HOUSING AVAILABILITY

Limited housing is provided over Thanksgiving break (November 21-25). In order for the college to provide this, we are asking that only the students who do not have other housing available request permission to stay. Any student requesting to remain on campus will need to fill out the Application for Thanksgiving Housing in this brochure and submit it to Lisa Rodrigues, Director of Residence Life no later than Wednesday, November 14, 2012 at 5pm.

Cost: Please keep in mind that your tuition and meal plan do not include the College Break periods. The cost for Thanksgiving break housing is $200.00 for a double and $250.00 for a single. The cost is the same no matter how many days of housing you need. The cost for Thanksgiving Housing will be billed directly to your student account.

Shuttle: Shuttles will not be running during the break.

Dining Services: Dining services will be closed during the breaks.

In addition to the following conditions, all College policies will remain in effect during the break period.

1. Guest are not allowed on campus during break.
2. Let the RA’s know if you are planning on leaving overnight or for a long period of time.
3. Any damages are the shared responsibility of the residents living in your residence hall during the break unless a responsible individual/s is/are identified.
4. As usual, carry your Pine Manor ID with you at all times.
5. Do not let anyone into the building who you do not know.
THANKSGIVING CLOSING NOTICE

All residence halls will close for Thanksgiving break on Weds. November 21, 2012 at 12 noon. All resident students are expected to make any necessary arrangements to vacate the residence halls no later than Weds. November 21, 2012 at 12 noon. If you have an academic conflict with the closing time, please contact Lisa Rodrigues, Director of Residence Life at 617-731-7136 or rodrigueslisa@pmc.edu no later than Friday, November 16, 2012 at 5pm. If you need to request housing for the Thanksgiving Break, please refer to the form on the right of this brochure.

BEFORE YOU LEAVE!

⇒ Unplug all electronics (except phones and refrigerators—if you choose to unplug and defrost your refrigerator, please do so the day before you leave to account for melting).
⇒ Empty all trash and bring to the trash closet in your building.
⇒ Make sure that your room is clean.
⇒ Turn off all lights.
⇒ Take home any personal valuables (although rooms and buildings will be locked the College does not accept any responsibility for stolen and/or damaged belongings).
⇒ Close and lock all windows, and shut all blinds.
⇒ Lock your door.
⇒ Sign out on your RA’s door.
⇒ Once you are signed out of your room, you cannot return to your room for any reason.

RETURNING TO CAMPUS

The residence halls will re-open on Sunday, November 25, 2012 at 12 noon. The halls will be closed until that time and early arrivals will not possible.

WINTER BREAK CLOSING

Residence Halls close on Thursday, December 13, 2012 @ 12 noon for Winter Break. Please note that there will be NO HOUSING available for students during this time. We will be conducting room checks during this time as well. Please see below for information on inspections.

HEALTH & SAFETY INSPECTION

The Residence Life Staff will check all rooms to ensure compliance with the closing procedures. Residents who are found not to be in compliance with the closing procedures will be subject to a fine. Items that are confiscated will be kept for the remainder of the semester. You can pick up your items when you leave for the year.

HAVE A SAFE & FUN BREAK!!

Thank you for all of your cooperation to ensure that all residence halls are secure over break. If you have any other questions, please feel free to contact Lisa Rodrigues, Director of Residence Life at 617-731-7136 or rodrigueslisa@pmc.edu.

From everyone in Student Life:
Have a safe and fun break!

APPLICATION FOR THANKSGIVING HOUSING

If you need housing during the vacation, please fill out and return to Lisa Rodrigues, Director of Res. Life by Weds. November 14, 2012 @ 5:00pm

Name: _________________________________________       Current Building/Room: _________________
Phone: __________________

In the space provided below, please respond to the following:

1. The reason for your request:___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
2. The dates you are requesting to stay (the price is the same no matter how many days of housing you need):_____________________________________________

By your signature below, you agree to be billed $200 to your student account for the cost of Thanksgiving Break Housing and understand that if ANY College policies or conditions listed in this brochure (see back) are violated, you will be removed from Thanksgiving Break Campus Housing IMMEDIATELY.

_____________________________________________________________________________________________________________________________
Name

Signature

Date

From everyone in Student Life: Have a safe and fun break!