

LINDENWOOD

2009-2010 HOLIDAY CHECK-OUT INFORMATION

THANKSGIVING BREAK

There will be no classes November 27th and 28th due to the Thanksgiving holiday. All students are encouraged to enjoy the Thanksgiving holiday off campus if possible. However, students not able to go home for the weekend will be allowed to remain in campus housing at no charge. The last meal in the cafeteria will be lunch on Wednesday, November 25th. Students wishing to eat in the café must fill out a meal contract available at the café and pay the meal charge in the Business Office 2 days prior to the holiday weekend. Café services will resume for breakfast on Monday, November 30th.

CHRISTMAS/SEMESTER BREAK

ALL TRADITIONAL RESIDENTS ARE EXPECTED TO CHECK OUT OF THEIR RESIDENCE UPON COMPLETION OF THEIR LAST EXAM. The residences will close at 4:30 p.m. on Friday, December 11th for undergraduates and Saturday, December 19th for graduate students. No one will be permitted to re-enter the residences over the break, so please make sure you have everything out that you will need. The last meal in the café will be lunch on Friday, December 11th, for semester students and Saturday, December 19th. Resident Life staff will check each room/residence to ensure they have been vacated and the check out procedures have been completed. Please contact your Resident Director of the time that you plan to leave. This will expedite the check out process and reduce the risk of unforeseen charges. **ALL RESIDENTS MUST TURN THEIR KEYS IN TO THEIR RD AT TIME OF CHECK OUT.**

*****Form requesting late departure/permission to remain through break must be received in the Housing Office by Tuesday, December 1st*****

Students who are **graduating** from Lindenwood University in December 2009 or students who are **not returning** to Lindenwood in 2010 **MUST** also complete a **STUDENT CHECK OUT form**, which can be obtained from the Housing Office. **This form must be completed and turned in to the Housing Office no later than December 11th, 2009 for undergrads and Saturday, December 19th for graduate students.**

SPRING/EASTER BREAK

There will be no classes from Saturday, March 27th thru Saturday April 3rd due to Spring Break. All residential students are required to check out of their residences for Spring Break and residences will close at 4:30 p.m. on Friday, March 26th for undergrads and Saturday, March 27th at 4:30 pm for quarter, MBA students. All residences will reopen on Sunday, April 4th. No one will be permitted to reenter the residence during the break, so be sure to remove what you will need. The last meal in the cafeteria will be lunch on Friday, March 26th. Students wishing to eat in the café must fill out a meal contract available at the café and pay the meal charge in the Business Office 2 days prior to Spring Break week. Café services will resume for breakfast on Monday, April 5th.

*****Students unable to leave for the break due to special circumstances MUST notify the Housing Office in writing NO LATER than Monday March 15th. Please keep in mind that work related reasons will not be granted.*****

******Arrangements for LU athletes to remain on campus past check out or to return early due to team competitions will be made by the coach and a roster will be submitted to the Housing Office and the Cafe.******

Questions may be directed to LU Housing 636-949-4848 or 636-949-4312, or email housing@lindenwood.edu

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CHRISTMAS/SEMESTER CHECK-OUT PROCEDURE

ALL TRADITIONAL RESIDENTS ARE EXPECTED TO CHECK OUT OF THEIR RESIDENCE UPON COMPLETION OF THEIR LAST EXAM. The residences will close at 4:30 p.m. on Friday, December 11th for undergraduates and Saturday, December 19th for graduate students. No one will be permitted to re-enter the residences over the break, so please make sure you have everything out that you will need. The last meal in the café will be lunch on Friday, December 11th, 2009. Resident Life staff will check each room/residence to ensure they have been vacated and the check out procedures have been completed. Please contact your Resident Director of the time that you plan to leave. This will expedite the check out process and reduce the risk of unforeseen charges.

To ensure energy conservation, safety, and security for personal property and residences, prior to leaving for all breaks, the residents must:

1. Set thermostat at 60 degrees for Christmas Break and turn a/c off at Spring semester.
2. Close and lock all windows. Close and lower all blinds or shades.
3. Unplug all electrical items except aquariums, refrigerators, and answering machines. Residents will not be permitted to re-enter the residences during break.
4. Clean room and empty all trash to the dumpsters. Residents will be charged \$15.00 for each bag of trash removed from the residence.
5. Turn off all lights.
6. Lock all doors including bathroom doors if you have adjoining rooms.
7. Avoid leaving valuable items (jewelry, money, sound systems, TV's, VCR's, DVD players, computers, CD & DVD collections, bicycles, sports equipment, automobiles, etc.). Items left in residences should be engraved, if possible, with driver's license number or some other form of identification. Record all serial numbers and insurance information. **LINDENWOOD UNIVERSITY DOES NOT ASSUME RESPONSIBILITY FOR PERSONAL PROPERTY OR VALUABLES LEFT IN THE RESIDENCE DURING BREAK AND DOES NOT CARRY INSURANCE TO COVER SUCH PROPERTY LOSS. PROPERTY LOSS OR DAMAGE WOULD NEED TO BE COVERED BY PERSONAL HOMEOWNERS INSURANCE OR OTHER PROTECTIVE POLICIES AVAILABLE TO STUDENTS.** (See Resident Life Office for information on available student property plans).
8. **All residents are required to check out with their Resident Director or designated RA and RETURN THEIR KEYS IN THE CHECK OUT ENVELOPE prior to leaving** for check outs at the end of **Fall and Spring semesters.** There will be a **\$35.00 charge** for each key not returned. Failure to not check out properly will result in an **additional \$100.00 fine.**
9. ***Absolutely NO items may be left in residences over the summer. All Lindenwood University furniture must be placed back in the original rooms prior to leaving.***

