To access ALL online housing forms, login to MyLMU, select “System Login,” click “Student Housing Online Services,” select the “My Housing” tab, and “Forms.”
Congratulations on a great fall semester!

Students living in the residence halls are required to vacate their rooms within twenty-four (24) hours of completing their last final exam or by Friday, December 18, 2015 at 8:00 PM, whichever comes first.

If you do not vacate your building by 8:00 PM on Friday, December 18, 2015, you will be assessed a $100 improper move-out fee and may face disciplinary action.

The apartments and university houses will remain open during winter break. Please read this guide for detailed information on winter break closing.

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**WINTER CLOSING**

AND HEALTH & SAFETY INSPECTIONS

- Remove all holiday decorations.
- Remove or secure all valuables.
- Remove all open food from your room.
- Take out the trash.
- Remove all perishable food, unplug and prop open the refrigerator door.
- Turn off heater and unplug appliances.
- Close and lock the windows.
- Close the blinds.
- Turn off the lights and close the door.

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**1 HOUR LOCK OUT CARDS**

One-Hour Lock Out Cards will not be available during winter break. The area offices will close beginning at 8:00 PM on Friday, December 18, 2015 and reopen Thursday, January 7, 2016. The OneCard Office can issue a temporary card to you during this time. Their business hours are 8:00 AM to 5:00 PM. The OneCard office will also be closed beginning at 5:00 PM on Wednesday, December 23, 2015 and will reopen Monday, January 4, 2016. For assistance with lock outs when neither of these offices are open, visit the Department of Public Safety.

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**LATE STAY REQUESTS**

Late Stay Requests are for students living in residence halls who need to stay past closing due to extenuating circumstances. They must complete the online form by Wednesday, December 9, 2015.

NOTE: There is a daily rate charged for late stays, which will be billed to your student account. The daily rate ranges from $41 - $61 per day depending on your building and room assignment.

If your late stay request has been approved, you must go to your area office between 10:00 AM on Monday, December 14, 2015 and noon on Wednesday, December 16, 2015 to have your OneCard updated. If your OneCard is not updated, you will not have access to your room after 8:00 PM on Friday, December 18, 2015.

NOTE: Students granted a late stay are not permitted to have guests after 8:00 PM on Friday, December 18, 2015.
The "2015-2016 Winter Housing Application" is now available online. While the apartments and houses remain open during winter break, students living in the residence halls who wish to stay must complete the Winter Housing Application. If approved, you will be assigned housing in one of the study rooms of Del Rey North, Del Rey South, or McKay, unless you currently reside in one of these three halls. The deadline to complete the online application is Tuesday, December 1, 2015.

NOTE: Housing is assigned based on availability. You will be charged a daily rate for each day that you have requested to reside in winter break housing.

CANCELLING SPRING HOUSING

If you would like to cancel your housing for the spring semester, please submit a request to the Student Housing Office by Wednesday, December 2, 2015. Approved reasons for cancelling your spring housing include leave of absence, withdrawal from the university, December graduation, and study abroad. If you feel that you are facing extenuating circumstances that support cancellation of your spring housing, you may submit a request to be released from your license agreement. Access the online “2015-2016 Housing License Agreement Release Request Form” to do so.

NOTE: Submitting a request to be released from your license agreement does not guarantee a release; your request will be reviewed by the Release Board. If a request to cancel spring housing has been approved, you are required to complete the following:

- **STEP 1:** Begin to organize and pack your belongings.
- **STEP 2:** Look around your space. Are you responsible for any damage(s)? If so, you must claim the damage(s) using the online “Damage Responsibility Form.” All residents responsible for damage must complete the form (some damages may be shared by multiple roommates). Any damage(s) not claimed will be split among all roommates.
- **STEP 3:** You must clean and clear your space. DO NOT go to the Area Office until all belongings are removed and your space is clean. You won’t be able to swipe your OneCard/check-out until done.
- **STEP 4:** All students must go to the Area Office to officially check-out, swipe their OneCard and sign the “Move-out Confirmation Form.”
- Failure to complete any of the above steps will result in a minimum improper move-out fee of $100 for each step not completed.
- **Apartment residents:** You may be eligible for a $300 refund if you move out December 18, 2015 by 8pm.
LMU DINING INFORMATION

Lair Marketplace
Dec. 21-23: Open 8:00 AM - 2:00 PM

Starbucks
Dec. 21-23: Open 8:00 AM - 5:00 PM
Jan. 4-8: Open 8:00 AM - 5:00 PM

Lion’s Corner Café
Dec. 19: Open 9:00 AM - 1:30 PM
Dec. 21-23: Open 7:00 AM - 2:00 PM
Jan. 4-8: Open 7:00 AM - 2:00 PM

Iggy’s Diner
Dec. 21-23: Open 8:00 AM - 2:00 PM
Jan. 4-8: Open 8:00 AM - 2:00 PM

For detailed information and additional hours, please visit dining.lmu.edu.

All Dining Venues will be closed, December 24, 2015 - January 8, 2016.

SPRING 2016 CHECK-IN

TIMES
1/9: 1pm-8pm
1/10: 10am-8pm

BUILDING
Del Rey North, Del Rey South
Desmond, Rosecrans, Whelan,
Doheny, Huesman, Sullivan

CHECK-IN LOCATION
Northeast Area Office
Founders Pavilion

Leavey 4, Leavey 5, Leavey 6,
O’Malley, McCarthy, Rains

West Area Office
Leavey 6, Suite 209

8000 & 8001 Houses
Hannon, McKay, Tenderich

South Area Office
Leavey Center, Suite J

LMU STUDENT HOUSING OFFICE
LEAVEY 6, SUITE 101
housing@lmu.edu
310-338-2963

Don’t forget your OneCard!