



GOOD LUCK ON YOUR FINALS * HAVE A GREAT BREAK!

VACATION HOUSING / ADDITIONAL INFORMATION

- The halls officially close at 5 pm on December 9, 2011, and officially reopen on Sunday, January 8, 2012 at **NOON**.
- Housing is available for students who wish to stay over Winter Break. For students living in the residence halls, (no charge for Arbor Park residents) there will be a charge of \$200 to stay for all or any portion of the break.
- You **MUST** sign up on line (<http://www.wou.edu/wouportal/>) by 4:30 pm on Tuesday, December 6, 2011, if you plan to stay over any portion of the break.

- Lounges, laundry rooms, and private unoccupied rooms will have limited access during the break.
- There will be information posted online and in your community with contact numbers of staff who will be on call during the break and emergency phone numbers.

PLEASE NOTE:
IF YOU ARE PLANNING TO STAY DURING THE BREAK,
YOU WILL BE MOVED INTO ONE AREA AND
WILL NOT HAVE ACCESS TO YOUR ROOM.



- When leaving for Winter Break, please take the belongings you will need for the break.
ONCE THE HALLS CLOSE YOU WILL NOT HAVE ACCESS TO YOUR ROOM UNTIL NOON, SUNDAY, JANUARY 8, 2012.
- For your information, University Housing will maintain the following hours during the break:
8:00 am - 5:00 pm Monday - Friday - with the exception of the following closure:



**THE UNIVERSITY HOUSING OFFICE AND CAMPUS WILL BE CLOSED
DECEMBER 23, 2011 – JANUARY 2, 2012.
NO CHECKOUTS OR ACCESS
DURING THIS CLOSURE. PLEASE PLAN ACCORDINGLY!**

VACATION CHECKLIST - NO ACCESS DURING THE BREAK, PLEASE CHECK BEFORE LEAVING

- CLOSE AND LOCK ALL WINDOWS.
- LEAVE HEAT ON LOW.
- REMOVE ALL WINDOW DECORATIONS AND EMPTY TRASH.
- IF YOU HAVE TAKEN UTENSILS, TRAYS OR DISHES FROM THE VALSETZ DINING HALL, PLEASE RETURN THEM.
- EMPTY, CLEAN AND UNPLUG THE REFRIGERATOR. LEAVE REFRIGERATOR DOOR OPEN.
- UNPLUG ALL ELECTRICAL APPLIANCES, i.e. CLOCKS, MICROWAVES, etc.
- REMOVE ALL PERSONAL BELONGINGS FROM ALL BATHS (Private and Shared) FOR CUSTODIAL TO DEEP CLEAN.
- BE SURE THAT DOORS AND WINDOWS ARE LOCKED! You are responsible for all damages incurred as the result of unlocked doors or windows.

**❖ IF YOU HAVE A VACANCY IN YOUR ROOM, MAKE SURE THAT YOUR ROOM IS CLEAN & READY FOR A NEW ROOMMATE ❖
OR YOU WILL BE CHARGED FOR A SINGLE ROOM**

"ROOMMATE READY " MEANS:

- Their bed, wardrobe, set of drawers, desk, desk chair, bookshelves and nightstand are completely free of ANY stuff.
- All furnishings are placed so that they are ready to use (beds/dressers are NOT stacked or combined in any way).
- Floor space is clear.

PLEASE NOTE: Residence Hall Staff will be entering all rooms of students who are not staying during the break after the halls close on Friday, December 9th to ensure that all items on the checklist have been addressed, and that rooms are secured. Violations of any residential policy or procedure will be documented and you will be charged accordingly.

Fall term ends on Friday, December 9, 2011. The Residence Halls and Valsetz Food Court will officially close at 5 pm.

