March 2016

TO: All Residence Hall Students

FROM: Ryan Baumann, Associate Director of Residence Life

SUBJECT: Closing of Residence Halls for Spring Break

Residence halls Close for Spring Break on **Friday, March 18, 2016 at 5:00 pm.**

Residence halls re-open on **Sunday, March 27, 2016 at 3:00 pm.**

The following students may be given permission to stay during the break:

- International Students
- Students employed on campus during that week (supervisor must e-mail reslife@ccsu.edu confirming employment during break by March 16, 2016)
- Students participating in student teaching or co-op jobs
- Special circumstances approved by the Department of Residence Life (to receive approval e-mail reslife@ccsu.edu detailing what your special circumstances are by March 16, 2016). Please note requests to stay during break due to working an off campus job will not be approved.

Students requesting to stay must complete a Spring Break Housing Request in MyHousing by **Wednesday, March 16, 2016.**

A housing fee of $116.00 for the week will be assessed for each student remaining in the residence halls. Students employed on campus and international students will be charged at a reduced weekly rate of $77.00 per week.

**Students who need to stay past 5:00 pm on Friday March 18, 2016 due to midterms, Saturday classes, or other academic reasons should speak with their Area Coordinator/Resident Director to receive an extension**

Due to the limited staffing during the break, we are unable to give permission for students to stay late or return early from trips.

Please leave your room neat and free from fire hazards. Dispose of perishable foods, close and lock windows, Refrigerators may remain plugged in during the break period. Rooms will be entered and checked by staff members for fire hazards once you have left for break.

Please contact the Department of Residence Life at reslife@ccsu.edu if you have any questions.

**NOTE: Please be sure to take everything out of your room that you will need during your break as we will not be able to let students into rooms during the break. In particular remember to take prescription drugs, books, important paperwork, jewelry, contact lenses, athletic uniforms, etc. that you will need during the break.**