” article on page 3 for details.

**Dec. 15**

**Contract termination deadline**

You must terminate your housing contract for spring 2017 on or before this date in order to receive your $125 housing prepayment back.

**Suites@201 residents**

may terminate their contract for the spring semester ONLY if they will not be registered for UWSP classes during the spring semester. All 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 or terminate online, you must have a letter postmarked on or before this date sent to the Residential Living Office. The Residential Living Office is open Mon.–Fri., 8 a.m.–4:30 p.m.

**Dec. 16–22**

**Final exams**

Final exams study hours begin Thurs., 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.

**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. 22**

**Halls resume regular desk hours for spring semester at 10 a.m.**

**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 Thursday Dec. 22, 6 p.m.

Individuals who made a room change for the spring semester must be totally 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 made 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. 22, 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 $15; 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. 25 between the hours of 11 a.m.–1 p.m. OR 4–6 p.m. You may also check in beginning Sun., Jan. 25, 10 a.m.

BREAK DEPARTURE TO-DO LIST
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.

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).

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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.
LOFT RENTAL RETURNS

Loft returns are scheduled for Wednesday, Dec. 14, 11 a.m.-1 p.m. and Thurs., Dec. 15, 3-6 p.m. in the loop drive behind DeBot Center.

It is your responsibility to return your loft. Not doing so subjects you to a penalty from the loft company as well as charges from our department for removal.

If you have questions about returning your loft, you can reach College products via the Web (www.collegeproducts.com/uwsp); use their “contact us” option (loft returns). You can also call them at 712-948-3250.

MAIL SERVICE DURING BREAK

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 is placed 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.

NO DINING SERVICE DURING BREAK

• Upper DeBot Center will close Thurs., Dec. 22, 2 p.m. It will reopen Sun., Jan. 22, 4:30 p.m.
• Lower DeBot will close Wed., Dec. 21, 11 p.m. It will reopen Sun., Jan. 22, 4 p.m.

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
• Sending an email to pco@uwsp.edu indicating your name, student ID number and the plan you wish to be changed to (this request MUST come from your UWSP student email account!)
• Sending a letter with your name, student ID number, the plan you wish to be changed to AND your signature (this letter must come from you; your parents cannot change your meal plan!) to Point Card Office, UW-Stevens Point, Stevens Point WI 54481.

RESIDENTIAL LIVING IS CLOSED

The Residential Living Office will be closed on the following days:

• Monday, December 26
  Christmas Day observation
• Monday, January 2
  New Year’s Day observation
• Monday, January 16
  Martin Luther King, Jr. Holiday