Winter 2014 Newsletter

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Winter Break Check List

Before you leave for break, please make sure you have completed the following tasks:

- Submit a Break Housing Form by Wednesday, December 10th if you plan to remain in your hall at any time during winter break.
- Schedule a break check-out with your RA at least 24 hours in advance of departure.
- Unplug all appliances except aquariums and refrigerators.
- Close and lock windows and doors.
- If you are in a first floor or ground floor room, make sure your blinds are down and closed for security reasons. All other rooms please lower your blinds and leave them open.
- Remove all trash from your room. If trash rooms are full please take trash to outside dumpsters.
- Remove all open food items from your room. Food stored in refrigerators must be in sealed storage containers and clearly marked/dated. Any opened foods that are not properly stored will be disposed of.
- Wash, dry, and 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. Turning the heat off increases the risk of freezing pipes.
- Move all furniture away from the heater unit. The maintenance crew will be changing air filters during winter break and they must have access to underneath the unit.
- Prolonged exposure to the winter weather elements can cause damage to bicycles. Please consider taking your bike home over winter break to reduce the chances of damage.
Break Housing

Students in need of housing during the winter break are required to complete a Break Housing Form. The form must be completed and submitted to the hall front desk no later than Wednesday, December 10th. Break Housing Forms are available at all residence hall front desks or can be found at http://reslife.mst.edu/forms/.

Break Stay Halls-
Thomas Jefferson Hall, Residential College, Altman Hall, and Farrar Hall

- Residents of these halls who plan to stay in their room during any part of winter break are required to submit a Break Housing Form.

- Students remaining in break stay halls during winter break will be charged the following fees:
  
<table>
<thead>
<tr>
<th>Per Day</th>
<th>for 1 Week</th>
<th>for 2 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>$450.00</td>
<td>$600.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

- Break stay halls will close at 12:00 noon on Wednesday, December 24th and reopen at 12:00 noon on Friday, December 26th.

- Students will be responsible for making alternate housing arrangements for the time period that break stay lodging is unavailable.

- Outside entry doors to the break stay halls will remain locked during winter break. Only residents of the halls will have access to the buildings beginning Saturday, December 20th until Sunday, January 18th.

- Temporary keys will only be provided to students who have signed up for break housing. Keys will be available at break stay hall front desks on Friday, December 12th. If you have requested break stay housing but leave before the keys are issued, you may check out your key from the Thomas Jefferson Hall front desk upon your return to campus.

Non-Break Stay Halls-
Miner Village, Buehler Hall, North Pine, RollaMO Hall, Sally Hall, and State Hall

- Residents of these halls who plan to stay in their room during any part of winter break are required to submit a Break Housing Form.

- Students remaining in non-break stay halls during winter break will not be charged any additional fees.

- Non-break stay halls will not close for any period of time during winter break.
Hall Hours of Operation

Professional staff and RA’s will be on call to provide assistance during emergency situations. Please call the Thomas Jefferson Hall front desk at: 573-341-4895 for assistance.

Downtown Campus

- Desk hours are as follows:

  Saturday, December 20th 6:00 am – 12:00 midnight
  Sunday, December 21st – Tuesday, December 23rd 8:00 am – 4:30 pm
  Wednesday, December 24th 8:00 am – 12:00 noon
  Thursday, December 25th Closed
  Friday, December 26th 8:00 am – 4:30 pm
  Saturday, December 27th – Sunday, December 28th Closed
  Monday, December 29th – Wednesday, December 31st 8:00 am – 4:30 pm
  Thursday, January 1st Closed
  Friday, January 2nd 8:00 am – 4:30 pm
  Saturday, January 3rd – Sunday, January 4th Closed
  Monday, January 5th – Friday, January 9th 8:00 am – 4:30 pm
  Saturday, January 10th – Sunday, January 11th Closed
  Monday, January 12th – Friday, January 16th 8:00 am – 4:30 pm
  Saturday, January 17th Closed
  Sunday, January 18th Normal Hours Resume

Residential College

- Desk hours are as follows:

