**2023 Fall Semester Check-Out Information**

**Housing and Residence Life Office**

**Residence Hall Closing – Fall Semester:** The residence halls will close at noon, Sunday, December 17. All students must check out of their room by that time.

**Residence Hall Opening – Winter Semester:** Continuing students may return to their room on Thursday, January 11, 2024, the first day of the 2023 Winter Semester residence hall contract.

**Moving to Another Room:** If you are moving into another room for the winter semester, you must do so before Sunday, December 10.

**Check Out with Your RA/CA:** You must check out of your room with your resident adviser/community adviser before leaving for the Semester Break. Your resident adviser will post a Check Out Sign-Up Sheet outside of their door showing when they will be available to check you out of your room. If you miss your scheduled time, your resident adviser will check you out at their convenience. If you fail to properly check-out with your resident adviser, you are subject to a $150 improper check-out fee.

**Preparing Your Room for the Semester Break:** To prepare for your end-of-semester check-out, you must:

√ Empty, properly defrost, and unplug your refrigerator (leave

 the door open or it will smell *very* bad). It may take

 24 hours to defrost the refrigerator and it can be messy so

 start early.

√ Secure your valuables

√ Properly dispose of all perishable food in the room

 and bathroom

√ Empty wastebaskets and remove all trash from the room

 √ Close and lock the window and close the blinds

√ Disconnect all electrical devices except aquarium equipment.

 If you have a fish tank, the expectation is that an automatic

 feeder is in use. HRL staff cannot be responsible for fish-

 sitting

√ Make sure the bathroom faucets and the shower are off; dripping faucets should be reported via Maintenance Request

√ Turn off all lights in both the room and bathroom

√ Lock the door to your bathroom and to your room

√ Dial your heat setting position to 3 (Quad/Spalding/Spooner) or 2.5 (Woods)

**Routine Maintenance Inspection:** There will be a routine maintenance inspection of all residence hall rooms conducted by the residence hall staff at the beginning of the break period. The purpose of this review is to inspect for maintenance problems, hazardous or unsanitary conditions, improper room maintenance and improper room readiness.

**Maintenance Entries:** Maintenance staff may enter student rooms to make repairs where necessary during the break.

**Staying in a Double Room Without a Roommate:** If you are alone in a two-person room a new student for the winter semester will more than likely be assigned with you. You will need to prepare your room and bathroom for that possibility, making sure that your room and bathroom are clean and half of the space (i.e., bed, closet, drawers, desk, towel bar, etc.) is available before you leave for semester break. There is a $250 Improper Room Readiness fee for not doing so and because your room was not properly prepared, you will also be charged for a single room or Spooner apartment.

**Change of Plans:** If you decide not to return to NMU next semester after you have left for the break, you must notify the Housing and Residence Life Office in writing – by e-mail (housing@nmu.edu) at your earliest convenience to request special arrangements to check out. Arrangements must be made at least 48 hours in advance. **To avoid paying a $150 late contract termination fee plus room charges, you must check out by 5 PM on Monday, January 1, 2024.** There is a $150 charge for improper check-out.

*Note that the Housing and Residence Life Office will be closed from Monday, December 25, 2023 through Monday, January 1, 2024.*

If you decide to leave NMU while the Housing and Residence Life Office is closed you must contact the Woodland Park desk (906/227-2458) between 11 AM and 3 PM, from Friday, December 23, through Sunday, December 31 (*Note: Woodland Park desk will be closed Monday, December 25 and Monday, January 1*) to make arrangements at least 48 hours in advance to schedule a check-out time. (It is very important that you are present at the designated time and place.)

**Semester Break Housing:** Students wishing to stay during semester break will need to complete a *Request for Semester Break Housing* by November 30. The form can be found in the Housing Portal under the Applications and Forms tab. **No requests will be accepted after November 30.** There will be a weekly fee for students staying in their rooms over the break period (except for Spalding and Spooner). For more information about Semester Break Housing, please visit https://nmu.edu/housing/break-housing . Please note that meal plans are not active during Semester Break, and dining facilities will have limited hours. If you have leftover Dining Dollars from the fall semester, they will work at any facility that may be open. Semester Break dining hours can be found on their website at www.nmu.edu/dining

**Questions:** See your resident adviser/resident director or contact the Housing and Residence Life Office (906/227-2620 or e-mail housing@nmu.edu).