



(309) 438-2008



ParentServices@IllinoisState.edu



Parent and Family Services
at Illinois State University

December 2018

Finals Week

The last day of classes is Saturday, December 8. Finals are scheduled from Saturday, December 8, through Saturday, December 15. Students are able to access their final exam schedule via My.IllinoisState.edu. If a student has **three or more** final exams scheduled for the same day, they can request one be moved. They can do so by completing the [Multiple Examinations Form](#), bringing the completed form and a photo ID to the [Registrar's Office](#) at 107 Moulton Hall, and then discussing the situation with the instructor and requesting that the exam be moved. The instructor and student can work out an agreeable alternative. If your student would like to move a final exam, they need to engage in this process right away, as the deadline for completion of this process is Friday, December 7, at 4:30 p.m.

Destressing your student from final exams

Finals can be a very stressful time for students. It is important to be familiar with the different activities around campus that can offer peace of mind for your student.

- [Milner Library Study Breaks](#): Milner Library will be having study breaks Sunday, December 9, through Tuesday, December 11, at 6:30 p.m. on the second floor. They will be serving donuts, fruit, and coffee. Snacks will be available until 9 p.m. or until all the food has run out.
- [Health Promotion and Wellness PAWSitively Stress Free at Milner Library](#): Encourage your student to take a study break to pet certified therapy dogs, get a FREE chair massage, and enjoy other stress-relieving activities. For dates and times, visit the Health Promotion and Wellness website.

For more tips and destressing activities, direct your student to the Dean of Students Office's BuzzFeed article, "[Surviving the Last Few Weeks of the Fall Semester](#)."

Fall 2018 grades

Final grades will be available after 2 p.m. on Thursday, December 20, via My.IllinoisState.edu.

Commencement

Commencement ceremonies for December graduates will be held on Saturday, December 15. More information can be found at the [Graduation Services website](#).

Residence hall closing preparations for winter break

All residence halls, with the exception of Manchester and Hewett Halls, will close for winter break on Saturday, December 15, at 2 p.m. Students may leave their personal belongings in the rooms; however, they must take whatever they need for the entire break as no student will be allowed back into the halls for any reason during break periods. Any student who is switching rooms or not returning to their room for the spring semester is expected to completely move out. The residence halls will reopen on Friday, January 11, at 8 a.m.

Students are expected to do the following to prepare their room when leaving for break:

- Take out all trash.
- Dispose of all perishable food, including empty bottles and cans.
- Unplug all electrical appliances.
- Unplug computers in case of power surges.
- Close and lock room windows.
- Open draperies, except in first floor rooms.
- Move personal possessions in front of the windows to the desk or bed.



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- Move personal belongings that are on the floor to the bed or desk. This will prevent them from being damaged in the event there are leaks or plumbing problems over the break.
- Take valuables home, as the University assumes no responsibility or liability for personal property, including damage, loss, fire, water damage, theft, flooding, etc. Students desiring this kind of protection must make their own arrangements for insurance.
- Turn off room lights.
- Lock door.

In addition, each room should also be prepared for pest control spraying by doing the following:

- Unlock and open closet doors.
- Remove all items on closet floor and place on the bed or desk.
- Remove all contents from the dresser and desk drawers and place them on the bed or desk.
- Remove all items from under the bed.
- Move bed and other belongings at least eight inches away from walls and windows.
- There will be a charge of \$15 per room assessed for any rooms not properly prepared for spraying. Spraying will take place even if the room is unprepared.

If your student feels they have a medical reason to avoid spraying, they should contact Student Access and Accommodation Services at (309) 438-5853. There is no guarantee the room will not be sprayed if the student calls after December 7.

Students were notified of these procedures in their closing meetings with the resident or community assistant and in the closing checklist form posted in the halls and online.

Please review other important hall closing information at the [University Housing website](#).

Off-Campus winter break security

Off-campus student housing can be the target of burglaries during winter break. The Normal Police Department and Illinois State Off-Campus Services suggests these safety tips to avoid loss or damage of property when your student is away from their residence for a period of time.

- Make sure all windows and interior and exterior doors are locked every time the residence is left unattended.
- Do not leave valuable items such as laptops, gaming systems, or jewelry in plain view or easily accessible near windows or open doors.
- Understanding that it is not always practical to take TVs, gaming systems, and other large items home on break, take a few minutes to note the make, model, and serial number of the items on a "master list." Keep a list of video games and DVDs/Blu-rays, and update it when new ones are purchased. Save the lists and email copies to a personal account and/or parent or family members. It is also a good idea to take photos of jewelry and other items of value and keep those photos on file as well.

Winter break University closure

The University administrative closure begins on Friday, December 21, at 4:30 p.m. The University will reopen on Wednesday, January 2, at 8 a.m. If you need urgent assistance during this time, please contact the University Police Department at (309) 438-8631.

Enjoy having your students home during the winter break!