24-HOUR QUIET HOURS ARE IN EFFECT!

December 6 at 7:00 PM until December 15 at 12:00 PM

Please be respectful of others’ need to study, rest and prepare for final exams. Failure to comply with the set hours of the quiet hour period may result in judicial action.
Congratulations Graduating Seniors!

Commencement is on Saturday, December 16.

Graduating Seniors may stay until 9:00 AM on Sunday, December 17.

Don’t forget to cancel your housing by December 1!
<table>
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<tr>
<th>MOVING?</th>
<th>CHANGING ROOMS?</th>
<th>GRADUATING?</th>
<th>MOVING OFF-CAMPUS?</th>
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<tbody>
<tr>
<td></td>
<td>You must be moved out of your Fall space by Sunday, December 17 at 9:00 AM.</td>
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<td>You must be moved out of your space by Friday, December 15 at 12:00 PM.</td>
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<td>Do NOT cancel your contract!</td>
<td>Be sure to cancel your contract by December 1!</td>
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• If your new room is available, you will be contacted to coordinate your check-in.

• Otherwise, storage space is available. Contact the REC of the building of your new room to schedule an appointment.

• You may be able to move to your new room between December 8-21. All moves during this period must be between 9:00 AM – 5:00 PM and are done by appointment only.

• If you do not make special arrangements to move into your new room, you will need to check in during Spring Check-In (January 7).

Don’t forget, you must be completely moved out of your current room by no later than 9:00 AM on Sunday, December 17.
This means you won’t be present when the room is inspected for damages, and that you can leave any time before the required check-out time.

• Complete a Cleaning & Damage Responsibility Form with your roommate(s).
• Move out all of your belongings.
• Clean your entire unit. (vacuum, mop, dust, etc.)
• Clean your rented micro-fridge. (if applicable)
• Bring your keys to your hall/area’s front desk.
• Complete an Express Checkout envelope.
• Put all keys and envelope into Express Checkout Box.
• Have a safe trip!
If you want a staff member to check you out of your room:

- **Make an appointment at your hall/area office.**
- Complete a Cleaning & Damage Responsibility Form with your roommate(s).
- Completely move out.
- Clean your entire unit. (vacuum, mop, dust, etc.)
- Clean your rented micro-fridge. (if applicable)
- At your appointment time, go to the office and a staff member will go with you to the room.
- You will return your keys to the staff member who assists with your checkout.
- If you miss your appointment time, you may be required to do Express Checkout.
As you dispose of trash, please take it to the appropriate trash room or to a nearby dumpster. If the trash room is full, please take your trash directly to the dumpster.

As always, recycling stations are available for paper, cans and bottles.
If you are moving to a new room on or off campus:

• Don’t forget to turn in your keys or you will be charged for a replacement key.
• You must be completely moved out of your room before turning in your keys.
• You will be charged $100 per day or part of a day if you fail to check out on time.
• You will be charged a minimum of $50 if we need to box and store any of your belongings or $25 per bag if we must remove trash from your room.
• Any cleaning issues or damages discovered will be divided between you and your roommates. Discuss who is responsible for what, and complete a CLEANING & DAMAGE RESPONSIBILITY FORM.
Finals can put stress on even the best roommate relationships! Talk to each other to be sure you share the same expectations about guests and other important issues!

Now is a good time to re-visit your roommate agreement… or create one if you don’t have one!
New students for Spring semester will be assigned to vacant spaces.

Please make sure that all your living space is neat and clean. In shared bedrooms, make sure there is an empty bed, desk, wardrobe and/or dresser.

Welcome our new residents!
Just heading home for break?

Before leaving, please:

- Take out your trash
- Turn down your heat
- Remove perishable food from you refrigerator
- Take your plants and fish home with you
- Close and lock your windows
- Close your blinds
- Turn off your lights and other electrical devices
- Lock all doors
- Hold on to your keys!

Although buildings will be locked and secured during break, the University cannot assume responsibility for items left in your room. You should consider taking your valuables with you.
The last day of **MAIL DELIVERY** is Thursday, December 14 and will resume on Monday, January 8. Packages that arrive after December 14 can be picked up at the Mail Center between Dec. 15, 18-21 or Jan. 2-5.

Please visit the **MAIL CENTER** for instructions on how to ensure that your important mail and packages get to you!

For the most up-to-date information on **FOOD SERVICES**, check aux.uncc.edu/dining.
All residence halls remain open during Winter Break.

If you want to visit friends in other buildings, please contact them so that they can meet you at the front door.

As always, exterior doors will be locked.
As the end of the semester approaches, reports of theft increase! Follow these simple tips to help protect you and your belongings:

- Watch your personal items in public areas such as the laundry room and study lounges.
- Keep your doors locked.
- Don’t hold the door for strangers.
- Report any suspicious behavior to Police and Public Safety (704-687-2200) or using the Live Safe app.
As you prepare to head home for break, follow these simple tips to help protect you, your car, and your belongings!

- Pack your belongings as you have time, but secure them in your locked room until you are ready to move.

- Remember that leaving your car loaded with your stuff makes it an easy target for a break-in.

- Report any suspicious activity (including in parking lots) to Police & Public Safety at 704-687-2200 or using the Live Safe app.
DON'T FORGET YOUR BIKE

PROTECT YOUR BIKE…
Bring it inside over break!

Please consult the Resident Handbook for policies regarding the appropriate manner for storing bikes inside.
Parking and Transportation Services wants the move out process to go well for you while maintaining the proper fire lanes for emergency vehicles.

Please follow these tips to avoid receiving a parking citation:

- Pack everything in your room first before moving your vehicle to a loading zone.
- Parking in loading zones is limited to 15 minutes. (Please contact PaTS to receive permission to park while loading.)
- Move vehicle to the main parking lot as soon as you’ve loaded your vehicle. This will permit others to use the loading zone.
- Anyone using a trailer or box truck should contact the PaTS office (704-687-0161) for additional information.
PaTS offers the following tips to help ensure a safe and pleasant move-out experience for everyone:

- Please DO NOT block, park, or stand in Handicap or Reserved spaces for any amount of time without the appropriate credentials, even if the vehicle is attended and/or running. These spaces are carry a fine of up to $250.

- Be courteous – please do not block traffic or handicap access ramps while loading. Make sure your vehicle is pulled off to the side and out of the drive lane. Do not block in other vehicles. Always contact PaTS (704-687-0161) for advice for loading/unloading your vehicle.

AVOID PARKING CITATIONS
Contact a member of the Housing and Residence Life Staff (your RA, REC or GA).