MILLIKIN UNIVERSITY

Office of Campus Life

RESIDENCE HALLS

CLOSING INFORMATION

Winter Break Checkouts:

DEC. 20, 2024 | 5 P.M.

or 24 hours after your last final exam, whichever comes first.

Helpful Resources

Campus Life: 217.424.6395

Student Financial Services: 217.424.6317

Millikin Student Wellness: 217.424.6360

Student Success Center: 217.362.6424

Registrar: 217.424.6217

Public Safety (24/7): 217.464.8888

WINTER BREAK CLOSING & HOUSING GUIDELINES

All residents must vacate. Residence halls are closed during winter break, starting **December 20 at 5 p.m.** See below for reminders about belongings you should take home. Make sure to lock your room. The University is not responsible for items lost over the break period. You may wish to ensure your renter's insurance is up to date.

If you are part of an athletic team that would require you to arrive early for the start of the spring semester, please contact the Office of Campus Life by **Friday, December 13**, to arrange for winter break housing. **Unless you are part of an approved athletic team or an immersion course meeting in person on campus, the cost for staying in a residence hall over break is $18/day charged to your student account.** If you are approved to stay on campus during the break, you will remain in your current room assignment. Dining options are limited over break.

BEFORE YOU LEAVE

Energy will be conserved in all buildings over break.

Remember to:

- Disconnect **ALL** electronic appliances, including aquariums (please take all fish home)
- Raise blinds (unless you are on Dolson 1, NH4 1 and Weck 1)
- Clean room and empty trash
- Turn off lights
- Take plants home
- Keep heat on in room and move items away from heat register
- Clean refrigerator (*unplug, defrost, dry and prop open*)
- Remove all items from floor except furniture (*this is a required precaution for preventative purposes*)
- Take down all holiday decorations
- Lock door
- **Complete the free in-person checkout with your RA or pay the $100 checkout fee**
- Take all valuables such as cash, gift cards, jewelry, handheld electronic devices, headphones and instruments home with you over the break
- **Take Student Satisfaction Survey**

REGISTRATION INFORMATION

If you have not already, please work with your departmental academic advisor to prepare a spring schedule and register online. If you have concerns or questions, please contact the Student Success Center (SSC) at 217.362.6424 or by email at ***studentsuccesscenter@millikin.edu***

FINANCIAL AID & ACCOUNT ASSISTANCE

- If you were selected for financial aid verification, check to be sure you have no outstanding documents.
- If you have not already accepted student loans, complete the master promissory note and entrance counseling.
- Transcripts can be sent to the Registrar's Office in Gorin Hall.
- Communicate with Student Financial Services (217.424.6317) if you have not paid in full. SFS representatives can talk you through next steps regarding your account.
- Please be sure to upload required immunization records to the Millikin Health Clinic by clicking on the Immunizations icon on myMillikin.

NOT RETURNING

If you're not returning to Millikin in the spring, you must:

- Notify the Registrar's Office in Gorin Hall for official withdrawal.
- Complete an exit interview with a Student Affairs staff member.

Students who plan to return for the spring term do not need to remove all their belongings from their residence. Room assignments will stay the same for the spring term. Pay attention to the reminders for what items to take home for the break.

Please fill out the Residential Satisfaction Survey as part of your checkout procedures.

IMPORTANT DATES

November 25–December 1
Thanksgiving Break.

December 2
Classes resume.

December 2–December 13
Mandatory Residence Hall Closing Meetings.

December 20
Residence halls close for winter break at 5 p.m.

January 1–20
Student-athletes can return with team approval.

Contact the Office of Campus Life if you are part of an approved athletic team that may require you to arrive on campus early for the spring semester. If you are not approved by the Office of Campus Life, you will be asked to return on the regular spring semester move-in day.

January 18
Move-in days begin at 8 a.m.

January 18
Residence halls reopen for the spring semester for all remaining students.

January 21
Classes begin.

THE WOODS APARTMENTS

Help ensure that your apartment remains well-maintained if you are planning on leaving for winter break. You will have full access to your apartment at all times during all breaks. Please complete the required housing survey informing the University of your housing plans for the remainder of the fall semester.

IF YOU PLAN TO VACATE YOUR APARTMENT BEFORE WINTER BREAK, PLEASE DO THE FOLLOWING TO ENSURE THE SAFETY AND SECURITY OF YOUR APARTMENT:

- **Never turn heat below 65 degrees.** Turning heat below this temperature, or turning it off, can result in pipes freezing and bursting. (Residents are responsible for the costs associated with damages to their apartments and other apartments.)

- Unplug electronics (not the refrigerator).
- Open cabinet doors under kitchen and bathroom sinks.
- Remove trash and all perishable food.
- Lock all doors and windows (deadbolt front door).
- Close all blinds and drapes.
- Check mailbox for any recent utility bills before leaving. Residents are responsible for all utility bills during school breaks.
- Make sure vehicles are in designated areas and are locked.

If you graduate in December 2024 or are a departing international student and have signed a fall-only lease with an ending date of December 17, 2024, The Woods will perform move-out inspections on December 18-19, 2024. Move-out instructions will be sent directly to you via email and text message prior to December. Please contact The Woods if you have any questions or need any assistance with the items listed above.

BECOME A PARAPROFESSIONAL

Are you interested in becoming a paraprofessional? You can become a Resident Assistant (RA), Student Experience Ambassador (SEA), EDGE Mentor, Wellness Peer Advocate (WPA) and more. Staff selection occurs in February; keep an eye out for emails about open roles.

2025–2026 HOUSING INFORMATION

All upperclass residential students are required to live in approved campus housing for the 2025-2026 school year. Leasing at The Woods at Millikin begins for rising sophomores on February 5, 2025 — you may sign individually or with a set of roommates. If you plan to go through Greek recruitment and your organization has an approved chapter facility (Sigma Alpha Epsilon, Tau Kappa Epsilon, Pi Beta Phi, Delta Delta Delta or Alpha Chi Omega), please wait to sign a lease until you have finished the Greek recruitment process. If you are interested in going through paraprofessional recruitment, please wait to sign a lease until you have finished the paraprofessional recruitment process.

THINGS TO KNOW

QUIET HOURS

Beginning on Saturday, December 14, all residence halls will observe 24-hour quiet hours to support students studying for final exams. There will be a one-hour non-quiet period each evening from 7-8 p.m. Courtesy hours are still in effect. Quiet hours will end after final checkouts on December 20 at 5 p.m.

DONATE YOUR ITEMS

Students who have items that they would like to donate may turn in items to the designated areas on their floors. Acceptable items include unopened nonperishable food items and gently used clothing. Any other items will not be accepted.

MAIL

The University Mail Room closes on December 20, 2024 and re-opens on January 2, 2024. Mail, packages, and mailboxes are not available during the break. Please do not ship holiday packages to your Millikin address. If you are leaving Millikin at the end of the fall term, please let the Mail Room know your forwarding address and update your address on MyMillikin.

If an address change is needed, contact Mail Services at 217.424.6320 or 217.420.6799 prior to leaving campus.

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