

TO: Resident Students
FROM: Office of Residence Life
DATE: April 11, 2011

Hall Check-Out Information

STUDENTS RETURNING TO THE HALLS FOR THE FALL 2011 SEMESTER, PLEASE NOTE THE FOLLOWING:

- All students must ensure that their student account is in good standing with the Business Office prior to receiving their room key(s). Use the online TuitionPay Plan payment setup option at www.TuitionPayEnroll.com prior to check in.
- If you have not applied for Fall 2011 housing, you may do so in the Office of Residence Life located in the Office of Student Services. Spaces are going quickly. If you are canceling for Fall 2011, you will be asked to complete a housing cancellation form at the time of your check out.
- A mailing will be sent out by the end of July providing further details about the opening of the halls for the Fall 2011 semester. Please make sure that your forwarding/permanent address is correct with the Business Office.

1. **YOU ARE REQUIRED TO CHECK OUT WITHIN 24 HOURS AFTER YOUR LAST FINAL EXAM (Friday finals require a 6pm Friday check out). If you are present in the halls beyond 24 hours after your last final exam, you will be directed to leave immediately.**

Please make sure that you follow the check out procedures as outlined on the back of this memo. If you have any questions, please call the Office of Residence Life at extension 5275. The only exception to the move-out requirement is for summer residents and May 2011 graduates who are international, or out of state. International or out-of-state seniors who wish to stay on campus until commencement must fill out a special, no-fee housing contract in Residence Life on Tuesday-Friday April 26-29 10am-4pm. Summer residents must have a paid application on file in the Office of Residence Life.

If you are not a registered summer resident or registered to stay for late check out you will be charged for a lock change, failure to comply, summer housing and may be referred for judicial action if you remain in the halls outside of the check out standards.

2. You will avoid charges related to check-out ONLY:
 - if your room and microfridge are clean and there is no damage found in your room
 - if you personally drop off your key(s) in the Office of Residence Life according to the schedule on the back of this memo.
3. After you move out, a Residence Life staff member will inspect your room, and YOU WILL BE BILLED for any damages that were not noted on your Room Condition Report upon check-in. Additionally, you will be assessed if the room and/or microfridge are not clean or if you leave garbage, carpeting, non-University furniture in the room, or University furniture unassembled.
4. YOU WILL BE FINED \$50.00 FOR FAILURE TO COMPLY IF YOU FAIL TO ABIDE BY ANY CLOSING PROCEDURE.
5. Please note that if any damages are found, you will receive a listing of the damages and assessments following hall/room inspections. You will have the opportunity to appeal any assessments in writing. There may also be floor, section, and hall damages assessed in addition to individual room damage charges. Appeals are due in writing by June 1st.

More information on backside of memo

TO ENSURE A SMOOTH CHECK OUT & TO AVOID FINES OR ASSESSMENTS, PLEASE FOLLOW THE CHECKLIST BELOW.

TO CHECK OUT OF THE RESIDENCE HALLS, YOU MUST:

- ✓ Clean freezer, refrigerator & microwave. Students who leave a dirty microfridge will be assessed a \$50.00 fine. Please note if you are living in a double or triple room, this fine will be shared among roommates. Clean the entire room (sweep floors and wipe down all furniture surfaces). Kitchenettes & bathrooms must be cleaned in the North Hall.
- ✓ Remove all personal belongings including large items such as carpet, throw rugs and furnishings from your room. A fine will be assessed to remove personal belongings, including large items.
- ✓ Dispose of all trash and recyclable items in designated areas. You may pick up FREE garbage bags within the garbage rooms in each resident hall. Large items must be placed outside of the buildings in dumpsters located in four places on campus (outside of Fitzpatrick Hall, Founders Hall, Cody Hall and De La Salle Hall South). Large items left in the hall will be charged to residents accordingly. Recycling containers will also be located next to the four dumpsters.
- ✓ Reassemble and/or un-bunk beds (where applicable) and leave the metal bunking pegs in your top desk drawer
- ✓ Make certain to lock your door once all your belongings are out.
- ✓ Turn in your mailbox key to the Mail Room in De La Salle Hall. Students that do not return their mailroom key will be assessed a replacement fee for the lock and key. Also, please fill out a forwarding address card if applicable.
- ✓ Turn in your key(s) to the Office of Residence Life. To officially check out, come to the Student Union Commons at the times listed below. Please note that you must personally turn in your key(s) and sign-out of your room. No one else may turn in keys for you.

BE SURE THAT YOU HAVE COMPLETED ALL OF THE TASKS OUTLINED ABOVE PRIOR TO DROPPING OFF YOUR KEY.

The Residence Life staff will be available in the Student Union Commons during the following times to facilitate check-out.

Monday and Tuesday, May 2-3
Noon through 5:00 pm

Wednesday and Thursday, May 4-5
10:00 am through 8:00 pm

Friday, May 6
10:00 am through 6:00 pm

YOU MAY ONLY CHECK OUT ON MAY 6th IF YOU HAD A FINAL EXAM ON THURSDAY, MAY 5TH OR IF YOU HAVE A FINAL EXAM ON FRIDAY, MAY 6th.

NO KEYS will be accepted outside of the above dates and times. You are encouraged to comply with check out procedures so that the check out process will go smoothly for all students. You are expressly prohibited and will be assessed an administrative fine, for leaving keys with anyone other than the Residence Life staff. No residents are allowed in the residence halls after they have checked out of housing for the semester.

**GOOD LUCK ON YOUR FINAL EXAMS
& HAVE A GREAT SUMMER!**