



Hi Privateer,

The Office of Residential Life staff wish you all the best on your finals! As you make plans for the winter break holiday, please remember the following details:

**WINTER BREAK CLOSING**

**Pontchartrain Halls will close on Friday, December 8, 2023, at 5 PM** for winter break. Students who plan to continue their housing for the Spring 2024 semester may leave their items in their suite. Please use the following check list to prepare your departure for winter break. A similar check list will be attached on the outside of your suite door – be sure to complete it accordingly as part of your check out process. Failure to properly check out can result in a fee of up to \$200.

- Remove all food from your space.
- Unplug all electrical items (including surge protectors, alarm clocks, computers, printers, etc.). You may leave your refrigerator plugged up; please remove food items which will spoil.
- Set air conditioner to 75 degrees.
- Secure your bicycle (make sure you have registered it with the Office of Residential Life).
- Remove all trash from common areas, your room and bathroom.
- Remove your valuable items which you may need during the break from the room: computers, money, medication, clothing, jewelry, student ID, driver's license and or passport.
- Move all personal items off the floor to avoid loss or damage in the event of an unforeseen facilities emergency.
- Turn off all lights.
- Close and lock all doors and windows.
- Ensure your student ID is with you when you leave... you will need to have it reprogrammed upon your return.
- Want to donate any gently used items to Good Will? Bins are available in the lobby until noon on Saturday for you to donate items.
- Donate any unexpired nonperishable food items to the UNO Pantry- bins are in the lobby to collect the items!

Need to remain in Pontchartrain Halls for Winter Break? Complete our [winter break housing request form](#) to request approval to remain in Pontchartrain Halls during the winter break. Please note: a \$300 winter break housing fee will be charged to your Webstar account if your request is approved. Requests are reviewed on an individual basis; approval or denial will be sent to your UNO email account. Please remember limited services will be available on campus during Winter Break. The Dining Services schedule for finals week and winter break is listed below:

- Fall Meal plans end on Thursday, December 7

- Sandbar, Sushi and Bowl life will close November 29 and reopen on January 8th, 2024.
- December 1st- 7<sup>th</sup>, 2023 Dining Location Schedule:
  - Pontchartrain Market-11am -6pm including weekend.
  - Chick Fil A- 1030am -4pm closed weekend
  - Subway -1030am-3pm closed weekend
  - PJs – 8am-12pm closed weekend
  - Brewed Awakening -830am-3pm closed weekend
  - Galley operations will be normal through the end of the day on December 7th.
- The Galley will close on Friday, December 8 and reopens on January 7 for dinner. Normal hours will resume on January 8, 2024 for the Spring 2024 semester.
- All retail operations closed December 8- January 7 and will resume normal hours on January 8<sup>th</sup>, 2024.
- The Pontchartrain Market will be open 11am-4pm including weekends. The Pontchartrain Hall Market will close at the end of the day on December 15th. The market will reopen with normal hours on January 5th, 2024.

### **STUDENT RETURNING IN THE SPRING**

Planning your Return for Spring 2024: Office of Residential Life staff will post available times for check-in for the Spring 2024 semester within the Residential Life app in early November. The anticipated check-in dates will be January 5-7.

How do you access the Residential Life app to schedule your check-in? Visit [myapps.uno.edu](https://myapps.uno.edu) and login using your UNO credentials. Select the Residential Life app. You will be able to select your check-in time on the home screen.

### **STUDENTS NOT RETURNING IN THE SPRING**

Not planning to return to Pontchartrain Halls for Spring 2024? Complete the Pontchartrain Hall [cancellation form](#) to cancel the Spring portion of your 2023-2024 housing agreement. Please note: students with academic and full year leases are subject to the \$750 Agreement Buyout fee if canceling their agreement. Students who cancel must remove all of their items and complete a full check out of Pontchartrain Halls by 5 pm on Friday, December 8. Guests assisting with move out must be checked in at the front desk and abide by all university policies.

The Office of Residential Life will remain open through Wednesday, December 20, 2023. All campus offices will be closed from December 20- January 2. While you are away, please note that routine maintenance will continue to be performed for the best upkeep of our halls; this maintenance may require staff to enter your room/ suite.

Please contact the Office of Residential Life staff if you have questions regarding Winter Break.

Thank you,

*Office of Residential Life Staff*