

Hey CMCers,

I hope that this semester has been successful for you and that you are looking forward to a much-deserved BREAK! As the end of the semester draws near, it's important to review a few things about finishing up and checking out. The rest of this email contains important information about the end of the fall semester. I realize you've probably been reading a lot lately and/or looking at a screen but please note the following items:

24-HOUR QUIET/COURTESY HOURS begin at 11:59pm on Friday, December 9, 2011 and will extend through 8pm on Friday December 16. Please remember that while you may have finished your exams, there are many others who will still be studying. Please extend to them the same courtesy that you would appreciate if you were still studying.

THE RESIDENCE HALLS CLOSE at 8pm on Friday, December 16. All students, *including athletes who will be returning to campus early*, need to turn in their room keys before leaving for the break. Students living at the Student Apartments can remain on campus during the Winter Break and do not need to turn in their keys. Use the following procedure for check-out:

- Obtain a key envelope from your Resident Assistant or from the Dean of Students Office
- Complete the information on the front of the envelope, place your room key inside, and seal the envelope (December graduates should include their mailbox key).
- Return the envelope to your RA or to Story House. If Story House is closed, you can turn in the envelope via the mail drop slot in the Mail Room. Do not leave your key in your room. The re-keying charge for room keys not turned into Story House by 12:30pm on Saturday, December 17, is \$150.

There will be no personnel available to allow you back into your room over the break. Therefore, take everything that you anticipate needing during the break with you. Students found in the residence halls during the break will be referred to the Dean of Students Office (the residence halls re-open officially on Sunday, January 15 – see information below). The only exceptions to this are winter athletes and some students who have been authorized for early arrival by the Dean of Students Office.

YOU SHOULD PREPARE YOUR ROOM for Winter Break before you leave. Because the residence halls will be closed and much of the campus will be deserted, you are strongly encouraged to take valuables home with you. The College does not assume responsibility for theft or loss from individual rooms or from storage areas. To ensure that your room is as secure and safe as possible, you should:

- LOCK ALL WINDOWS AND DOORS
- Clean out, **DEFROST**, and leave unplugged all refrigerators
- All other electrical appliances also need to be unplugged
- All decorations (including Christmas trees, which can be left outside your residence hall) should be removed from room windows before leaving campus. Decorations in **PUBLIC AREAS** (lounges, balconies, bathrooms) must be removed before the break – there will be a charge for removal by Facilities and Campus Services for anything left up in public areas.

- **Lounge furniture** not found in the appropriate residence hall lounge during the Winter Break inventory will be charged to the residents.
 - **Place all patio chairs into rooms.**
 - Students who are not returning next semester should request online with Facilities and Campus Services to pick up any patio chairs; you'll be responsible for them if the next occupant of your room loses them.
- **Remove all TRASH from your room**

COLLEGE PERSONNEL WILL BE ENTERING YOUR ROOM during the Winter Break for maintenance, cleaning, and other College purposes. Do not leave anything in your room that does not comply with College policy.

THE CROCKER READING ROOM will remain open with normal hours through Thursday, December 15, closing at 1:00am which is technically Friday morning, December 16. It will not re-open on Friday, December 16.

THE BIKE SHOP will be closed after this Sunday, December 11. That is the last day to turn in a bike and pay any outstanding fines or fees. The last day to rent out a bike is Saturday, December 10.

LIBRARY HOURS

The schedule for the Libraries of the Claremont Colleges can be viewed at <http://libraries.claremont.edu/about/hours/>. Please be aware that the Honnold/Mudd Library will be lightly staffed when open on a 24-hour schedule which began on Thursday, December 8. There will be no library services offered after midnight including book check-out, assistance with computers, or reference help from librarians. The purpose of the extended hours is solely for students to study during the overnight period. These special Honnold/Mudd hours end at 6:00pm on Friday, December 16.

MEALS IN COLLINS HALL DURING FINALS WEEK

Breakfast, lunch, dinner, and late night snack (Monday-Thursday) will run as normal. The last meal will be dinner on Friday, December 16.

THE HUB GRILL AND STORE will continue regular hours through Finals Week. They will be closing after lunch on Friday, December 16.

FIRST CLASS MAIL

Mail will be forwarded to the address we have on file until January 6th. Any mail received after that date will be placed in student mailboxes. The exception is mail for international students. We cannot forward internationally and will instead put mail in the student's box. **Packages will not be forwarded during winter break.** UPS, FedEx, DHL and Ontrac do not offer package forwarding. The United States Postal Service offers package forwarding, but it is a delayed process and the package often arrives after the spring semester has already begun. If you have a package sent to the mailroom and want it forwarded please contact the mailroom. Magazines cannot be forwarded. They will be placed in mailboxes for the student to pick up upon their return. If you wish to receive a magazine at home or suspend delivery please contact the magazine provider. Newspaper subscriptions should be suspended for the duration of winter break. We cannot hold newspapers for students, and we will have no responsibility for them during the break. Mail forwarding for students that will be participating in off-campus study will begin on December 19th and continue until they return. December graduates will also have mail forwarding that begins on December 19th and lasts for six months after graduation. If you

need to change your forwarding address, have any questions or need special arrangements made please contact the mailroom at 909-607-8842 or mailroom@cmc.edu.

PAYROLL CHECKS

If you are on direct deposit, this system will continue during the break. If you would like your paychecks mailed to you over the winter break, please forward your complete mailing address to jfreeman@cmc.edu. If no mailing address is given, paychecks will be held at the Payroll Department during the break. Any paychecks not picked up will be distributed to Story House on January 13th to be placed in your campus mailbox.

SPRING 2012 OFF-CAMPUS STUDY PARTICIPANTS should remember that the College does not have on-campus storage facilities. We encourage you to contact a local storage facility to make any necessary arrangements before you leave. If you currently have anything stored on campus, you must make arrangements to move all items before you depart in December. All storage areas and bicycle racks will be cleaned and remaining items will be discarded at the end of the academic year. We wish you a safe and enjoyable experience! (Go to <http://www.hmc.edu/admin/deanstu/mini-storage.html> for a list of local storage facilities).

MEAL PLAN CHANGES for spring 2012 can be made anytime this semester or until Friday, January 20, at 5:00pm in the Dean of Students Office. If you are certain that you'd like to change your meal plan for the spring, we suggest you come by before the end of this semester and take care of it.

THE RESIDENCE HALLS WILL RE-OPEN on Sunday, January 15, at 10:00am. Students will not be allowed in the residence halls before this time. Keys may be picked up at Story House between 10:00am - 3:00pm. If you are unable to retrieve your key by 3:00pm, check with your Resident Assistant for entrance to your room. You may also pick up keys or get your ID card activated at Story House on Monday, January 16 (Martin Luther King holiday) from 10:00am – 3:00pm. **Please remember that your ID card cannot be activated if it is damaged (holes, cracks, missing corner, etc.).** You will need your ID card activated to enter your room if you live in: **Appleby, Boswell, Green Wohlford, Auen, Fawcett, or Claremont Halls.** The Card Center will be open on Sunday and Monday, January 15-16, from 10:00am – 2:00pm both days.

Best wishes as you finish this semester and for a safe and enjoyable Winter Break!

-Eric Vos

Eric Vos

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