TO: SUNY Potsdam Residential Students  
FROM: Office of Residence Life  
RE: THANKSGIVING RECESS 2018

RECESS INFORMATION:
Classes end at 10pm on Tuesday November 20\textsuperscript{th} and resume at 8am on Monday November 26\textsuperscript{th}. The Residence Halls remain open for this recess and you do not have to leave your residence hall for any part of the recess. There is also no need to sign up to stay on campus. If you do choose to leave campus for all or part of the recess, we ask that you complete the following in your rooms before leaving:

- Close and lock all windows.
- Turn off all lights.
- Unplug items not being used.
  - Please do not unplug your fridge if it contains food.
- Ground Floor Residents – close blinds.
- Upper Floor Residents – open blinds.
- Empty your trash & recycling.
- Lock your door on the way out.

ADDITIONAL INFORMATION:
- RAs will be available in each area/building, see the RA Office door in your building/area for specifics.
- The Residence Life Main Office will be closed November 22\textsuperscript{nd} and 23\textsuperscript{rd}.
- There will likely be a reduction in dining options on campus. Please see PACES website for more information related to specific schedules.
- [https://www.potsdam.edu/studentlife/dining/schedule](https://www.potsdam.edu/studentlife/dining/schedule)
- Residence Hall kitchens will be kept open and unlocked throughout the recess for your use.
- There will be a free Thanksgiving Day community meal offered at a local establishment. 12pm (noon) – 1:30pm at Trinity Episcopal Church, 8 Maple Street (across from Ace True Value on the Island). PACES donates to this meal every year.