

WINTER BREAK

Closing Memo

The end of the semester is a very busy and exciting time for everyone on campus. **PLEASE MAKE SURE YOU READ** over the following, as it contains very important information about Thanksgiving Break, Winter Break, Spring move-in, and your responsibilities as a resident.

ALL RESIDENCE HALLS AT MGA, EXCEPT FOR AVIATION HALL, HARRIS HALL, AND UNIVERSITY POINTE, WILL CLOSE ON WEDNESDAY, DECEMBER 10TH AT 12 PM.

Students are expected to vacate the residence halls 24 hours after their last final to promote an environment that remains conducive to taking finals for all students. 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 12th at 10am. These extension requests must be received by Monday, December 1st.

Students who are participating in Commencement activities (whether graduating or working the ceremonies) can request to stay on campus until Thursday, December 11th at 6 pm by emailing their RLC. (If you are unsure of your RLC'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.

Winter Break Hours of Operations and Quiet Hours

The Office of Housing and Residence Life will be open during the time between the end of the semester and Tuesday, December 23rd. If you are a student that is approved to remain on campus after December 10th 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 Wednesday, December 24th and will not reopen until 8 am on Monday, January 5, 2026.

24-hour quiet hours begin at 10am on Thursday, December 4th and do not end until Wednesday, December 10th at 12 pm. If noise can be heard outside your room when the door is closed, it's too loud!

WINTER BREAK HOUSING

All students must request to stay for winter break in their assigned hall. If you are currently assigned to Aviation Hall, Harris Hall, or University Pointe, you do not have to pay an additional cost to remain for Winter break due to those buildings 50-week contracts. To request to stay for Winter Break, students must complete a Winter Break Stay Request Form found in the StarRez Housing Portal on the Home Page. Requests are not guaranteed. All requests must be received by Monday, December 1st. Requests received after December 1st are subject to a \$100 late request fee. Please note that the cost for remaining on campus for Winter Break is \$700, which will be added to your student account.

Please 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 lunch service on December 9th and will not reopen until dinner service on Thursday, January 8th.

CLOSING INFORMATION

As you read through this information, please note that if you are returning for Spring 2026, you will be returning to your same room and do not need to check out; simply follow the BEFORE YOU LEAVE FOR BREAK directions below.

If you are currently assigned to Aviation, Harris, or University Pointe AND have a SPRING 2026 assignment, you do not have to pay an additional cost to remain for winter break due to those buildings being 50-week contracts. However, you DO have to be enrolled in Spring 2026 classes by Wednesday, December 10th and you MUST complete a Winter Break Request Form to remain on campus. If you do not have classes or fail to submit a request, 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 must be signed while completing the Winter Break Request Form.

BEFORE YOU LEAVE FOR BREAK

You are to perform the following actions:

- Any trash must be taken to the trash area for your building and not left in hallways, rooms, or next to trash cans.
- Remove items from your room that may spoil.
- Take your 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.)
- Secure personal belongings. Because of the potential for maintenance concerns, ensure you do not leave anything on the floor.
- Lock windows and close blinds.
- Leave heat on 70 degrees if applicable.
- Turn off lights.
- Lock doors.
- Turn in your room key to hall staff (unless you live in Aviation Hall, Harris Hall, or University Pointe).
- 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.

Health and safety checks will be completed at the end of the semester and any items confiscated at this time will not be returned. Conduct meetings for confiscated items will occur at the beginning of the Spring 2026 semester. ** Returning students (with the exception of those living in Aviation Hall, Harris Hall, and University Pointe) will turn in their room key before leaving this year. **

FOR THOSE CHECKING OUT (CANCELING HOUSING CONTRACT)

As soon as possible, students not returning for the Spring 2026 semester need to 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 2026 must fully check out of their assigned space with a hall staff member by Wednesday, December 10th at 12 pm. Please see communication from your specific RLC on the checkout procedures for your residence hall. Failure to check out will result in a \$100 improper check out fee being assessed to their student account. Failure to return any assigned keys will result in a \$60 charge being assessed for each key to their student account (\$120 for University Pointe). Any space that is determined to be vacant for the Spring 2026 semester will be assigned to a new incoming student.

Please remember that the deadline to request to cancel your housing contract for Spring 2026 is December 10th (without penalty). 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.

Any students checking out should perform the following actions as well:

- 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 have to be assessed at a later date. If so, this charge will be posted to your student account.

RETURNING IN JANUARY

Students returning to campus in January 2026 may move back into their assigned residence hall space beginning Friday, January 9th. Please remember that Monday, January 12th is the first day of classes.

Please note that students must be registered for Spring 2026 classes by Wednesday, December 10th in order to secure their housing assignment for Spring 2026. 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 10th at 12 pm.