The end of the year is almost upon us, so please make sure that you understand the information provided below. The more you can take care of early on, the less stressful finals week will be!

- All residents must vacate their rooms 24 hours after their last exam.
- All residents, except graduating seniors and other students who have permission to stay, must be out of the hall by Monday, May 6 at 7:00 p.m.
- Graduating seniors must check out of their rooms with a staff member or complete an express check out by 7:00 p.m. on May 11, Commencement Day.
- EXPRESS check out will be available. Please refer to flyers for more information. Express check out envelopes will be available throughout the hall and should be returned, along with your room key, to your RD or RA before you leave campus. (One envelope per resident)
- If you prefer to do a REGULAR check out, please check with your RD or RA to make your appointment IN ADVANCE. If you wait until you’re ready to leave, there may not be a staff member available to help you. Remember that RAs will also be in the middle of finals and will need to be able to plan around their academic schedules.
- It is important that you either check out with your RD or RA or complete an EXPRESS check out. Failure to check out may result in costly damage bills or cleaning fines! *If you are responsible for a particular damaged item, please notify your RA/RD so that charges can be billed accordingly. The cost for unclaimed damage in the room will be shared equally by the residents of that room.
- Dumpsters will be located outside your hall. Your RA or RD can provide you with trash bags. Please take your trash to the dumpster. One trash bag left in the hallway will lead to a hallway full of trash. WE NEED YOUR HELP!!!!

Before you check out, please make sure that:
- All furniture that appears on your inventory is in your room, and assembled.
- Screens are in windows.
- No nails, tape, tape residue, or hooks are attached to walls. Glow-in-the-dark stars and stickers should be removed from the ceiling and windows.
  *Please do not do any wall repairs on your own. Often, damage charges can end up being higher if additional work is required by the facilities department to return the wall to its original condition.
- All your personal items have been removed from the room. Cinder blocks must be brought to the main lounge of your hall.
  *You will be billed for each item that must be removed from your room.
- Room is clean, clear of debris, and floor is swept or vacuumed.
- Everything is removed from interior and exterior of door(s). Tape is scraped off the floor.
- Cable cord is in room.
- College phone is in room.
- All trash has been removed from the room and placed in the dumpster.
- You have your room key ready to return, either to the staff member during your regular check out or by placing in an EXPRESS check out envelope and returning to an RA or the RD.

REMEMBER:
* 24 Hour Quiet Hours begin at 10:00 p.m. on Tuesday, April 30. Relaxed Quiet/Courtesy Time will be from 9:00pm to 9:30pm each evening. Please be considerate of those around you! This is especially important to remember when you have finished finals and are packing up your room, but others are still studying.
* Quiet Hours will be in effect while you are moving out. Please don’t take down lofts or use loud power tools while others are trying to study. If you need to take down a loft, please do it before April 30, or during relaxed quiet times.

If you have any questions, please see your RD or RA.

Good luck with exams, and have a great summer!