

The 12 Things You Need To Know Before Christmas Break

1. **On campus residences will close Saturday, December 16, 2017 at 10 AM.** You must depart from your building within 24 hours of your last final exam and no later than Saturday at 10 AM. See #2, #3, or #4 for exceptions.
2. **3rd and 4th year residents of Burch, Corkery, Kennedy and Sharp apartments may stay during the Christmas Break.** There is no additional cost but you must complete an [on-line form](#). **1st and 2nd year residents who are international students may also stay during Christmas Break,** but must submit a request form (see item #3) and may need to relocate to temporary housing during the break. We'd like to know if you'll be around so we can provide assistance if needed.
3. **Need a late departure, early arrival, or to stay for most or all of the break?** If not in the residences listed in #2, you must submit a [request form](#) by December 7, 2017, 4:30 PM. **Note: If you need to stay more than a few days after fall semester closing or before spring semester opening, you must stop by the Housing and Residence Life Office to discuss your request in person.**
4. **If your travel plans change due to flight delays or poor road conditions,** please contact your RD or GRD ASAP to arrange a reasonable extension.
5. **On-campus residences will reopen on Sunday, January 14th, 2018, 10 AM.**
6. **Room Changes Must Be Accomplished BEFORE You Leave For Break.** Please talk to your RD or GRD by Friday December 1, 2017 if you wish to [change rooms](#). The actual room change must occur before you leave for the break so the vacancy may be assigned and prepared for an incoming resident. Students changing rooms without the approval of Housing and Residence Life will be in violation of policy and subject to penalties.
7. **Don't Have A Roommate?** Before leaving make sure to move all personal belongings to your ½ of the room so the other side can be prepared for a potential new roommate (new student or current student changing rooms). Staff will check for compliance and may assess additional charges for non-compliance.
8. **Leaving University Housing?** If you are moving out of your room permanently, you must notify the Housing Office in writing by December 7, 2017, 4:30 PM (an email sent to housing@gonzaga.edu is acceptable). Please include the reason you are leaving. If you will be attending GU on the main campus for the spring semester and under an academic year agreement, please submit: [“Breaking” Your Residence Living Application/Agreement Notice](#) (those who meet the on-campus residency requirement) or the [Housing and/or Dining Exemption Request for those Required to Reside On-Campus](#) (those still subject to on-campus residency requirement, approval required). You must schedule a check-out time with your RA (at least 48 hours prior to your departure). Room damages, missing keys, or failure to check out may result in additional charges. The balance from your housing deposit will be mailed to your mailing address of record with the university.

9. **Bicycle storage.** We recommend that you move your bicycles indoors if possible. There are bicycle storage areas in many of the residences, as well as, bike lockers available (adjacent to Chardin, Crimont, Corkery, Coughlin, Dillon, Dooley, Madonna, and 814 E Sharp). Also, several locations provide an additional layer of security: bike cages at Coughlin and Kennedy, the courtyard of C/M (non-covered), and the storage unit next to Welch.
10. **Before You Leave! DO NOT UNPLUG YOUR REFRIGERATOR** but throw away any food that is likely to go bad. **UNPLUG YOUR ALARM CLOCK** and other appliances. Empty your garbage from your room. Keep the temperature at 68°. Lock all doors and windows. Your RA will be checking to make sure these things have been accomplished.
11. **Want To Be An RA?** Resident Assistant applications for 2018-19 will be available on [eRezLife](#) on December 4. Applications are due January 19, 2018, 11:45 PM. Interest Sessions will be held on: 12/4 – Hemmingson Auditorium 8:30 PM, 12/5 –Jundt Auditorium, 8:30 PM. You may request additional information or send questions to RAselection@gonzaga.edu.
12. **Leaving your car on campus during Christmas Break?** Please contact the Parking Office, 509-313-6147, for information on where to park your car while you're away. They have options for both permit and non-permit holders.

Sincerely,

The Housing and Residence Life Staff
Crosby Center, Suite 201, M-F, 8:00 AM to 5:00 PM (except holidays)
housing@gonzaga.edu
509-313-4103