



Office of Residence Life

Fall 2017 Closing Newsletter

Residence Halls close at 5pm on **FRIDAY, DECEMBER 22,**

STEVENS OWNED HOUSING RESIDENTS



Staying over Winter Intersession?

* Assign yourself to your room by Friday, December 15 via the Housing link on myStevens to retain access to your room and building.

Not returning for Spring 2018?

- Complete the Cancellation Request Form via the Housing link on myStevens.
- * If approved, you must vacate, remove belonging, and return your key to Area Office by Friday, December 22 at 5pm!

GREEK/STEVENS LEASED HOUSING RESIDENTS

Returning in the Spring 2018?

* No action required.

Not returning for Spring 2018?

- * Complete a Cancellation Request Form via the Housing Link on myStevens.
- * If approved, you must vacate, remove belonging, and return your key to SLH/GSLH Office (1st floor Humphreys Hall) by Friday, December 22 at 5pm!



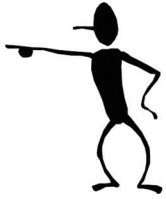
DINING INFORMATION

When is the "REAL" Midnight Breakfast?

- Wednesday, December 13th from 9:30pm to 12:30 am in Pierce!

What's going on with the Dining Schedule?

- **Friday, December 22**: Fall Meal Plan ends. All Stevens Dining locations close at 2pm. Pierce Café will be open until 4pm.
- **Tuesday, January 2**: Pierce opens weekdays 8am-2pm with limited service (no meal plan). Pierce Café open weekdays 8am-5pm.
- **Tuesday, January 16**: Spring meal plan begins in Pierce at 7am.
- **Wednesday, January 17**: All Stevens dining retail outlets open at their regularly scheduled times.
- **DUCKBILLS CAN BE USED AT ALL OFF CAMPUS LOCATIONS DURING BREAK.**



BEFORE YOU GO!

Hmm, what do I need to do?

- Clean your room.
- Remove all food and trash.
- Close and lock all windows and doors and Shut the blinds on all the windows.
- Turn off your alarm clock.
- Keep your key if you are returning for the Spring 2018 Semester.
- Return your key by December 22 if you have an approved cancellation.
- Office of Residence Life will be inspecting all rooms from now until December 23.

Important Dates, Deadlines, and Reminders

- 24 Hour Quiet Hours are in effect on and off campus Friday, December 8—Friday, December 22.
- Intersession Housing Assignment available through myStevens due Friday, December 15.
- Room Change Requests via the Housing Link on myStevens for the Spring Semester are due by Friday, December 15.
- If you need to cancel your housing for spring, Co-op, Study Abroad, or are graduating, complete the online Cancellation Request Form via the Housing Link on myStevens by Friday, December 15.

If you have cancelled your housing for the Spring 2017 semester, you must vacate, clean your room, return your key, and check out online or in the Area Office by 5pm on Friday, December 22.

Opening for the Spring semester is Tuesday, January 16 at 10am in the Area Offices.

2018 Fall Housing!

- Fall 2018 Housing Application will be available via Housing Link on myStevens on February 1.
- You must submit an online housing application on or before February 28 to be guaranteed housing.
- The housing application and contract is a **full year commitment**. Fall & Spring for on campus, Greek and Special Interest Housing. Early July—end of May for Stevens Leased Housing (SLH).
- Room Selection Information Sessions will be announced in January.

