



# Benedictine University

## Fall 2020 University Housing Resident Closing Information

*The following information will help prepare you for the end of semester and winter break in the residence halls. This packet includes important closing dates and deadlines, eligibility to remain in housing after the fall term, room vacancy information, leaving for break, non-returning student's check-out procedures, mail, and dining services information. Please read this packet in its entirety. **Best of luck wrapping up the term and we will see you in January!***

### IMPORTANT DATES

Checkout Schedules Posted: 11/15/2020  
Cancellation Request Deadline: 11/20/2020  
Thanksgiving Period: 11/25-11/27/2020  
Dining Services Closed: 11/25-01/16/2021  
All Halls Close: 11/28/2020 at 12PM  
Meal Plan Change Deadline: 12/1/2020

Fall Semester Ends: 12/18/2020  
University Holiday Break Period: 12/21-01/03/2021  
Martin Luther King, Jr. Day Holiday: 01/18/2021  
Spring Move in Day: 01/17/2021  
Spring Semester Begins: 01/19/2021

### **Covid-19 Testing & Isolation Protocol**

The University's surveillance testing program is scheduled to continue through the week of November 16th. All residents selected are required to participate.

### **Daily Screening**

Please continue to submit the daily screening questionnaire via the [ATS mobile app](#) and report any symptoms via the University's [Absent Form](#).

### **Isolation Protocol**

Due to the closing of the Residence Halls on November 28 and the discontinuation of resources for care of action, students who begin self-isolation or self-quarantine on campus after November 9, will be required to complete their self-isolation or self-quarantine protocol at home.

### **Housing Eligibility beyond the fall semester**

All residents are encouraged to register for spring 2021 prior to fall break. All returning residents must be in good financial/ academic standing with the University in order to remain eligible for University Housing. All returning residents should follow the guidelines outlined in the Leaving for Break section.

Residents not attending the University in the spring term (fall only foreign exchange, students withdrawing, transferring or graduating) upon completion of the fall term are not permitted to leave belongings in housing after Saturday, November 28, 2020. Please follow the check-out procedures outlined in the Non-Returner section of this packet.

### **Thanksgiving Break Closing**

Students can begin to check out of University Housing as early as November 15. All residence halls and apartments will officially CLOSE following Thanksgiving Break at 12:00pm on Saturday, November 28th and will REMAIN CLOSED for the remainder of the semester because classes will transition to fully online for the rest of the semester. Students are expected to vacate the halls by this deadline unless you are approved to stay (details to request to stay are below). See check-out procedures below.

### **Winter Break Closing**

If you have a need to remain in your housing assignment at any point between 12:00pm on Saturday, November 28th and 12:00pm on Friday, December 18th, you may submit a request by following the instructions below. However all residence halls and apartments must be completely vacated, closed, and secured by 5:00pm on Friday, December 18th for the Winter Break and requests to stay on-campus past this time will not be considered. See check-out procedures below.

**Meal Plans** – Deadline to change spring 2021 meal plan is Tuesday, December 1, 2020. Submit here:

On Tuesday, November 24th, the Dining Hall will close at 7:00pm following dinner service after which time meal plans will no longer be available. Any student approved to stay in housing after November 24th will be responsible for their own meals. Please remember that meal swipes do not roll over after this semester, you're encouraged to use them by November 24th! Dining will reopen January 17, 2021.

### **Request to Remain in Housing Post-Thanksgiving Break**

Residents who do not have a specific need to remain in housing after 12:00pm on Saturday, November 28th are encouraged to head to their winter break destinations or elsewhere for the remainder of the term to minimize the risks associated with traveling back and forth to campus. This was made possible by intentional design to conclude all classes fully online after the Thanksgiving Break. Residents of Jaeger and Ondrak may not remain in the room beyond November 28th. Only Founders' residents may request to stay through the remainder of the term (restrictions apply), keeping in mind the following:

1. Approved requests will be limited to academic reasons only that include student teaching and internships that are outside a commutable distance from permanent home address. Submittal of supporting documentation will be required.
2. The residence halls will be vacated, closed, and secured completely by 12:00pm on Friday, December 18th for the Winter Break. Requests to stay past this time will not be approved.
3. Fall 2020 meal plans end after dinner on Tuesday, November 24th (see above). Students who are approved to remain in their residence hall rooms after this time will be expected to secure food/meals on their own.
4. Residence hall staffing patterns will vary and the availability of student services may not be available following November 25th. Students approved to remain in housing for the remainder of the term should call 911 or University Police at (630) 829-6122 in case of emergency.
5. Change of guest policy will be implemented. No guests, including Benedictine community members, will be allowed in University Housing. Violations of this policy will result in immediate termination of housing.
6. Students who have a need to remain must submit a request through [this online form](#). The deadline to make a request is Sunday, November 6th. The full url link to request form is [https://benu.formstack.com/forms/post\\_thanksgiving](https://benu.formstack.com/forms/post_thanksgiving).