THE OFFICE OF UNIVERSITY HOUSING WILL BE CLOSED 12/23/2011-1/2/2012

❖ **THERE WILL BE NO FOOD SERVICE DURING THE BREAK. THE WOLF EXPRESS CONVENIENCE STORE WILL BE OPEN IN THE WERNER UNIVERSITY CENTER FROM 8 AM - 4:30 PM, M-F DURING THE BREAK. (CLOSED: 12/23/2011-1/2/2012)**

The Residence halls and Valsetz Grab & Go will open at **NOON** on Sunday, January 8, 2012.

The Grill will be open from 4 pm to 11 pm., and dinner will be from 5 pm to 6:30 pm. Classes begin on Monday, January 9, 2012.

IMPORTANT INFORMATION

MEAL PLAN CHANGES

If you wish to change your meal plan for Winter Term, you must make the change in writing **PRIOR** to the end of Fall Term in the University Housing office.

MEAL PLAN CHANGES FOR WINTER TERM WILL NOT BE ACCEPTED AFTER NOON, THURSDAY, JANUARY 5, 2012.

STUDENTS MOVING OUT OF THE RESIDENCE HALLS (ONLY For Students NOT returning to live on-campus Winter Term)

BE SURE AND CHECK-OUT OF YOUR ROOM PROPERLY IF YOU ARE MOVING OUT OF THE HALLS.

YOU WILL CONTINUE TO BE CHARGED FOR HOUSING UNTIL YOU DO.

1. You begin this process by first going to the Housing Office for a petition.
2. Your next step is to set an appointment and check-out properly with your RA. Failure to check-out properly may result in additional charges to your account (see IV, B. #2 and IV, C. #8 in your Contract). Make sure you have completed the necessary paperwork before you leave campus, which includes leaving a forwarding address and turning in your room key to your RA. *Remember to go to the Registrars and Financial Aid offices as well!*

If during the break a decision is made not to return to school winter term, be sure to contact University Housing 503-838-8311 - or - 1-877-877-1593 to set up an appointment and COMPLETE a move out by 4 pm, Thursday, January 5, 2012.

NO check outs will be completed during the campus closure, 12/23/2011-1/2/2012. You must be present to check out of the halls.

❖ **STUDENTS MOVING OUT ON OR AFTER JANUARY 8, 2012, WILL BE CHARGED FOR A MINIMUM OF 10 DAYS FOR HOUSING AND DINING** ❖

ROOM CHANGES

If you wish to make a room change (within your hall or to another building), you must go through the room change process (see section IV, C. #7 in your Residence Hall Contract) **PRIOR TO THURSDAY, DECEMBER 8, 2011**. Please contact your RA if your situation warrants a room change. Unauthorized room changes will result in a **minimum** fee of \$75.00.

ROOM VACANCIES

If you have a vacancy in your room, or your roommate is moving out, you should expect that a new person will be moving in for Winter term. Before leaving for the break, please make sure the room is ready* for your new roommate, or let the Housing Office know **in writing by 5 pm, Thursday, December 8, 2011 that you want a single or limited occupancy room for winter term.** (*Single/limited occupancy rooms are available based upon availability and billed at a higher rate.*)

****Ready =one bed, wardrobe, set of drawers, desk, desk chair, bookshelves and nightstands are completely free of ANY stuff. All furnishings are placed so that they are ready for a new roommate to use. All beds, bookshelves and nightstands are un-bunked and not combined in any way. Floorspace is clear.***

REMEMBER

- Failure to have your room ready will result in a single room charge and disciplinary action.
- New roommate assignments are final and will be made during the first or second week of Winter break. It is unlikely that we will notify you of a new roommate before you return to campus for Winter term.
- All rooms with vacancies will be checked during the break by Housing Staff. Digital photos will be taken of rooms deemed not ready, and you will be charged accordingly.

❖ **UNIVERSITY HOUSING WILL BE CLOSED 12/23/2011-1/2/2012** ❖ **no access** ❖ **no moves** ❖ **no business**

TO STAY ON CAMPUS FOR ANY PART OF THE BREAK ALL STUDENTS MUST SIGN UP ONLINE (<http://www.wou.edu/wouportal/>) BY 4:30 PM, TUESDAY, DECEMBER 6th.