



Dear [REDACTED],

As you prepare for finals week and the upcoming winter break, we wanted to offer a few reminders about residence hall closing, leaving for winter break, apartment checkouts, important dates, and winter/spring housing assignments.

Preparing for Winter Break Closing (Residence Halls) or Leaving for the Break:

- Quiet Hours are in effect 24/7 starting Friday, December 5 and through Sunday, December 14.
- Prior to leaving your room, please remember to:
  - Close your windows/blinds
  - Take your physical room key and your Phoenix ID to get back into your building after break
  - Make sure your door is locked
  - Take out all trash along with items that can spoil
  - Unplug items that do not need to be in use
- Ensure you've [reviewed our Residence Life Policies](#) and that no policy violations are present in your space
- If you have any questions, please [review our websites](#) and [contact your neighborhood office](#)

Important Dates – End of Semester/Opening:

- Saturday, December 13 at 10am Residence Halls will be closing.
  - Unless you have an approved email from Residence Life approving you for a late stay/break housing, you need to be out of your room by this time. Residence Life staff will enter and check each room during this time.
- Sunday, December 14 at 10am apartment residents who are NOT returning and are leaving at the end of Fall 2025 will need to be checked out by this date and time.
- Saturday, January 3 at 10am Residence Halls re-open and Winter Term Check-In for New Residents (including apartments)

Residence Hall Closing/Break Housing:

- The deadline to complete the Winter Break Housing Application is Tuesday, December 2, 2025.
- A Professional Residence Life Staff Member will review your request and respond to your Elon email account by Friday, December 5 at 5pm if your application has been approved or denied.

PLEASE CHECK - Housing Assignments for Winter & Spring Semester

- Some housing assignments for Winter and Spring Term have now been updated and are available on [Phoenix Living](#). Please check to see your new/continuing assignment or to see any updates to suitemates/roommates.
- We are still making assignments, so any further changes or additions to these assignments will be sent individually to roommates/suitemates who may be impacted.
- If you are in a space with an open bed at the end of fall term, please ensure that bed/part of the room is "move in ready" prior to your departure for the break.

Important Dates Reminders:

For full a list of Residence Life Important Dates, [please visit our website](#)

Housing Selection - Reminders:

- Please review our website for more [important upcoming housing selection dates](#).
- Sunday, February 1, 2026: Returning LLC Applications for 2026-2027 are due
- Monday, February 2, 2026 at noon: Housing Accommodations for 2026-2027 are due for priority consideration
- Tuesday, February 10, 2026, Housing Application for 2026-2027 is due

Wishing you the best on your finals and a restful upcoming winter break!

Kind Regards,

Molly Mancuso She/her/hers

Housing Coordinator for Residence Life

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Residence Life Website

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