

WINTER BREAK HOURS

HRL OFFICE

December 18-21: 8 a.m.-4:30 p.m.

December 22-January 1: closed

January 2-3: 8 a.m.-4:30 p.m.

January 4: 8 a.m.-8 p.m.

January 5-6: 8 a.m.-6 p.m.

January 7: 10 a.m.-8 p.m.

COMMUNITY CENTER

December 18-January 3: closed

January 4: 10 a.m.-3 p.m.

January 5-7: 10 a.m.-11 p.m.

C-STORE

December 18-January 3: closed

January 4: 10 a.m.-3 p.m.

January 5: 10 a.m.-10 p.m.

January 6-7: 11 a.m.-10 p.m.

The USI campus including the Housing and Residence Life office will be closed (December 22, 2023 through January 1, 2024) and there will be limited University staff available.

IMPORTANT NUMBERS

Public Safety

812-492-7777 (emergency)

812-464-1845 (non-emergency)

Housing and Residence Life

812-468-2000

CAMPUS SHUTTLE METS WEST CONNECTION

The campus shuttle and METS West Connection will not run during the winter break. The shuttle and METS West Connection will resume its normal schedule in January 8.



living@usi.edu

www.usi.edu/housing

PERSONAL SAFETY

It is vital to your personal safety that you observe common sense safety precautions during winter break.

- Keep your doors and windows locked.
- Do not open your door to any person whom you cannot identify.
- Report suspicious persons to Public Safety.
- If you plan to leave during Winter Break, consider taking valuables (cell phones, computers and other electronics) with you.

LOCKED OUT?

With the USI campus closed during winter break (December 22-January 1) and limited HRL staff available, Public Safety will assist residents with lock outs. If you find yourself locked out of your apartment or residence hall, please call Public Safety at 812-464-1845.

NOTE: Please refer to hours to the left for when HRL is open. If you need assistance during that time, please call 812-468-2000 or stop by the front desk.

EMERGENCY PROCEDURES

Reporting Emergencies

- The quickest way to obtain help for any emergency is to call Public Safety at 812-492-7777.
- Stay calm and carefully explain the problem and location.

Rave Alert

Log into myUSI and click the Rave Alert icon to begin.

USI Rave Alert gives critical and timely warnings - via email, text message and voice message - about emergencies, severe weather and other incidents impacting the University community.

You can add additional emails, mobile numbers and landline numbers.

Stay Informed, Stay Safe

When necessary, USI will keep residents informed via Rave Alert and various USI social media outlets.

Power Outage

In the event of a power outage, contact Public Safety at 812-492-7777 to report the outage and get the latest information.

HRL staff will direct residents to locations with power.

Scan for Emergency Procedures



Inclement Weather

For your personal safety you should maintain precautions during inclement weather. Please be aware of any weather situation and plan accordingly. Keep in mind that even treated snow and ice covered sidewalks and roads may remain slick and hazardous. Cold temperatures make it difficult for the treatment to melt snow and ice. Residents are encouraged to stay on treated sidewalks and roads and avoid taking short cuts through snow and ice covered areas. In times of snow and ice, main campus will be cleared first and then housing areas.

SHOPPING SHUTTLE

Pick up and drop off at Community Center

Sunday, December 17	1-3 p.m. to Walmart/Mall
Friday, December 22	1-3 p.m. to Walmart/Mall
Wednesday, December 27	1-3 p.m. to Walmart/Mall
Saturday, December 30	1-3 p.m. to Walmart/Mall
Wednesday, January 3	4:30-6 p.m. to Walmart/Mall
Sunday, January 7	1-3 p.m. to Walmart/Mall

Shopping shuttle sponsored by International Programs and Housing and Residence Life

UNIVERSITY HEALTH CENTER HOURS

December 18-21: 9 a.m.-3 p.m.
December 22-January 1: closed
January 2-5: 9 a.m.-3 p.m.

TIMELYCARE

A friendly reminder that TimelyCare is available for you as the holidays approach and after.

TalkNow is a feature that offers you 24/7 emotional support anytime, anywhere. Download the app, then sign up with your USI email.



DINING OPTIONS DURING BREAK

SubConnection

December 18-19: 10:30 a.m.-1:30 p.m.
January 2-5: 7:30 a.m.-2 p.m.
January 7: 3-8 p.m.

Chick-Fil-A

January 4-5: 10 a.m.-3 p.m.

Starbucks

January 2-5: 7:30 a.m.-1:30 p.m.
January 6: 10 a.m.-3 p.m.
January 7: 2-8 p.m.

C-Store

January 4: 10 a.m.-3 p.m. *store only*
January 5: 10 a.m.-10 p.m.
January 6-7: 11 a.m.-10 p.m.



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Scheduled maintenance and facility repairs will begin Monday, December 18.

SCHEDULED MAINTENANCE

Maintenance Inspections

USI maintenance staff will inspect rooms during winter break for facility issues. Inspections will be completed by Thursday, January 4.

Apartment Plumbing Inspections

For apartment residents, staff will be checking under bathroom and kitchen sinks to make sure plumbing is in good working order. Inspections will be completed by Thursday, January 4.

Bed Bug Inspections

The biannual bed bug inspections will be during winter break. A specially trained dog along with its handler will inspect rooms to detect the presence of bed bugs. For those residents staying on campus, the handler will have a list of occupied rooms in order to knock and identify themselves prior to inspection. Inspections will be completed by Thursday, January 4.

Scheduled Water Outage in Governors Hall

The main water line in Governors must be repaired during Winter Break. The repair will be made on Thursday, December 21. This means all water will be turned off to the building 7-11 a.m.

ROOM TEMPERATURE

Room Temperature When You Leave

When leaving for 24 hours or more during winter or cold weather, make sure that the heat is ON and that the thermostat is set to 70 in O'Daniel North/South and McDonald West, 70 in McDonald East and in residence halls set lever halfway between warm and cool.

Room Temperature in the Residence Halls

The halls use a chill water system to supply cooling to the entire building and it is turned off during the winter months. Air handlers supply a limited amount of 55°F air to rooms but may not fully cool them. Please open a window if it gets too warm. If the suite is too cold, residents should submit a work order to have it checked.

MAINTENANCE ISSUE

While the USI campus is closed, if you have an emergency maintenance issue such as a water leak or an electrical problem that could be hazardous, please call the control room (open 24 hours) immediately at 812-464-1729.

All other maintenance issues will be addressed when the USI campus reopens.

NETWORK UPGRADE

The networking team will be performing system upgrades to the wireless access points and switching devices in the apartments and residence halls. Buildings will be done one at a time and a complete building upgrade will take approximately 20 minutes. During the upgrade, network connectivity, both wired and wireless, will not be available.

Monday, December 18: O'Daniel South (morning)	Wednesday, December 20: Governors (morning)
Monday, December 18: O'Daniel North (afternoon)	Wednesday, December 20: Newman (afternoon)
Tuesday, December 19: McDonald West (morning)	Thursday, December 21: O'Bannon (morning)
Tuesday, December 19: McDonald East (afternoon)	Thursday, December 21: Ruston (afternoon)

STUDENT CONDUCT

Students approved to stay over must follow all University and Housing policies during the Winter Break period.

Any resident violating a policy could face disciplinary procedures and have their Stay Over request revoked.