



November 3, 2009

**MEMORANDUM**

TO: All Resident Students  
FROM: Jennifer Gamble Townsend, Interim Director of Residence Life and Housing  
RE: Thanksgiving Break 2009 Closing Information

The residence halls will close for Thanksgiving Break at 10 am on Sunday, November 22, 2009. Students are not permitted to remain on campus during the Thanksgiving Break, with the exception of **International Students** with a **Break Pass**, and those students affiliated with an **approved** College-sponsored program that apply for, and are granted a Break Pass. The deadline to request a Break Pass is 12 noon on Monday, **November 16, 2009** in the main office of your Residence Hall. Decisions about Break Passes will be communicated to students by the end of the day on Wednesday, November 18, 2009 via your respective residence hall. Any student requesting to stay on campus may be required to consolidate in a building determined by the Residence Life staff. Any unauthorized student remaining in the halls beyond the closing time may be assessed by the hour for late departure. Any student found on campus over the break without a Break Pass will be required to leave campus immediately and will be subject to judicial action. Please schedule your travel plans accordingly.

The dining hall will not be closed during Thanksgiving break for those students that are allowed to stay on campus via an approved Break Pass. Please check with dining hall staff for hours of operations and potential schedule modifications.

The residence halls will reopen for the remainder of the fall semester at 1 p.m. on Sunday, November 29, 2009. Students will not be permitted to gain access to the buildings prior to 1 p.m. on Sunday.

While you are not required to remove your belongings from your room for Thanksgiving Break, items left over the break period will be **left at your own risk**. As stated in the South Carolina State University Housing Contract 2007-2008, tenant 14. Please assist the University in conserving energy and safeguarding your belongings by doing the following before leaving for Thanksgiving Break:

- Close and lock all windows. Turn off all lights. Pull blinds up completely.
- Remove all trash from your room and bathroom before leaving campus. Rooms should be left in an orderly state.
- Turn off the heat (in the bedroom and bathroom).
- Make sure **all** appliances are unplugged. This includes aquariums, computers and refrigerators (Hugine Suites and University Village **do not** unplug refrigerators). Note that the Residence Life staff will unplug appliances that are left plugged in by the residents. The Residence Life staff assumes no responsibility for any damage that results if items must be unplugged by the staff.
- Refrigerators must be emptied, cleaned, and defrosted (Hugine Suites and University Village **do not** defrost, but turn off ice makers). The door to the refrigerator must be left open to prevent mildew (Hugine Suites and University Village **do not** leave doors open).
- Secure your room door and the bathroom door that leads into your side of the suite.
- If you are leaving your car on campus, please park your vehicle in the Hodge Hall or J/K parking lot of the Hugine Suites. The University assumes no liability for loss or damage to a resident's personal property due to fire, theft, or other causes.

All University policies and procedures are in effect during Thanksgiving Break. Only students with permission from the Office of Residence Life and Housing to be on campus will have access to the residence halls. **Visitation during the Thanksgiving Break period will be strictly modified.** Those persons receiving a Break pass will be advised of the policy. Students found in violation of the modified visitation policy will be dismissed from campus immediately and will face judicial action.

In the event of an emergency during the break period, the South Carolina State University Police Department will be available twenty-four hours a day by calling extension .803.536.7188. The Office of Residence Life and Housing will have staff on-call during the break. In the event of a Residence Life and Housing emergency the on-call staff member can be reached at 378.4706.

To ensure that everyone has officially checked out by 10am on Sunday, November 22, 2009, all resident students are required to sign out with their residence hall staff. Your RA will conduct a hall meeting in the next week to review the policies and procedures for the Thanksgiving Break closing. If there are any questions, please contact your RA or RE. Enjoy your break from classes and be safe!