December 9, 2009

Dear BGSU Student:

If you are a BGSU student living off-campus in BG, the information below is most applicable to you. Please read below.

As you prepare to leave BG for the winter break (or for students not leaving home for the break), I want to encourage you to consider the tips and reminders listed below.

1. Spring Courses
2. Safety Tips
3. Energy Efficiency
4. House Cleaning

1. Don’t forget to register for spring 2010 semester! Contact your College or Academic Advisor for assistance.

2. Security Tips: The reality is that break-ins and theft increase over extended university breaks.
   o Update your contact information in the Student Center of MyBGSU.
   o Take valuables with you when possible, and hide or cover remaining valuables.
   o Take pictures of or hide remaining valuables or equipment.
   o Consider closing your window shades or blinds.
   o Put lights on an automatic timer.
   o Make sure that the last person out of your apartment locks the doors.
   o Consider letting your apartment manager and/or a trusted friend or neighbor know when you’ll be gone and to keep an eye on your residence.
   o Notify the post-office to hold your mail. This can be done easily online.

3. Energy Efficiency and Safety Ideas
   o Don’t turn your heat off! Turn it down to no lower than 55 degrees. Your landlord can, and will, charge you for fixing frozen or busted pipes. Water damage to your property could be significant.
   o Unplug non-essential electrical appliances and cords to avoid wasted energy and reduce risk of fire.
4. “House” Cleaning
   - **Snow Removal!** Don’t forget to make arrangements for snow removal from sidewalks.
   - Remove perishable food from your refrigerator and cabinets.
   - If you have large furniture to throw-away, check details related to Heavy Item Pick-up from the City of BG. Before **December 28, 2009**, **have your stuff put to the curb.** (*If you cannot get it removed in time, please call the City of Bowling Green at (419) 354-6227 to arrange a pick-up. *A fee may be charged.*)
   - Move garbage containers away from the curb after it has been picked-up. If you can’t do this as required (within 24 hours), ask a neighbor for help.
   - Check your yard for trash and/or other litter, and remove before leaving.
   - Depending on the date your rent is due for December or January, **pay before leaving if possible.**

Happy Holidays! Enjoy your break!

Sincerely,
Andy Alt

---

**Andy Alt**  
Assistant Dean of Students  
Office of the Dean of Students

301 Bowen-Thompson Student Union  
Bowling Green State University  
Bowling Green, OH 43403

Ph: (419) 372-2843  
Fx: (419) 372-0499

**Orientation & First Year Programs**  
**Off-Campus Student Services**