WINTER BREAK

Important Housing Information to Know Before You Go!

All Residence Halls at MGA,

except for Aviation, Harris, and University Pointe,

will **close** on **Wednesday, December 9th at 12 pm!**

Students are expected to vacate the residence halls ***within 24 hours after their last final***. Students needing an extension must submit a request with housing and include their reason for the extension. Those who submit a request will be permitted to stay on campus ***until December 11th at 10am.*** These extension requests must be ***received by Monday, November 30th.***

Returning Students

Students ***must*** be registered for Spring 2027 classes by ***Wednesday, December 9th*** in order to secure their housing assignment for Spring 2027.

Students who are not registered for classes by the deadline ***may have their housing assignment canceled*** and will have to fully move-out by Wednesday, December 9th at 12 pm.

Students returning to campus in January 2027 may ***move back*** into their assigned residence hall space beginning ***Sunday, January 10th***.

Wednesday, January 13th, is the first day of classes.

Before you Go Checklist

- ***All trash must be taken*** to the trash area for your building and not left in hallways, rooms, or next to trash cans.
- ***Secure personal belongings***. Because of the potential for maintenance concerns, ensure you do not leave anything on the floor.
- ***Remove items*** from your room that may spoil.
- Take your approved ESA or fish home with you.
- ***Unplug everything*** (If you have a minifridge, please plan accordingly and defrost it 48 hours prior to leaving campus.)
- Lock windows and close blinds.
- Leave heat on 70 degrees if applicable.
- ***Turn off lights***
- ***Lock doors***
- ***Make sure you have any items that you need*** as you will not be able to re-enter your room until the set return dates in January.
- ***Turn in your room key to hall staff*** (unless you live in Aviation Hall, Harris Hall or University Pointe).

Graduation

Students who are participating in Commencement activities (whether graduating or working the ceremonies) ***can request to stay on campus until Thursday, December 10th at 6pm*** by emailing their RLC or AC.

To locate your RLC or AC's email, please visit the staff directory at https://www.mga.edu/residence-life/directory.php.

If you are working commencement, please include the name of your supervisor so we can confirm. Graduating students will be confirmed with the Registrar's Office.

IMPORTANT NOTE: If you are participating in Commencement, please remember that you will want to be able to celebrate with your family after the ceremony. Due to this, we highly encourage you to check out of your residence hall ***prior*** to Commencement so you can enjoy time with your family.

Non-Returning Students

Students not returning for the Spring 2027 semester must submit a ***request to cancel their housing*** contract through the StarRez Housing portal in their SWORDS account.

Students who are approved for a release for Spring 2027 must fully check out of their assigned space with a hall staff member by ***Wednesday, December 9th at 12pm***.

Please check communication from your RLC/AC on the checkout procedures for your residence hall. Failure to check out properly will result in a ***$100 improper check out fee*** being assessed to your student account.

Failure to return any assigned keys will result in a ***$60 charge*** being assessed for each key to their student account and is ***$150 for University Pointe***.

Please remember that the deadline to request to cancel your housing contract for Spring 2027 is ***December 10th***. Students who request a release from their housing contract after December 10th will be ***charged a late cancellation fee of $500*** if the request is approved.

Check Out Checklist

- ***Remove everything*** from the room including all trash and recyclables, except college-provided items.
- The furniture listed on your room inspection card is assigned specifically to that room. This specific furniture is to be in the room at check-out.
- ***Clean*** the room and its furnishings. This includes sweeping, dusting, and mopping.
- If the room is not cleaned properly, you and your roommate(s) could be charged. If there is damage to your room or furniture, it may be assessed at a later date. If so, this charge will be posted to your student account.

Winter Break Operations & Housing

Only ***Harris Hall, Aviation Hall,*** and ***University Pointe*** remain open throughout Winter Break. Students not assigned to these halls ***must request*** to stay for winter break in their assigned hall.

Requests are not guaranteed. To request to stay for Winter Break, students should complete a ***Winter Break Stay Request form*** found in the Starrez Portal on the Home Page.

However, you ***do have to be enrolled in Spring 2027 classes*** by ***Wednesday, December 9th*** and you ***must complete*** the Winter Break Stay request form (includes a waiver) to remain on campus.

If you do not have classes or fail to complete the request form/sign a waiver, your card access will not be turned on for the break.

All students who remain in the residence halls during Winter Break, regardless of which building, ***must sign a waiver*** indicating they understand the rules during the break and limitations of services. These waivers will be completed through the *Winter Break Stay Request Form*.

If you are ***returning for Spring 2027***, you will be returning to your ***same room*** and ***do not*** need to check out or remove all of your items.

The Office of Housing and Residence Life will be open during the time between the end of the semester and Wednesday, December 23rd.

If you are a student that is approved to remain on campus after December 9th and you need assistance, please contact your on-call phone number or the Housing & Residence Life Office.

Please note that ***the University is closed beginning Thursday, December 24th*** and will not ***reopen*** until ***8 am on Monday, January 4, 2027.***

24-hour quiet hours begin at 10am on Thursday, December 3rd and do not end until Wednesday, December 9th at 12pm. If noise can be heard outside your room when the door is closed, it's too loud!

Please also be reminded that ***all on-campus dining facilities will be closed during Winter Break***. As such, students are responsible for their own food during this time. The dining halls will ***close*** after breakfast service on ***December 8th*** and will not ***reopen*** until dinner service on ***Sunday, January 10th***.

Any Questions? Contact Us!

Phone: 478.934.3027
Email: housing@mga.edu
Website: mga.edu/residence-life