

Fall Semester 2019
END of SEMESTER HOUSING PROCEDURES
JDC and Mathews Residents Only

The Semester Break is almost here and it's time to start thinking about checking out of the Residence Halls. Please find below a list of guidelines for checking out. If you have any questions, please call the Residence Life Office at 406-683-7565.

1. The Residence Halls will officially **close** at NOON on Thursday, December 19, 2019. The Residence Halls **re-open** at 8:00 AM on Friday, January 10, 2020.
2. The **last meal** in the Dining Hall will be DINNER, Wednesday, December 18, 2019. The **first meal** served in the new semester will be dinner, Sunday, January 12, 2020.
3. All residents need to check-out with their RA's and complete the checklist before leaving for winter break. Failure to check-out with your RA or complete the checklist will result in a \$25.00 improper check-out fee. There will be no exceptions. You do not need to remove your belongings.
4. The buildings will be locked and the **heat will be turned down**. Please make sure to take all the belongings you'll need for the break home with you. Also remember to clean-out and defrost refrigerators so as to avoid a mess when you come back.
5. If you absolutely have to have something from your room during break, the **Residence Life Office will be open** during the following times:

Dec 20	8:00 am until 5:00pm
Dec 23-24	8:00 am until 5:00pm
Dec 25	Closed
Dec 26-27	8:00 am until 5:00pm
Dec 30-31	8:00 am until 5:00pm
Jan 1	Closed
Jan 2-3	8:00 am until 5:00pm
Jan 6-10	8:00 am until 5:00pm
6. Please remember to:
 - Turn off your lights
 - Close your windows
 - Unplug all cords
 - Secure your valuables (or take them with you)
 - Lock your door
7. Residence Life staff and Maintenance staff will be doing **routine checks** and maintenance during the break. Please make sure any work orders are in before you leave for break. Work orders can be submitted to the Residence Life Office.
8. If you are involved in a **room change**, all of your belongings must be transferred to your new room before you leave, unless arrangements have been made with Residence Life Office.
9. If you are **checking out** of the Residence Halls **permanently**, approval from the Residence Life Office is required, you must have all of your belongings removed by December 19, 2019 @ NOON. Failure to do so will result in a fine. **You must also check out with your R.A.**
10. Stay-over arrangements may be arranged at the Residence Life Office for exceptional circumstances or University Business only. Each case will be reviewed independently.