ATTENTION

CHECK-OUT PROCEDURES

FOR

RESIDENTIAL STUDENTS

SPRING SEMESTER, 2008

Residence Halls Close for Non-Graduating Seniors: Noon, Saturday, May 17, 2008
Meal Plan: Last board plan meal served at Dining Services will be dinner on Friday, May 16, 2008 from 4:30-6:00pm.
24 Hour Quiet Hours: Begin at 8:00am on Sunday, May 11, and end at 9:00pm on Friday, May 16.

Check Out Procedures:
1. Resident Assistants (RA’s) will be available to complete check-outs according to the following schedule:
   - Monday, May 12: 10:00am – 9:00pm (schedule of available RA’s and their room #’s will be posted)
   - Tuesday, May 13: 10:00am – 9:00pm (schedule of available RA’s and their room #’s will be posted)
   - Wednesday, May 14: 10:00am – 9:00pm (schedule of available RA’s and their room #’s will be posted)
   - Thursday-Friday, May 15-16: 10:00am – 9:00pm; RA’s will be at tables in the following locations:
      - South Hall Residents: Main Entrance Lobby – Phase I
      - Goldman, Samuel, and Berkowitz Residents: Goldman Meeting Room
      - Ulman, Cooke, Barness Residents: Barness Lounge, 1st Floor
      - Work and Centennial Residents: Breezeway (1st Floor)

   From 9:00pm – 11:00pm, the RA on Duty in each building/area will be available to complete check-outs. If an RA is not available at the table when you arrive, please realize that s/he may be checking out another student. Your patience is appreciated. **No check-outs will be completed between 11:00pm – 8:00am. From 8:00am – 10:00am on Monday through Friday (May 12-16), it is by appointment only with your RA.**

2. Each residential student must check out of his/her respective room and leave campus within 24 hours following his/her last final. All residential students must be checked out and leave campus by Noon on Saturday, May 17 unless they have been granted an extension by the Office of Residence Life. The deadline for requesting an extension is Thursday, May 15, at 4:30pm. **If your request is approved, you must sign up for a check out time and date at the Office of Student Affairs. On the appointed time and date, you must contact the AC on Duty, via Security, to check you out. No Check-outs will be completed between 8:00pm – 9:00am for students granted an extension.** Please make your travel plans accordingly.

   **Exceptions** to the aforementioned deadlines are graduating seniors, Resident Assistants, Student-Athletes (per coaches), students working or assisting with Commencement, and Summer Residents.

3. Before an RA can check a student out of his/her room, the following must be completed:
   a. All belongings must be removed from the room!!
   b. Vacuum the carpet (South Hall Only) and Sweep and mop the floors.
   c. Clean sinks/vanities, showers, and toilets (South Hall and Centennial)
   d. Wipe down all window sills, counters, and desk tops.
   e. Close and latch windows.
   f. Unplug and clean Microfridge.
   g. Return room furniture to its original set-up.
   h. Remove all personal trash from the room.
4. Once the aforementioned items are completed, the RA will conduct the initial inspection of your room and note any potential damages on the RCR.

5. Once the initial inspection is completed, return all appropriate keys to the RA. Once the keys are given to the RA, the RA and student will sign the check-out portion of the RCR.

6. Once a room is completely empty, an Area Coordinator and a Maintenance Staff member will conduct the final inspection of the room and assess costs for any damages, where applicable. A final bill will then be sent by the Bursar's Office.

7. Any appeals of damage assessments must be in written form and received at the Office of Residence Life no later than July 2, 2008. Any appeals after this date may not be considered. Furthermore, failure to check out of your room with a Residence Life Staff member will result in loss of your right to appeal any damage assessments made as part of the final inspection.

8. Common charges that occur at the end of the year and are avoidable are as follows:

   Leaving behind Personal Belongings/Furniture: $100.00 - $200.00  
   Failure to Clean Microfridge: $25.00 (split amongst residents)/microfridge  
   Improper Check Out: $100.00  
   Not Returning Keys: $150.00 (Centennial and South); $100.00 (all other residence halls)  
   Failure to Clean Room: $40 - $100 base charge (split amongst residents). Charge can be higher based on final condition of the room.  
   Failure to Vacate Room by designated deadline: $100.00 for each day past deadline plus judicial action  
   Replacement of Window Screen frame: $35.00  
   Replacement of Window Screen: $25.00  
   Replacement of Smoke Detector: $50.00

CRITICAL INFORMATION FOR GRADUATING SENIORS:

Although the information as outlined under “Check Out Procedures” applies to all residential students, the timeline is different for Graduating Seniors due to the period of time between the end of finals and Commencement. As such, the following information is pertinent only to Graduating Seniors:

1. Graduating Seniors who wish to check out of the residence halls between 9:00am – 4:30pm on Monday, May 19 to Friday, May 23 may come to the Office of Residence Life. An Area Coordinator or other Residence Life Staff member will check you out of your room.

2. Any Graduating Senior wishing to check out between 4:30pm – 10:00pm on Monday, May 14 to Friday, May 18 may do so by contacting the Area Coordinator on Call. The Area Coordinator on Call may be reached by contacting Security at x2315.

3. Residence Life Staff Members will be available, following Commencement, to check Graduating Seniors out of their rooms. The staff will be located in the Breezeway of Work/Centennial until 6:00pm on Saturday, May 19. From 6:00 – 10:00pm, please contact the Area Coordinator on Call. On Sunday, staff will be available in the Centennial/Work Halls Breezeway from 10:00am – Noon.