The semester break begins at 11 a.m. on Saturday, December 16, 2017 and continues through 2 p.m. Sunday, January 14, 2018.

If you are leaving the university and checking out of on-campus housing or making a room change for the spring semester, refer to the instructions sent to you via your B-mail address. If you are moving and have not received such instructions, please contact your community office immediately.

**SHH! 24-HOUR QUIET HOURS** begin 11:59 p.m. Sunday, December 10 and continues through 8 p.m. Friday, December 15.

*Before you leave your room, please make sure to do the following.*

**Staff will be checking to make sure conditions have been met.**

- Unplug all electrical devices **including** refrigerators; these must be left open with a towel in front to catch any moisture from thawing.
- Close and lock all windows and doors.
- Close and lower blinds three-quarters down.
- Remove all holiday decorations and take perishable trash to the dumpsters.
- If you are not staying on campus for this break, but leave your car on campus, it **MUST** be parked in Lot M1 or ZZ north and south.
- Lots S2 and Y5 are usable for students who will be using their cars during break.

If you are staying in your room/suite for all of part of the recess, please register online at reslife.binghamton.edu/break no later than Thursday, December 14. **IT IS VERY IMPORTANT THAT YOU REGISTER IF YOU ARE STAYING IN YOUR ROOM/SUITE** so we know who is here in case of an emergency.

**Offices will be closed December 25 through January 2**, however, there will be an RA/SR in your building. Starting January 2, your community office will be open on weekdays from 8 a.m. – 4 p.m. until January 14. In addition, be mindful of the following numbers in case of emergency:

- **Staff Member On-Duty**
  - 607-759-4755
  - If you cannot reach the staff member on-duty by phone, call University Police who will contact them.

- **Emergency Maintenance**
  - 607-777-2341
  - x 911 (emergency - from a campus phone)
  - 607-777-2222 (emergency - from a cell phone)
  - 607-777-2393 (non-emergency)

Please be aware that staff coverage during the break is limited. **If you are locked out of your room/apartment, the response time to key you in could be lengthy. Make every effort to keep your keys with you at all times!**

During this break housing period the University Housing License and the Code of Student Conduct are still in effect. In addition, you must obey the directives below. Break housing is a privilege and you are expected to conduct yourself in a manner appropriate to a community living environment. Any alleged violations will result in immediate removal from break housing pending any student conduct or administrative follow-up action.

- You may not have any guests in the building at any time.
- You may not allow anyone to “tailgate” (not using their card access) into the building.
- You should keep your room and suite door locked at all times.
- Suite bathrooms will be cleaned over break. Please follow usual instructions.
- Take trash outside to the dumpster.

**Have a happy and safe break!**