### **Vacancies**

If your unit has a vacant space at semesters' end, you can expect to receive a new roommate as early as the end of fall term and/or the spring semester. University Housing expects student rooms to be clean, and welcoming of a new roommate. All rooms with vacancies will be inspected over the break period to ensure guidelines are followed. Failure to have an orderly space over the break may result in cleaning fines and further disciplinary action may be taken. Updated roommate information will be available within the Housing Portal over the winter break period.

### **Health & Safety Inspections**

After you have departed for the semester, staff will be conducting health and safety inspections of your room and/or suite. These inspections take place to ensure that all residents are meeting health and safety standards. These are plain view inspections unless there is reasonable cause to authorize a room search. Documented violations of these standards may result in fines, confiscation of prohibited items, student conduct charges, and/or secondary inspections; you would be notified by email if violations are documented. The University reserves the right to take action to rectify issues that may endanger health and/or safety - e.g. to discard or bag any items which may breed mold/bacteria or attract pests - and will not be liable for possessions which are discarded/bagged/moved/damaged in the process.

### **Mail Services**

Be sure to pick up all mail and packages prior to your departure. Contact the Print Mail Center for hours of operation online [here](#) for mailroom updates or [pmc@ben.edu](mailto:pmc@ben.edu) for additional information.

### **Room Changes**

Out of an abundance of caution, room changes cannot occur this semester. The spring room change process will reopen beginning January 25, 2021.

## Spring 2021 Reopen Schedule

University Housing will reopen for Spring 2021 at 9:00am on Sunday, January 17, 2021. To minimize congestion and traffic flow purposes, designated check in times will be assigned for key pick up and enrollment verification. Students will not be approved to return to campus before this time. Please plan your travel accordingly. Classes begin on Tuesday, January 19th.

Further information and instructions for your return to campus (such as mandatory COVID-19 testing) will be shared at a later date.

## Check-out Procedures

**NOTE: Whether you are departing by the initial hall closing on November 28th or are approved to stay to a later date, please follow checkout procedures by your respective deadline. If are not planning to return to housing next semester, please notify University Housing by November 20th. See *cancellation procedures* below.**

### For students returning for Spring 2021

1. You **WILL need to return your room keys** at your scheduled check-out time.
2. **You DO NOT need to remove all your belongings.** Pack and take everything you will need until January. **Remove or secure all valuable** personal property. You will not be able to access the residence halls once you've departed until they reopen. While you may leave belongings over the break, the university does not assume responsibility for any personal property left in any room.
3. **Do NOT leave personal items** or trash in any common area, hallway, etc.
4. **Disconnect** all electrical **appliances** and defrost mini fridge at least two days before you leave.
5. Deposit all trash in the respective dumpsters.
6. Prepare your room. Make it clean. Make it neat. Remove all perishable food items. Clean and store any dishes/cookware.
7. **Clean surfaces and floors.** Your space should be kept in a state so as not to attract bugs/pests, mold, or spread disease.
8. **Clear excessive clutter;** a person should be able to enter, exit, move through and about any room without obstruction. Large piles of items (such as clothes or bedding) or obstructions (such as an obstructive furniture layout) are prohibited as a fire hazard.
9. If you are the only occupant of a double room... **you MUST prepare your room for a roommate for Spring 2021,** even if you have not been assigned one yet! Ensure that half of the room is cleared out and the furniture is arranged in a way to allow a roommate to comfortably move in - you may be assigned one over the break. If your room is NOT prepared, we may have to move your personal belongings and you may incur fines. If you are paying for a single room, you do not have to prepare for a roommate.
10. Ensure your **space is free** of any and all violations.
11. **Lock all windows. 12. Open curtains or blinds (excluding Founders'). 13. Turn all lights off. 14. Lock the door(s).**

### For students NOT returning to housing for Spring 2021 – *Cancellation Procedures*

All students entering in the fall semester signed an academic year housing agreement, which holds each student financially accountable for the housing costs through May 2021. Students not attending the University in the spring 2021 term (e.g. fall only foreign exchange, students withdrawing, transferring or graduating...Congratulations!) are required to notify University Housing and submit a [University Housing Cancellation Request form](#) by November 13, 2020. Submissions should include the reason for not returning to the University Housing and provide supporting documentation (e.g. graduation clearance, university exit form, a recommendation from financial aid).

In any case, follow check-out procedures above **AND remove all personal belongings, return your space and its furnishings to their original condition, and return your room keys at the time of checkout before you depart.** If not returned properly before you depart, a key replacement charge will be applied to your student account: Keys requiring replacement for Founders will result in a core key replacement charge of \$250 and \$50 for all other residence halls.

***If you're unsure...*** whether you're returning to campus housing in the spring (e.g. you're awaiting decisions about off-campus approval or academic suspension), you're encouraged to go ahead and move out and return your key before you depart for the semester. If a decision is reached over the break, you may coordinate with University Housing or Police to access your room to move out. Room and meal plan charges will begin to accrue when the residence halls reopen.

**THE UNIVERVERSITY HOUSING & RESIDENCE LIFE OFFICE WISHES YOU A SAFE AND RESTFUL WINTER BREAK!**