CLOSING NOTICE - PLEASE READ CAREFULLY

RES HALLS:
Residents living in Tenaya and Tioga will not be permitted access to their rooms over Winter Break. A final check of all rooms will be conducted. Tenaya and Tioga will be closed and locked on Sunday, Dec. 15, at noon and will re-open on Saturday, Jan. 4, at noon. NO EXCEPTIONS!

APARTMENTS:
Tamarack and Tuolumne apartment residents will have access to their spaces over the Winter Break. All policies remain in effect over the break.

INSTRUCTION BEGINS:

QUIET HOURS: Finals begin Saturday, Dec. 7, and continue through Saturday, Dec. 14. Your utmost consideration for those studying around you is required during this time. Quiet hours will change for Finals Week. Quiet hours begin at 10 pm Friday, Dec. 6, through Friday, Dec. 13, to accommodate those preparing for finals. Regular quiet hours will resume at 1 am on Saturday night, Dec. 14. Quiet hours during Finals Week will be strictly enforced 24/7, and those found in violation of them will be subject to disciplinary action. You are responsible for your behavior and for the behavior of your guests. Please be considerate to those around you!

CLOSING: Tenaya and Tioga Halls will be closed and locked at noon on Sunday, Dec. 15. Failure to vacate the residence halls or to properly check out by noon will result in an administrative charge. Please plan carefully—no one will be permitted to remain in Tenaya or Tioga beyond this closing time, nor will anyone be permitted access to the buildings after they are locked. While the University will make every effort to provide adequate security during the break, please take your valuable property home with you as a security precaution and for your peace of mind. Lastly, please remember to take your IDs, passport, medications, keys and all other necessary items home with you.

Meals: Pines Restaurant will be close on Saturday, Dec. 14, and John’s Market will close at a designated time that day. Both Pines Restaurant and John’s Market will re-open on Sunday, Jan. 5 at noon. Please be aware that service hours for all dining facilities on campus will vary during finals week, and there will be very limited dining, if any, over the break. More information can be found at the HDH website.
Cleaning: All common areas in Tenaya and Tioga Halls will be cleaned. Do not unplug your refrigerator. Any debris left in the common areas will be removed and discarded. All common area windows and sliding glass doors must be cleaned of all holiday decorations before you leave for the break. Your entire area (suite, wing or house) may be charged for excessive cleaning if the custodial staff is required to clean the windows or sliding glass doors in your area.

Housing Contract Release: Your housing contract is in effect for the entire 2019–20 academic year. Depending on your personal circumstances, you can request to terminate your housing contract by emailing muirreslife@ucsd.edu. Upon submitting this email, you will receive instructions on your request to be released from your housing contract. Please do not sign any off campus housing lease or plan to move off campus until you are officially released from your housing contract. If you are not academically enrolled for Winter Quarter, you must also follow this procedure.

You will be notified by email IF you are released from your housing contract. You will then be given further instructions to complete contract termination paperwork at the Muir Residential Life Office, and also to vacate your room. You must clean, vacate your room, turn in your key, and deactivate your ID at the Muir Residential Life Office no later than noon on Sunday, Dec. 15. If you fail to complete these check out procedures, you will be subject to an administrative improper check out charge. The Muir Residential Life Office will have extended hours for check out during Finals Week: Saturday, Dec. 14, from 9 am to 5 pm and on Sunday, Dec. 15, from 9 am to noon. Failure to vacate your room by noon on Sunday, Dec. 15 and turn your key in at the Muir Residential Life Office will result in an administrative improper checkout charge of $45.

Room Change Requests: If you are interested in a room change, you must put your name on the room change interest list on the Housing, Dining, & Hospitality (HDH) website. HDH will give you information if your request for a room change can be accommodated. If your request for a room change is approved, HDH will give you further instructions about the room change process.

Mail: Student mail will not be forwarded, and the Muir parcel center will not be open over the break. A reminder that you are still responsible for any personal bills you receive over the quarter break, including cell phone and credit card bills.

Temporary Housing: Apartment residents having guests over Winter Break are responsible for informing the Muir Residential Life Office IN WRITING of their guest(s). The form must be signed by every resident of the apartment. The Muir Residential Life Office will not issue apartment keys or keycards for any guest, but this form allows the office to provide lockout service for your guest. It is up to the residents to coordinate keys and key cards directly with their guests accessing their apartment. Guests staying in the Muir Tuolumne or Tamarack Apartments who are not on file with the residential life office will not be permitted lockout privileges over the break. You and your guests are responsible for following University and residential life policies whether or not you are present.

Bicycles, Scooters, Mopeds, & Motorcycles: Only your bicycle may be stored in your room as long as you place a non-absorbent material beneath it. You will be response for any damage this may cause. Bicycles may not be stored in any common area in the
residence halls, including bathrooms, balconies, or stairwells; chains will be cut and bicycles will be turned over to Campus Police. Mopeds, motorcycles, motorized scooters, motors, or motor parts may not be stored in any part of any residential facility or apartment at any time, including balconies. Mopeds illegally parked in the residence halls or apartments will be removed from the building and turned over to Campus Police.

Airport shuttle rides Shuttle rides are available for a fee and are offered through Transportation Services. These shuttles will take students between campus and the San Diego airport. Seating is limited and advanced reservations are required. Please contact the transportation office for more information.

ATTENTION ALL APARTMENT RESIDENTS AND GUESTS: Services provided to apartment residents over the break will be very limited. Normal procedures for calling in maintenance requests (858-534-2600) should be followed. All University and residential life policies will remain in effect. There will be no on duty HA coverage. The Residential Life Office will be open from 8 am to 4:30 pm from Monday, Dec. 16, through Friday, Dec. 20, and will re-open on Thursday, Jan. 2, 2020 during those hours. Extended office hours will be from noon to 5 pm on Saturday and Sunday, January 4 and 5. Regular office hours, 8 am – 4:30 pm, resume on Monday, Jan. 6, the first day of Winter Quarter classes.

The Campus Police and the Residential Security Officers (RSOs) will handle lockouts when the Residential Life Office is closed. Guests staying in the apartments who are not on file with the Residential Life Office will not be permitted lockout privileges. For emergencies when the office is closed, contact Campus Police at 858-534-HELP (4357) or dial 911. Please be security minded; lock your doors, and carry your keys and key cards with you at all times. Remember to report suspicious individuals to campus police immediately!

International and Out-of-State Students: Please visit the ISPO website (ispo.ucsd.edu/) or contact Muir’s Outreach Coordinator, James Delucia (jdelucia@ucsd.edu). Please note you will need to make reservations for off-campus housing as soon as possible since you will need to move from your on campus residence hall space by Sunday, Dec. 15 at noon. NO EXCEPTIONS.

WINTER BREAK OPENING: The residence halls will re-open on Saturday, Jan. 4, at noon. Please do NOT return to campus before that time, as Tenaya and Tioga Halls will not be unlocked until Saturday, Jan. 4, at noon! We will not check students in before this time and you do not have access to Tenaya or Tioga before this time!

Good luck on Finals and we hope you have a relaxing break!

- Muir Residential Life Office