

26 Notifications about Winter Break 2019-20

Ways in which students were advised (points 1-5) and then reminded (points 6-21) that the residences would be closed for Winter Break from 12 noon on Friday, December 20, 2019 until 12 noon on Sunday, January 5, 2020

ADVISED....

1. On line Residence Application required students to indicate whether or not they wanted/required Winter Break accommodation
2. Residence Agreement indicates dates of Winter Break (i.e. when residence would be closed)
<https://brocku.ca/residence/apply/residence-agreement/>
3. End of Term notice posted on Residence website <https://brocku.ca/residence/end-of-fall-term-notice-december/>
4. Winter Break policy posted on Residence Website <https://brocku.ca/residence/important-information/winter-break-closure/>
5. Information posted on the Registrar's website in various locations, including the Undergrad calendar, SMART Start booklet and Important Dates & Deadlines:
<https://brocku.ca/important-dates/other-important-dates/>
6. Posted on Important Dates posters in DeCew and Lowenberger Residences near entrances to Dining Halls

REMINDED....

7. October 21: Web app hub page updated to include when Extended Stay requests becomes live
8. November 1: Email to all residence students to Brock email reminding them of Winter Break and sending a link to End of Term Notice
9. November 14: Email to all students about exams and the need to be out by 12 noon the day following their last exam or noon on December 20, whichever is sooner (students were given their exam date). Also another reminder that residences reopen at noon on Sunday, January 5, 2020
10. November 1, 14, 28, December 5, 12, 19 and 20: Message posted on FACEBOOK regarding the Winter Break closure
11. Message sent out on twitter on November 1, 14, 28, December 5, 12, 17 and 20
12. October 31: Event reminder posted on the DoR home website page regarding Winter Break
13. November 15: Winter Break poster at the Service Desks, dining halls, laundry rooms; RLS has put on various doors of DeCew, Vallee, Earp and Lowenberger; Village and Quarry View bulletin boards
14. At end of November and beginning of December: Announcements by Residence Dons at House/Hall/Court/Block meetings.
15. A "Final Reminder" Notice slipped under the door of each student the week of Nov 25-29. Electronic version sent a couple days before they were required to leave residence. Included a check list of "things to do" before they left and a reminder of the residence closure from noon on Friday, December 21 until noon on Sunday, January 5, 2020
16. December 3: Email to all residence students reinforcing the residence closure
17. Winter Break screen shown on TVs in the Markethall for the month of December
18. December 3: Writing on the windows at main entrances of traditional and semi-suite residences.
19. December 3: End of Term Quiet hours and guest policy published as an event on Department of Residences website.
20. December 3: Email to all students about exam guest policy and quiet hours which included a link to the End of Term Policy and Winter Break Policy.
21. December 6: Residence details included as part of Brock's Holiday Operating Hours on the Brock main page.
22. December 6: Email to all residence students advising that we will be checking rooms to ensure precautions on their check -list have been taken—including checking in all fridges. Again a link to the End of Term Notice.
23. December 10: Email sent to Village & Quarry View residents reminding them their units would be plugged; again reference to End of Term Notice
24. Main DoR page on website has a NEW link to all policies and emails sent www.brocku.ca/residence
25. All Department of Residence emails (staff and general accounts) set with an auto response feature outlining Winter Break closure information
26. All students are emailed a reminder of the reopening for the term on the Thursday prior to residences reopening