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The RESIDENCE UPDATE Newsletter is produced monthly by Student Housing Services. Need to contact us?

Email: housing@uoguelph.ca
 Phone: 519-824-4120 ext. 58700
 Twitter: @UofG_Housing
 Facebook: [facebook.com/studenthousingervices](https://www.facebook.com/studenthousingervices)
 Tumblr: [uofghousing](https://www.tumblr.com/uofghousing)
 In Person: Maritime Hall

Office Hours: 8:30 am - 4:45 pm
 Monday through Friday

Check-Out Deadline in December

When making your plans for the end of the semester, please keep in mind that you will be required to leave residence 24 hours after the end of your last exam (noon on December 19, if your exam is on the last day of finals).

Before you leave for the holidays, please remember:

- Return your keys to the Residence Desk and complete a check-out form (to be signed by you and the Desk staff). **IMPORTANT:** If you do not, you will be billed \$125.00 for not signing out of residence on the check-out form and/or \$75.00 for a lock change if you fail to return your room keys.
- Throw out all garbage and unused food. Students checking out of residence for the holidays are asked to keep their fridges and freezers plugged in.
- You are not required to remove non-perishable food items from your fridge. Examples of perishable items that you will want to remove are: milk, cheese, fresh meat, vegetables, fruit and any items that have an expiry date that is before your return to residence. We do request that no open or unwrapped food is left out.
- Keep in mind that the heat is reduced over the holidays; if you have sensitive plants or an



aquarium, you should move them to a warmer location.

- Close and latch all windows tightly, turn off all lights, and lock your door(s).
- Student Housing Services staff will be entering every room to check the security of the buildings and for any mechanical or fire safety concerns.
- Please return any spare room keys, outdoor keys, other residence room keys (e.g., study room key, or lounge keys) and any equipment signed out from the Desks. Important: failure to return these keys could result in additional charges.
- If you have signed out a space heater from your Residence Desk, please note it must be returned at the end of the semester. Students will be billed for any keys or equipment not returned to the Residence Desks.

For more information about your check-out date, extension request forms and holiday stayovers, please review your Important Check-Out Information email and check your MyHousing page at www.housing.uoguelph.ca/myhousing

Leaving Belongings in Your Room Over the Break

Please note that, unless you are transferring rooms between semesters or permanently moving out, it is not necessary to remove all your belongings between the Fall and Winter semesters. Please keep in mind that the University is not responsible for loss of, or damage to, the contents of your room.

If you are leaving your computer in your room, please:

- Unplug the power and network cables, including power cables for monitors, speakers, etc.

- Unplug any routers and/or wireless transmitters.
- Make sure that any essential data is backed up and is not stored in your room.

If you have been granted a room transfer for the Winter semester, you will receive new room assignment information later in December via email to your @mail.uoguelph.ca email account.

Residences re-open on January 9, 2016.

Not Returning to Residence in January?

If you have ordered cable or rented a fridge, please contact the appropriate company for proper cancellation or pick-up procedures.

Please note the following:

- Mail sent to your residence P.O. box will not be forwarded to another address by Student Housing. Please contact senders with a forwarding mailing address.
- You need to notify Residence Admissions immediately about not returning, if you have not already done so. If Winter residence fees appear on your WebAdvisor, please contact Residence Admissions to verify that we have received your residence cancellation.
- Please remove your mattress cover from your bed and return it to your Residence Desk when you return your residence keys and sign out of residence. Please bring back any spare keys or equipment you may have signed out from your desk this semester so you are not billed for the replacement costs.

If your cancellation for the Winter semester is on hold pending a work term placement or exchange approval, please update Residence Admissions on your status.

Please contact Residence Admissions if you have any questions.

23-Hour Quiet Hours

23-Hour Quiet Hours start December 4 at 11:00pm. Relax Hour takes place from 9:00pm - 10:00pm. On-campus guests are permitted for studying purposes until 10pm, but no overnight stays. Off-campus guests are not permitted during the exam period.

Residence Re-Application Information

The re-application process for Fall 2016-Winter 2017 opened on November 24, 2015. We will take online applications from students living in residence for the current year, until the January 25 deadline. If you are interested in applying as a group, we encourage you to discuss this with your friends.

