Break Housing

All students in need of housing during Winter Break are required to complete a Break Housing Form. The form must be completed and submitted to the hall’s front desk no later than Monday, December 14th. Break Housing Forms are available at all residence hall front desks and can be found at reslife.mst.edu.

students residing in Thomas Jefferson, Residential College, Altman and Farrar:

if you are remaining in these halls during break, you will be charged the following fees:

$25 per day or $150 per Week

halls will close Noon, December 23rd and reopen Noon, December 26th. You will be responsible for making alternate housing arrangements for this time period.

outside entry doors will have temporary door locks installed on Monday, December 21st until Monday, January 11th. Temporary keys will only be provided to students who have signed up for break housing. Keys will be available at the hall front desk on Friday, December 11th. If you have requested break housing but leave before the keys are issued, you may check out your key from the Thomas Jefferson front desk upon your return to campus.

students residing in Miner Village and Downtown Campus (excluding Altman and Farrar):

if you are remaining in these halls during break, you will not be charged any additional fees and the halls will not close for any period of time during break.

Checklist

☐ submit a Break Housing Form by Monday, December 14th if you plan to remain in your hall at any time during break

☐ schedule a break check-out with your RA at least 24 hours in advance

☐ unplug all appliances except refrigerators

☐ close and lock all windows

☐ make sure your blinds are down and closed

☐ remove all trash and open food items from your room

☐ put away all dishes in the kitchen area, any dishes left in the sink will be disposed of

☐ turn heater on and set the fan to low or set the thermostat to 65 degrees

☐ move all furniture away from the heater unit. The maintenance crew will be changing air filters during break and they must have access to underneath the unit
Check-Outs

If you will be leaving the halls after fall semester for any of the reasons listed below, you will need to get approval. Stop by the Residential Life Central Office or send an email to reslife@mst.edu to speak with a housing specialist on cancellings your contract for spring semester.

Graduations
Co-Op
Study Abroad
Withdrawing/Transferring

All check-outs must be completed before leaving for break, unless prior arrangements have been made. Contact your RA to schedule a check-out time or contact your front desk for an Express check-out.

Completing an Express check-out adds convenience and flexibility to your room check-out. If you choose this option, there is no need to schedule a check-out time with your RA. Once completed, return to your front desk with your room key.

If you choose to participate in Express check-out, be aware there are certain liabilities associated with this. You will lose the opportunity to question damage charges before they appear on your student account, make incidental repairs and do extra cleaning to avoid charges.

Housing Changes

During the break, the Residential Life Office will be assigning the vacant spaces in the residence halls. If your roommate is leaving at the end of the semester or if you do not currently have a roommate, you should be prepared to have a new roommate at the start of the spring semester.

For double occupancy room please make sure one bed, desk, dresser, and closet are available for use by the new resident prior to leaving for break. Failure on your part to ensure space is available may result in cleaning and/or damage charges being applied to your account.

If you would like to pre-select a roommate, please accompany the person you wish to reside with to the Residential Life Central Office to initiate the move paperwork. Please be aware that all moves must be completed no later than December 11th, unless prior arrangements have been made. If you are interested in moving or have questions or concerns, please stop by the office or email reslife@mst.edu.

Meal Plan Changes

If you would like to change your meal plan for the spring semester, you may do so now through Sunday, January 31st. You may stop by the Residential Life Central Office or email your request to reslife@mst.edu. Please include your name, student ID, and the meal plan you would like to change to. A complete list of available meal plans and pricing can be found at reslife.mst.edu/diningoptions/mealplans.
**Hall/Office Hours**

Professional staff and RA's will be on call to provide assistance during emergency situations. Please call the Thomas Jefferson front desk at 573.341.4895 for assistance.

**Downtown Campus**
- Office hours: 8 - 4:30pm, mon - fri
- Closed: December 25th and January 1st

**Residential College**
- Office hours: 8 - 4:30pm, mon - fri
- Closed: noon, December 24th - noon, December 26th and January 1st

**Thomas Jefferson**
- Desk hours: Open 24 hours a day
- Closed: noon, December 24th - noon, December 26th

**Miner Village**
- Office Hours: 9 - 5pm
- Closed: December 25th - January 1st

**Residential Life Central Office**
- Office hours: 8 - 4:30pm, mon - fri
- Closed: December 25th and January 1st

**Dining Hours**

**Haverer Food Court**
- Closed: December 21st - January 17th

**Rustic Range**
- Closed: December 21st - January 17th

**Einstein Bros**
- December 21st - 23rd: 8 - 2pm
- Closed: December 24th - 27th
- December 28th - 30th: 8 - 2pm
- Closed: December 31st - January 3rd
- January 4th - 8th: 8 - 2pm
- Closed: January 9th - 10th
- January 11th - 15th: 8 - 2pm

**Mondos**
- Closed: December 21st - January 16th
- January 17th: 5 - 7pm

**TJ Dining Hall**
- Closed: December 21st - January 16th
- January 17th: Dinner

**Starbucks@ Miner Break Cafe**
- Closed: December 21st - January 17th