

November 2009

**TO:** All Residence Hall Students  
**FROM:** David Campbell, Office of Residence Life and Housing Operations  
**RE:** Closing for Thanksgiving Recess

All University Residence Halls will be secured for Thanksgiving Break at 10:00 p.m. on Tuesday, November 24, 2009. All exterior doors will be locked in order to prohibit access to the building during the break. **ALL STUDENTS MUST VACATE THEIR RESIDENCE HALL ROOMS AND BUILDINGS BY 7:00 P.M (unless you have a 7-10 pm class).** If you have a Tuesday evening (7-10pm) class on November 24, please contact your Resident Director about this no later than Friday, November 20. The last meal served in the Dining Hall on November 24 will be dinner (from 4:30-6:30 p.m.).

**All students should follow the procedures listed below:**

1. Notify your Resident Advisor of your intended departure time.
2. Remove any perishable food items from the room and empty your wastebasket.
3. Secure all windows, turn out lights and close blinds/shades.
4. Take home any personal items of value. The University will not assume any responsibility for personal items left in rooms over break periods.
- 5. LOCK YOUR ROOM DOOR.**

**Please be advised that a cursory inspection of your room will be made by your Resident Advisor before he/she leaves for break to ensure these procedures are completed.**

The residence halls will re-open at 12:00 noon on Sunday, November 29th. The first meal served in the Dining Hall on Sunday will be dinner (from 4:30 - 7:00 p.m.).

Thank you for your attention to this memo, and have a safe and happy break!

**HAPPY  
THANKSGIVING**