Residence Check-Out Locations

Reminder: you must check out on the date and time indicated on your MyHousing page at www.housing.uoguelph.ca/myhousing

- North Area students, your Residence Desk is located in the Lennox/Addington building.
- South Area students, your Residence Desk is located in Prairie.
- East Area students, your Residence Desk is located in the East residence building.
- Graduate House students, your Residence Desk is located in the Lennox/Addington building.
- West Residence students, your Residence Desk is located in Prairie.

December 19 - check-out locations are at your regular residence desk between 8am - 12 noon.

If you are scheduled to check out on December 19, you must return your residence keys and check out at your Residence Desk by 12 noon.

Residence Desk Extensions:

- Lennox/Addington Desk ext.58122
- Prairie Residence Desk ext. 58123
- East Residence Desk ext. 58124

January 9, 2016 - Check-In

If you are returning to residence on Saturday January 9, the desks will be open to receive students for the Winter Semester Check-In at 8:30am. From that point on, the Lennox/Addington and Prairie residence desks are open 24 hours, and East residence desk is open from 8am to 12 midnight. Please note that you may return to residence any time after 8:30am, January 9.

We are unable to accept requests to check in earlier than 8:30am, January 9. Therefore, if you need to arrive in Guelph prior to this time, make other arrangements to stay elsewhere until we open -- plan ahead!

Classes resume Monday, January 11. If you will be arriving after January 11, please contact Residence Admissions at housing@uoguelph.ca so that we can note you as a late arrival (if you do not, your room could be cancelled). January 9 check-in = at your regular Residence Desk which is open regular hours now.

- Graduate House students: reminder - your check-in location is the Lennox/Addington Desk, same hours.
- West Residence students: reminder - your check-in location is the Prairie Desk, same hours.

Changes in Roommates / Suitemates / Housemates

If you live in a room, suite or townhouse that has a space that is, or will be, vacant, you can check for the name and email address of any new room/suite/townhouse-mates by looking at your MyHousing page. New incoming student names will be added on December 21 at www.housing.uoguelph.ca/myhousing.

It is important to understand that if no one is currently assigned to the space, this does NOT mean it will necessarily remain vacant! Please contact Residence Admissions if you have any questions. Please be certain that the vacant section of your residence room is ready for a new Winter occupant.

Key Sign-Outs at Your Residence Desks

Winter Semester - Please be sure to carry your room keys at all times - your Residence Desk will be tracking the keys sign-outs when you return in January - as per the Residence Community Living Standards:

At any point in the year, students may sign out a key three times per semester without penalty. Each subsequent occasion incurs a \$5.00 fee.

Study Space

There will be quiet locations in each residence, designated as Study Space, for the upcoming exams. If you want to find a new place to prepare for your finals, check them out. Locations will be posted in your building.

Restricted Overnight Parking Permit

December 1 - March 31

Students/Visitors

Overnight Parking Restrictions are enforced from December 1 - March 31. If you are parking on campus between 1am - 6am you must park in **P13, P17, P18 or P19 except for the south corner.**

Please review the complete **Snow Removal Policy** via the link below.

http://www.pr.uoguelph.ca/pr/snow_removal_policy_page.shtml

Leave The Pack Behind

Hey Guelph students,

Have you entered for a chance to win up to \$2,500 cash yet? Everyone can sign up for Leave The Pack Behind's **wouldrather...** contest. Just choose what you want to do – quit smoking, reduce how much you smoke, stop smoking when you drink, or just pledge to stay smoke-free if you're a non-smoker. Perfect timing for a post-exam or New Year's resolution goal!

The contest starts January 25, 2016. Registration for the contest is open now! It's easy, just follow the link:

<http://www.wouldrather.ca>

Leave the Pack Behind Guelph Team

Good luck with your upcoming examinations!



Need Assistance After Hours?

Hello Residence Students! Looking to find out how to place a work order or register a guest? Want to discuss a roommate issue? Just feeling stressed out? Consider connecting with a Virtual RA!

Your Residence Life team is excited to offer our new, Virtual RA service, as we look for more ways to connect with students in our communities. The Virtual RA is normally available during the evenings, from 8-11 pm and is intended to provide you with another way to connect with Residence Life Staff.

To access this service, head to the new Residence Life website (<http://reslife.uoguelph.ca>) and click on the Virtual RA banner ad or Virtual RA link on the left-hand side!

Hope to chat with you soon!