



Fall Break Information

ALL RESIDENCE HALLS/VILLAGE TOWNHOUSES

All Residence Halls/Village Townhouses will close for the semester Wednesday, November 25, 2020, at 12:00 p.m. All residents must vacate their residence by that time. Students who will return for the spring 2021 semester do NOT need to move completely out of their rooms.

Mandatory Testing of Students Prior to Leaving

All students residing on campus, working on campus, taking at least one class on campus, or utilizing services on campus are mandated to take a COVID-19 exit test within 10 days prior to November 25, 2020.

Visitors

Visitors and guests are NOT allowed in the residence halls. If you need assistance moving out, please have guests and visitors meet you at the main entrance to assist you with carrying your items.

Last Meal in the Dining Hall

Lunch on Wednesday, November 25th is the last meal Dining Services will serve. Dining Services will reopen in the spring.

Noise

Sunday through Thursday nights, quiet hours begin at 10:00 p.m. and end at 10:00 a.m. the following morning. Friday and Saturday nights, quiet hours begin at 12:00 a.m. (midnight) and continue until 10:00 a.m. the following morning. Courtesy hours are observed 24 hours per day.

Bins

Students who would like to use one of the grey bins (as available) can check a bin out at the front desk. All bins will need to be cleaned before the bin is returned.

Confiscated Items

Students who have items that have been confiscated may have those items returned to them upon Check-Out. Please contact the Residence Hall Director in your building. These items must be taken as you exit the building. These items cannot be taken to your room.

Donations

Items that you plan to discard should be thrown away. Please DO NOT leave donations items in the lobby. If you would like to donate items please contact our Campus Sustainability Manager, Kate Spector (katherine.spector@oswego.edu). Kate will work with you to accept your donations.

Refrigerators

College-owned rental refrigerators must be defrosted and cleaned before you leave. If you have rented a unit and are not returning to campus for spring 2021, please contact Residence Life & Housing at reslife@oswego.edu.

Bicycles

All Bicycles must be removed from bike racks by 12:00 p.m. on Wednesday, November 25th. Bicycles that are not stored properly may be confiscated and will not be returned.

Room and Common Damage

You and your roommate(s) are responsible for any damages to your room that are not the result of normal usage. At the time of Check-In, you were asked to complete the Room Condition Report (RCR). Room damages will be assessed from this form. After the residence halls/townhouses are completely closed, each room will be inspected, in detail, by the residential life professional staff for damages. Clean-up and damage charges will be assessed and charged (if applicable). Students who live in suites and townhouse apartments where they share a common room are all responsible for any damages to this space.

Parking

Parking is not permitted in roadways. Park in designated parking spaces to ensure safe roadways on campus. Cars should not park, block traffic, or pull close to the building for move-out, as this can cause congestion. Unattended vehicles in fire lanes are subject to citing/towing.

Students Returning for Spring 2021

Complete the Closing Checklist that is placed on your door.

Prepare your room for break

- Clean and vacuum room(s)
- Empty trash and recycling (Failure to do so will result in cleaning charges)
- Empty, defrost, clean, and unplug refrigerator/freezers (leave the appliance door open)
- Remove and dispose of perishable foods
- Secure the window and close the drapes/blinds
- Turn off all the lights and unplug appliances
- Do not leave any Emotional Support Animals or fish behind over the break
- Close and lock the doors and ensure that all windows are closed tight
- If your roommate/suitemate/townhouse mate is not returning for spring semester you should make sure that all your belongings are on your side of the room. The custodial staff will be coming in to clean the open space in the room/bathroom in preparation of new student arrival. All personal belongings will need to be removed from the bathroom space (e.g. sink, counter, shower, floor) and any common space. Village residents should work to clear common areas and the kitchen counter.

Forward Mail

- Check your mailbox and remove all items addressed to you.
- Change your “default” address in Amazon and other delivery services
- Update your “forwarding mail address” at myOswego.

Request to Stay Late

Students who find themselves in an extenuating circumstance in relation to an academic or travel-related need may request to stay beyond 12 p.m. on Wednesday, November 25th.

- Each request should be submitted via email to the Hall Director by **Thursday, November 18th**. Students will only be granted a small-time extension no later than 6 pm on November 25th.
- The Hall Director will review the request and determine if the request can be approved or denied. If denied, students should make other arrangements to leave the residence hall/Village Townhouse apartments by 12 p.m., Wednesday, November 25th. If approved, the Hall Director will provide you with a new time to leave the residence halls/townhouse.

Limited Winter Break Housing

Limited break housing is restricted to international students, students whose primary address is the college, and those with an approved academic need. Students who would like to complete an application for break housing should reach out via email (reslife@oswego.edu) to Residence Life & Housing AND REQUEST THE APPLICATION FOR BREAK HOUSING. The email itself is not an application for break housing.

