

Thanksgiving Break Notice

TO: On-Campus Residents

FROM: Kevin D. Feil, Director of Residence Life

DATE: November 10, 2009

- **On-campus housing will officially close for the Thanksgiving Break on Tuesday, November 24, 2009 by 10:00 p.m.** Please make your plans accordingly. Late departures and early arrivals will not be permitted.
- Campus housing will open again on Sunday, November 29, 2009 at 10:00 a.m.
- The regular class schedule will resume on Monday, November 30, 2009 at 8:00 a.m.

Only students who are requesting to stay for approved academic or college-related commitments will be considered for approval. These students must submit a Break Request online only by Wednesday, November 18, 2009. Late requests may not be accepted. Break requests can be accessed only online at <http://www.ycp.edu/campus/1500.htm>. ***Permission is not guaranteed*** and will be confirmed by YCP email. Students who are found on-campus and have not been approved to stay will be required to leave immediately and may face disciplinary sanctions and fines.

Before you leave for break, please see that the following items are accomplished:

1. ⁽¹⁾Secure your possessions in the most effective and efficient manner possible.
2. Make certain your apartment/room is neat and clean - this includes dirty dishes.
3. ⁽²⁾Turn off and unplug computers and all other electrical devices.
4. Make certain garbage and trash is properly disposed of in dumpsters.
5. Close and lock windows and pull shades down.
6. Last person to leave should fill out and sign the check-out sheet and tape it to your door. (A member of the Residence Life staff will remove it if you have an exterior entrance.)
7. Apartments should leave the outside light turned on.

All rooms/apartments may be inspected by a Residence Life staff member upon closing. If your room/apartment is found in violation, you will be subject to discipline sanctions and fines.

⁽¹⁾Students are allowed to leave personal possessions if they wish. However, anything left is at your own risk. The college cannot take responsibility for lost or stolen items.

⁽²⁾Refrigerators may be left plugged in; however the college is not responsible for its contents. Please take all medication home for break. In non-apartment housing, the refrigerator may be left plugged in, but it may be the only item plugged directly into an outlet (no power strips).