  Saturday, December 20th 6:00 am – 12:00 noon
  Sunday, December 21st Closed
  Monday, December 22nd – Tuesday, December 23rd 8:00 am – 4:30 pm
  Wednesday, December 24th 8:00 am – 12:00 noon
  Thursday, December 25th – Sunday, December 28th Closed
  Monday, December 29th – Wednesday, December 31st 8:00 am – 4:30 pm
  Thursday, January 1st – Sunday, January 4th Closed
  Monday, January 5th – Friday, January 9th 8:00 am – 4:30 pm
  Saturday, January 10th – Sunday, January 11th Closed
  Monday, January 12th – Friday, January 16th 8:00 am – 4:30 pm
  Saturday, January 17th Closed
  Sunday, January 18th 12:00 noon – 12:00 midnight
  Monday, January 19th Normal Hours Resume
**Thomas Jefferson**

- Desk- Open 24 hours a day, unless otherwise noted.
- The TJ front desk will close at 12:00 noon on Wednesday, December 24th and reopen at 12:00 noon on Friday, December 26th.

**Miner Village**

- Desk hours are as follows:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, December 20th – Sunday, December 21st</td>
<td>9:00 am – 12:00 midnight</td>
</tr>
<tr>
<td>Monday, December 22nd – Tuesday, December 23rd</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Wednesday, December 24th – Thursday, January 1st</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday, January 2nd – Sunday, January 18th</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Monday, January 19th</td>
<td>Normal Hours Resume</td>
</tr>
</tbody>
</table>

**Residential Life Office**

- Office hours are Monday – Friday, 8:00 am – 4:30 pm, unless otherwise noted.
- Office will be closed on Thursday, December 25th and Thursday, January 1st.

**CLC Labs**

- Finals week CLC hours of operation will be posted in each area.
- CLC labs will be closed from Saturday, December 20th until Monday, January 19th.
Dining Hours of Operation

Meal plans are inactive during winter break. Minerbucks, student charge, cash, and credit or debit cards are still accepted.

Thomas Jefferson Cafeteria

- Dinner service will end at 7:00 pm on Friday, December 19th.
- Cafeteria will close after brunch service on Saturday, December 20th at 1:00 pm.
- Closed: Sunday, December 21st – Saturday, January 17th.
- Cafeteria will reopen for dinner service on Sunday, January 18th at 5:00 pm.

Havener Food Court

- Food Court will close after lunch on Friday, December 19th at 2:00 pm.
- Closed: Saturday, December 20th - Sunday, January 18th.
- Food Court will reopen for breakfast on Monday, January 19th at 7:30 am.

Rustic Range

- Food service will end after lunch on Friday, December 19th at 4:00 pm.
- Closed: Saturday, December 20th - Sunday, January 18th.
- Food service will resume with lunch on Monday, January 19th at 10:45 am.

Mondo Subs

- Food service will end after dinner on Friday, December 19th at 7:00 pm.
- Closed: Saturday, December 20th - Saturday, January 17th.
- Food service will resume with dinner on Sunday, January 18th at 4:00 pm.

Einstein Brothers Bagels

- Winter break hours are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, December 20th</td>
<td>10:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Sunday, December 21st</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, December 22nd – Tuesday, December 23rd</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Wednesday, December 24th – Sunday, December 28th</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, December 29th – Tuesday, December 30th</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Wednesday, December 31st – Sunday, January 4th</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, January 5th – Friday, January 9th</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Saturday, January 10th – Sunday, January 11th</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, January 12th – Friday, January 16th</td>
<td>8:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Saturday, January 17th – Sunday, January 18th</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday, January 19th</td>
<td>Normal Hours Resume</td>
</tr>
</tbody>
</table>

Miner Break Café  
Closed: Saturday, December 20th – Sunday, January 18th.

Miner Munchies  
Closed: Friday, December 19th – Sunday, January 18th.
Housing Changes

Room Assignments

During the break, the Residential Life Office will be assigning new, returning, and transfer students to 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.

If you would like to pre-select a roommate, please accompany the person you wish to reside with to the Residential Life Office to initiate the move paperwork. Please be advised, your new roommate may not proceed with the move until approval has been given and the required Residence Hall Room Move form has been completed.

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

Moving Within the Halls

Moves within the halls are for those who would like to move to another room within or between residence halls. There are some important guidelines to be aware of prior to making the request to begin the move process.

- Individuals can only move into open spaces not open rooms.
- If you desire to move into an empty room, the number of people requesting to move into the room must equal the stated capacity for the room. (i.e. 2 people for a double, 3 people for a triple).
- Come to the Residence Life Office to complete paperwork and receive permission to complete your move.
- Moves must be completed with your RA within 48 hours after initiating move paperwork.