The deadline to make this request is **12 p.m., Friday, November 13th**.

- **Location:** Break housing will be in Hart Hall. Students are not allowed to stay in their rooms/Village Townhouse over the break.
- **Room Costs:** Break housing is \$280/week and each week runs from Sunday – Saturday. Students will be able to sign-up for a portion of the break or the entire break. The weekly cost will be billed to your student account each week.

- **Meals/Kitchens:** There are NO MEAL COSTS as dining is suspended over the break, and no meals will be offered over the break. STUDENTS MUST provide and prepare their own meals. Kitchens will be open for use. Students will be able to check-out cookware from the desk.
- **Moving Out:** Students who stay for the break will NOT need to move completely out of their residence hall room if they have the same assignment in the spring. Students should take what they will need for the break as they will NOT BE ALLOWED to return to their room once the hall/Village is closed on Wednesday, November 25th, at 12 p.m.
- **Travel:** Students will NOT be able to travel while they live in break housing. Students will NOT be permitted to leave campus and then enter break housing. Students can enter break housing on Wednesday, November 25th and stay for a portion of the break and then depart for home.

Students Not Returning for Spring 2021

(Graduating in December, withdrawing, have an internship, student teaching, or are transferring):

Request to terminate your Residence Life and Housing License

You need to complete your “*Request to Terminate Residence Life and Housing License*” and submit via email along with supporting documentation to reslife@oswego.edu by **November 13, 2020**. Terminations for spring semester are generally only approved for students that are graduating in December, withdrawing, have an internship, are student teaching, or are transferring. Students with an approved termination must remove all belongings and complete the **Express Check-out**.

Express Check-out

Pick up an envelope at the front desk. Enter all information on the envelope and place your keys in the envelope and seal it. Leave the sealed envelope in a designated location at the front desk (if the front desk is closed, place the envelope in the campus mail slot at the front desk). You will also need to log into “MyOswego” portal and update your forwarding address.

- **Envelopes:** Students can pick-up an express Check-Out envelope at their front desk 24/7, as these envelopes will be placed in the lobby and are accessible even when the desk is closed. Please complete an Express Check-Out in your residence hall.
- **Keys:** When you have filled out the Express Check-Out form, you will place your room/mailbox keys inside of

the envelope. Seal the envelope. Your keys and your roommates’ look the same to us -- if you don’t put your name on the envelope, we won’t know who turned them in and who lost them. If you don’t return your keys, you will be billed \$25.00 for a lock change. Don’t forget to lock your room when you leave! Keys placed in the mail upon departure will not be accepted!

- **Codes:** Students who live in a building where they use codes should still complete an express check-out envelope and leave it at the front desk.

Room Condition

You are to leave your room in “move-in condition.”

This means:

- Remove everything from the room except College-provided items, including all trash and recyclable cans.
- Clean the room and its furnishings. This includes sweeping, dusting, and mopping, if necessary.
- Remove all stickers, tape, sticky tack, and personal belongings from the walls and ceilings.
- 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 will be assessed and billed later.
- The furniture listed on your *Room Inventory and Condition Record (RCR)* is assigned specifically to that room. This specific furniture is to be in the room at check-out.
- If you do not follow all check-out procedures or you do not leave your room in “move-in condition” you will be charged a \$50 improper check-out fee. You may also incur lock change charges.

Mail

■ Need Your Mail Forwarded?

Log into “MyOswego” portal and update your forwarding mail address.

■ What if I don’t update my Forwarding Mail Address?

Any unclaimed packages will be forwarded to your home address that we have on file. If you are expecting mail at your university address, we strongly encourage you to leave a forwarding address.

■ When will the mail/packages stop?

ALL STUDENT MAIL will stop being delivered to the residence halls on Friday, November 20th.

Timeline

Week of November 9th:

Virtual hall meetings to discuss closing for students.

Week of November 9th:

Virtual closing meetings for parents (session recorded), the link can be found on the Oswego COVID-19 page.

Thursday, November 18th:

Deadline for students who find themselves in an extenuating circumstance in relation to an academic or travel-related need to request (via email to the Hall Director) to stay beyond 12 p.m. on Wednesday, November 25th. No student will be allowed to stay in their residence beyond 6 pm.

Friday, November 20th:

ALL mail/packages will stop being delivered. Students should pick up all their packages before the desk closes on Tuesday, November 24, at 10 p.m.

Wednesday, November 25th, 12 p.m.:

ALL DESK SERVICES ARE CLOSED

Wednesday, November 25th, 12 p.m.:

All residence halls/Village Townhouses will close. ID card access will be REMOVED. Students should leave out BEFORE 12 p.m. to avoid being locked out.

Wednesday, November 25th, Dining Services:

Lunch will be the last meal served.