Resident Life staff will check each room or residence to ensure they have been vacated and the above procedures have been completed. Please inform your Resident Director of the time you plan to leave. This will expedite the check out process and reduce the risk of unforeseen charges.

ALL RESIDENTS MUST TURN THEIR KEYS IN TO THEIR RD AT TIME OF CHECK OUT.

*****Form requesting late departure/permission to remain through break must be received in the Housing Office by Tuesday, December 1st*****

Students who are **graduating** from Lindenwood University in December 2009 or students who are **not returning** to Lindenwood in 2010 **MUST** also complete a **STUDENT CHECK OUT form**, which can be obtained from the Housing Office. **This form must be completed and turned in to the Housing Office no later than December 11th, 2009 for undergrads and Saturday, December 19th for graduate students.**

LINDENWOOD

2010 SPRING SEMESTER CHECK-OUT PROCEDURE

ALL TRADITIONAL RESIDENTS ARE EXPECTED TO CHECK OUT OF THEIR RESIDENCE UPON COMPLETION OF THEIR LAST EXAM. The residences will close at 4:30 p.m. on Friday May 14th. No one will be permitted to re-enter the residences over the summer, so please make sure you have everything out. The last meal in the café will be lunch on Friday, May 14th. *Students who require an extension on moving out **MUST** submit a written request to Michelle Giessman, Director of Housing, **NO LATER THAN May 3rd. It is the responsibility of the student to contact the Housing Office May 13th to verify if they have been approved to stay.***

Students who are graduating from Lindenwood University in May 2010 or students who are not returning to Lindenwood in Fall 2010 **must** also complete a **STUDENT CHECK OUT form**, which can be obtained from the Student Development Office. **This form must be completed and turned in to the Housing Office no later than May 14th, for undergraduates and Saturday, May 22 for graduate level students.** Graduates are encouraged to move out Friday, May 14th, but will be allowed to remain in their residence, if necessary, until after Graduation ceremonies on Saturday, May 15th.

ALL residential students must do a final check out with their RD. Prior to leaving, the residents must:

- Turn A/C OFF and close and lock all windows.
- Clean room/house (mop/vacuum floor) and empty all trash (including trash around the outside of your house) to the dumpsters. Remove shower curtain and discard. **Clean, empty, AND defrost the refrigerator in the houses.** Residents will be charged \$15.00 for each bag of trash removed from the residence.
- **All Lindenwood University furniture must be placed back in the original room it was in when you checked in. Any furniture placed in the basement of a house must be brought back upstairs before completion of check out procedure.**
- Remove all posters, stickers, and decorations of any kind.
- Turn off all lights.
- Lock all doors including bathroom doors if you have adjoining rooms.
- *All personal possessions **MUST** be removed from campus housing. Non-Lindenwood furniture may **not** be left in houses. **ALL furniture left behind WILL BE REMOVED** and removal charges will be made to the residents' accounts. **LINDENWOOD UNIVERSITY DOES NOT ASSUME RESPONSIBILITY FOR PERSONAL PROPERTY OR VALUABLES LEFT IN THE RESIDENCE AND DOES NOT CARRY INSURANCE TO COVER SUCH PROPERTY LOSS. PROPERTY LOSS OR DAMAGE WOULD NEED TO BE COVERED BY PERSONAL HOMEOWNERS INSURANCE OR OTHER PROTECTIVE POLICIES AVAILABLE TO STUDENTS.***
- All residents are required to check out with their Resident Director/designated RA and **RETURN THEIR KEYS IN THE CHECK OUT ENVELOPE** prior to leaving for the summer. There will be a **\$35.00** charge for each key not returned as well as **\$100.00 lock replacement** fine. Failure to check out properly will result in an additional **\$100.00 fine**. All **summer quarter students** living in residence halls must relocate for the summer months. You must meet with the Housing Office **BEFORE** May 11 to make arrangements for summer housing.

Resident Life staff will check each room or residence (off campus house) to make sure they have been vacated and the above procedures have been completed. Please contact your RD of the day and time that you plan to leave. This will expedite the check out process.

*All students enrolled in a summer class who require housing, **MUST** apply for the Summer Program. Students who wish to apply for the Summer Employment Program **MUST** see Mike Tolman in the Work & Learn office for an application by **MAY 1st**. **Only students accepted in the Summer Program and enrolled in summer classes will be allowed to stay in campus housing.***

*All married couples and students in the single parent program requiring summer housing must obtain a **Summer Contract** from Mike Tolman in the Work and Learn office.*

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