

Important Winter

Break Closing Info

Curtis Hall will **CLOSE** at **5:00 PM** on **Friday, December 16, 2011.**

When you leave for the break, please make sure that you have closed your windows securely, drawn your curtains, set your room's thermostat to 65° F, unplugged all appliances & electronics (except for fish tanks & answering machines), turned off overhead lights, and **LOCKED** your door.

*It is **IMPERATIVE** that you clean & defrost your refrigerator prior to unplugging it!!*
Residential Life Staff will be checking rooms to ensure your completion of these tasks.

24 hour "Consideration Hours" will begin on **Friday, December 9th at 6:30 PM.** Loud noise or music that disturbs others studies or sleep will not be tolerated. No further warnings will be given and violations will be documented. Pending tests and last minute papers can raise tensions so finals week will go better if you show consideration for each other. Showing respect of each other's need to study or sleep is the key.

Need TRANSPORTATION between MMA & the Airport or Bus Station? Please see Crissi Dalfonzo (137 Curtis Hall). All requests must be received prior to noon on Friday, December 9th. Make sure you have the following information: airline/bus company, flight numbers, & departure/arrival times so she is better able to schedule rides with our local cab company that will be cost effective for all individuals. Each one-way shuttle costs \$80.00 (which can be split amongst travelers) with payment expected upon reaching your destination.

Have TRAVEL PROBLEMS that require you to leave later than closing or return prior to opening? Contact Crissi Dalfonzo (137 Curtis Hall x204) ASAP. There is limited housing available in Leavitt at a per person cost.

Planning to LEAVE YOUR VEHICLE on-campus or in the Penobscot Lot during the Winter Break? Contact the Security Office to make the appropriate arrangements.

Want to know more about the CONSOLIDATION process? Prior to the spring semester and/or the end of the first week, anyone who has lost a roommate must be consolidated. Many of these have already been completed, and every attempt will be made to complete all consolidations before break. Some residents may be called over break to return early Saturday or Sunday in order to get moved. After the first week of consolidations is complete, we will work on roommate change requests. See Crissi Dalfonzo (137 Curtis Hall) for info on the change process and for any questions.

Curtis Hall will **Re-OPEN** at **9:00 AM** on **Sunday, January 15, 2012.**

Seniors taking Coast Guard Exams must see the Commandant's office for return dates & instructions. Others who anticipate the need for an early arrival – or have plans change over the break – absolutely **MUST** make arrangements with Kristen Wentworth (207-326-2280).

If your Spring '11 plans do not include MMA, make sure to contact the Registrar's Office.

If you meet the requirements or have been granted an appeal to Move Off-Campus, make sure to contact Res Life (137/134 Curtis). In either case, let your roommate know so they can expect a new roommate in January **AND** coordinate a time to check-out and return your room key with Crissi Dalfonzo. Failure to check out of your room correctly will result in a \$50 service fee while failure to return your room key will result in a \$25 replacement fee (both may apply).

If you are informed over the break that you will be leaving due to Academic Reasons, you must contact Kristen Wentworth (326-2280) **ASAP** to make arrangements to remove your belongings from the hall no later than Wednesday, January 11, 2012.

Following the correct checkout procedure will help you avoid unnecessary finance charges. Failure to notify Residential Life by **Friday, December 9, 2011** that you are not returning to on-campus housing will result in loss of your \$200 deposit. An additional \$200 room cancellation will also result if notification is received after **Sunday, January 1, 2012.** An improper room checkout will also incur a penalty charge of \$50.00.

