Residence Halls stay open for Thanksgiving Holiday break, however there are schedule changes for key services and dining.

*See the bottom of the document for information for students departing at the end of the semester:

**Students going home for the break-**

* Empty all trash receptacles from your room (and bathroom/kitchen in suite rooms) to proper containers
* Check faucets and turn water off completely (Ballard, Scott, CHS, Garrett and Fleming Halls)
* Turn off all lights
* Close and lock your room door and/or suite door
* Take your keys and valuables with you- don’t forget to bring your key and fob back!

**Campus Dining Hours**


**Campus Living Neighborhood Services Offices in West End Dining/Ballard Hall East**

**Thanksgiving Break**

- **Tuesday:** November 23rd Normal Hours
- **Wednesday:** November 24th 10am-3pm
- **Thursday:** November 25th Closed
- **Friday:** November 26th Closed
- **Saturday:** November 27th Closed
- **Sunday:** November 28th Normal Hours (Noon-10pm)

**Campus Living Computer Lab in White Hall**

- **Monday:** November 22nd Normal Hours
- **Tuesday:** November 23rd Normal Hours
- **Wednesday:** November 24th Closed
- **Thursday:** November 25th Closed
- **Friday:** November 26th Closed
- **Saturday:** November 27th Closed
- **Sunday:** November 28th Will reopen at noon

**Fitness Pointe in Jones Galley**

- **Monday:** November 22nd Normal Hours
• **Tuesday:** November 23rd 8 am – 5 pm
• **Wednesday:** November 24th Closed
• **Thursday:** November 25th Closed
• **Friday:** November 26th 11am – 11pm
• **Saturday:** November 27th 11am – 11pm
• **Sunday:** November 28th 11am – 11pm

**ROOM CHANGES**

Starting a room changes for Fall semester 2021 will end on Monday, November 29th, 2021; and should be completed with 48 hours of that time.

**HOLIDAY DECORATION SAFETY**

For Safety reasons, decorations of any type are NOT permitted on student room doors, and paper may not be used to cover large sections of walls or any part of doors. Live Christmas trees are not allowed in the residence halls for fire safety reasons. String lights should not be placed on pipes, sprinklers, or be placed outside student rooms.

**STUDENTS NOT RETURNING FOR SPRING SEMESTER**

Cancelling Your Contract/Graduation/Internships/Not Returning to ECU

If you plan to cancel your housing contract (please read your contract) or not attend ECU in the spring, please stop by the Neighborhood Service Office in your area to fill out paperwork to indicate your plans not to return to housing in the spring as soon as possible. When you fill out the paperwork, the NSO staff will go over the check-out process and other important information with you.

**ALL students not returning to the residence halls after the break should turn in their key and fob at the Neighborhood Service Office BEFORE THEY LEAVE CAMPUS to avoid costly lock change fees. **

• If you are moving out you should talk to your roommate about your departure. You will need to turn in your keys 24 hours after your last exam. If you are participating in graduation please contact your NSO Manager to be added to a late departures list for the 17th.

• The cancellation request form should only take a few minutes to complete and it is very important to indicate your reason for leaving campus for processing. We ask that you do this as soon as possible to ensure the return of your $100.00 advance room fee if your contract cancellation request is approved for those are eligible (graduation, semester abroad). If approved, your advance room fee should be returned to you by the end of February. If for any reason your cancellation request is not approved or you do not graduate, transfer, or withdraw as planned, then you will be held to the Campus Living contract for Spring 2022 and housing cancellation charges will be added to your account. If there is any doubt that you will be graduating or transferring, it is best not to fill out the cancellation form in advance. Housing charges are only removed from your ECU account, once keys are returned and paperwork is turned in, and your cancellation is processed. We will work with the cashier to prevent schedule cancellations for students who are cancelling housing if the paperwork is turned in.
ROOM VACANCY AND OPEN SPACES

• In most cases, we do not allow room changes during finals. In addition, we do expect new students moving on campus for spring semester to fill open spaces. If your roommate is leaving at the break, you may get a new roommate for the spring semester.

Room changes will resume around the 10th class day in the spring semester. We will send an email out about the room change process, once we reopen in the spring. When room changes are offered, students can pick open spaces at the Neighborhood Service Office for the hall they wish to live, and move into any space there are eligible to live in. The NSO staff are UNABLE to tell students what spaces may be opening at this time.

If you have a vacancy or your roommate is moving out:

• Students who are in a double room and don’t currently have a roommate or your roommate is leaving, you should be prepared to get a roommate - leaving half the room cleared (closet space, dresser, desk, bed) for a new roommate. In particular, when students with an opening in their room leave for the break, they need to have their room in acceptable condition for a placement of a new roommate or face significant cleaning or other charges. Students not returning for spring semester for any reason MUST move out before the break and coordinate the cleaning/prep of their room with their current roommate.

• If your roommate is leaving, you may wish to move someone you know into the open space. The student who is moving in should contact the Neighborhood Service Office, and they will need to stay to move to the new room BEFORE they leave for break- after the other student moves out, OR take their possessions home and turn in the key for their current room. They will then get the key to their new room when they return in the fall.

• In either case, they will need to notify the Neighborhood Service Office of the hall they are MOVING to, to claim an opening space. If they fail to move out of their current room before leaving for break, the hold on the bed space on the new room will be released.