Please be aware that all moves must be completed no later than December 12th, unless prior arrangements have been made. If you are interested in moving or have questions or concerns, please stop by the Residential Life Office or e-mail reslife@mst.edu.
Leaving the Halls

Clearance from the halls is for those who do not intend to reside in the residence halls for the spring semester. The housing agreement is a yearly contract. Residential Life recognizes that there are circumstances under which early release from the contract is acceptable:

- Graduation
- Going on Co-op
- Withdrawal from Missouri S&T
- Moving to Christian Campus House or into a Greek chapter house
- Life changing event such as marriage or child custody
- Residing with an immediate family member within the Rolla area

For additional information about the Campus Residency Policy or to request a Housing Agreement Release Request Form, please stop by the Residential Life Office or e-mail reslife@mst.edu.

All check-outs must be completed before leaving for the winter break, unless prior arrangements have been made. Contact your RA to schedule a check-out time or contact your front desk to use the express check-out. Please be sure to complete a change of address form at the residence hall front desk before leaving.

Completing an Express Check-Out Agreement adds convenience and flexibility to your room check-out. If you chose this option, there is no need to schedule a check-out time with your RA. Express Check-Out Agreements are available at the residence hall front desk, once completed return to the desk with your room key.

Please be aware that there are certain liabilities associated with this type of check-out:

- You lose the opportunity to question damage charges before they appear on your student account.
- You lose the opportunity to make incidental repairs and do extra cleaning to avoid charges.
- If you would like to have input regarding possible damage charges to your room, the express check-out is not for you.

Meal Plan Changes

If you would like to change your meal plan for the spring semester you may do so now through Sunday, February 1st. You may stop by the Residential Life Office or e-mail your request to reslife@mst.edu. Please include your name, student id number, your current meal plan number, and the meal plan number you would like to change to. Changes will be processed and in effect no later than the next business day from when the request is received. This is the only time period in which changes to your meal plan may be made for the spring semester. A complete list of available meal plans and pricing can be found at http://reslife.mst.edu/dining/mealplans.
Room Reapplication/Meningitis Requirement:

In February you will begin receiving information regarding room reapplication for the 2015-2016 academic year. We want to make you aware of a change in the requirement for meningitis vaccines for next year. Missouri Law now requires all students living in university approved housing to be vaccinated for meningitis and/or be approved for a waiver of the requirement. If you signed a waiver form in the past, you will now need to either be vaccinated and submit proof of vaccination to Student Health, OR submit documentation requesting the requirement be waived. Waivers will only be granted to students who can provide appropriate documentation supporting a medical or religious exemption.

You may want to take time over the holidays to either get your vaccination completed or obtain your previous meningitis vaccination information and submit it to Student Health. If you have already submitted vaccination documentation to Student Health you will not have to resubmit it. This is only for those who chose to waive the requirement in the past.

This requirement will be in effect for all students living in residence halls, campus apartments, fraternity or sorority housing, or Christian Campus House starting July 1, 2015. For more information refer to the following web page.  
http://studenthealth.mst.edu/aboutshs/services/immunizations/
HAVE A HAPPY AND SAFE HOLIDAY SEASON
FROM THE RESIDENTIAL LIFE TEAM!!

Central Office-
Dorie, Kristi, Joni, Jonathan, Patty,
Rachael, Judy, Shawna, and Emily

Residence Halls-
Sarah, Mary Lou, Tera, Rochelle,
Ashley, Stephanie, Robert, and Lisa
Break Housing Form

The form must be completed and submitted to your residence hall front desk no later than Wednesday, December 10th, 2014.

Name: ________________________________________________________________

Student ID: __________________________________________________________

Residence Hall: ___________________________ Room #: _______________________

Break Costs

Prior to submitting your break stay forms, please look at the charges below:

- $25.00 per Day
- $150 per Week

Break Housing will not be available during the following dates:

- 12:00 noon 24 December – 12:00 noon 26 December

I will be staying the following dates:

- ____________ - ____________

I will be staying the following weeks (please indicate how many weeks you will be staying in the hall):

__________ 1 Week @ $150.00 Dates: _______________________________________

__________ 2 Weeks @ $300.00 Dates: ______________________________________

__________ 3 Weeks @ $450.00 Dates: _______________________________________

__________ 4 Weeks @ $600.00 Dates: _______________________________________

__________ 5 Weeks @ $750.00 Dates: _______________________________________

I understand that my student account will be charged:

Total: $ ____________

__________________________________________  _______________________
Student Signature                             Date