

QUESTIONS?

SEE YOUR RESIDENCE ASSISTANT OR VISIT THE FRONT OFFICE









24-HOUR S QUET HOURS

Begin on Sunday December 1st at 10pm

No warnings will be given

Please respect your studying neighbors









HOW TO AUOU

FEES !

Sign up for a checkout time by: Tuesday Dec. 3rd at 5pm

Check-out of your room by your scheduled check-out day and time.

Your checkout time is the last step in your process. Be sure you complete all of your inspection Checklist prior to your checkout time.

Complete the winter break room/suite cleaning agreement.

Check your campus email for a complete list on how to avoid fees.



CLOSING!

All Residence Halls will close at NOON on Thursday, December 12th, 2024









CHANGIAGE ROOMS?

Fall to Spring room changes will occur on Friday, December 13th from 8am-3pm. Sign up for a check-out time with your RA by Tuesday, December 3rd by 5pm. **If you're changing rooms and need to leave before December 13th, please reach out to your RD to discuss your options.

Room or Hall changes must be completed by 3 p.m. on Friday, Dec. 13th.

Your new RD will notify you when your new room is available. Once all your space is cleared, check out of your old room with and RA at the front desk of your hall.



SEE YOU IN THE SPRING

Pack everything you need for the break. Residents will be unable to re-enter the hall until Friday, Jan. 10 at 9am.

Complete the Cleaning Agreement. The last resident to leave for the break MUST turn in the agreement to the hall front desk. Complete the Winter Break inspection checklist and turn it into the hall front desk before leaving for break.

All residents must be out of the hall no later than noon on Thursday, Dec. 12.



FOR GOOD?

Sign a Contract Release Form as soon as possible!

Sign up for a checkout time with your RA by Tuesday, Dec. 3rd at 5pm

- Please see below of what needs to be completed prior to your checkout time.

Complete the following before you check out:

- Clean and defrost refrigerator
- Sweep floor
- Take out all trash to dumpsters
- Clean everything thoroughly
- Remove all door/holiday decorations
- Remove all of your belongings

See the front desk at your scheduled checkout time with your completed Inspection Checklist to complete your checkout.



WINTER BREAK

CHECK-OUT PROCEDURES



IMPORTANT INFORMATION

- All residents MUST sign up for a checkout time through their RA by Dec. 3rd at 5 p.m.
- All halls will be closed for winter break and no residents will be allowed back in the hall until <u>Friday</u>, <u>Jan. 10th at 9 a.m.</u> Residents must be out of the hall before <u>Thursday</u>, <u>Dec. 12 at noon</u>. Please remember to take all valuables, medications, or other belongings that you might need during break with you. You can leave all other non-necessities in your room.
- Residents returning for the Spring Semester must complete the Winter Break inspection checklist and turn it in to the front desk at your checkout time to complete the checkout process.
- Current students planning to return in the Spring DO NOT need to reapply for the Spring Semester. Your contract goes through the end of the next semester.
- Remember that failure to follow the procedures may result in improper check-out fees.

RESIDENTS NOT RETURNING FOR THE SPRING SEMESTER

- Remove all of your belongings and thoroughly clean your room, suite, and bathroom areas
- Vacuum vour room and suite areas
- Remove the trash to the dumpsters
- Lower vour bed
- Set thermostat to 70 degrees
- Defrost and unplug your refrigerator if you are the last person in your suite using it
- Unplug everything from the wall outlets
- Lock all windows, close the blinds, and turn off the lights
- Complete the checkout process. See hall front desk with your completed inspection Checklist to complete your checkout. Be Prepared to turn in your keys and relinquish access to the building.



WINTER BREAK

IMPORTANT DATES

NOVEMBER 2024

ASAP Residents not returning to Halls for the Spring Semester (including Graduating

Seniors) should complete an online Contract Release Form.

11/14 Residents can begin to signing up for a check out time or requesting a late

stay/extension.

DECEMBER 2024

12/1 Deadline to sign up for a check out time or apply for late stay/extension request by

5pm.

12/3 Deadline to sign up for a check out time

12/12 Residence halls close at noon except for residents who have: received an

extension, Fall to Spring room change, or have a winter housing contract.

12/13 Those who are completing a room/hall change must do so by 3 p.m. and then

follow the Winter Break Check-Out Procedures before leaving the Halls for the

break.

12/13 Winter Session Move-In

JANUARY 2025

1/1 January rent payments are due. All tuition payments must be made

1/8 Winter session housing ends. Those who are in winter session housing must

checkout of assignments by 10 a.m. and relocate back to permanent space

1/10 Halls will reopen for the Spring Semester at 9 a.m.

1/13 All residents must check into their rooms and with their RA by 5 p.m.



24 HOURS QUIET HOURS



Please respect your studying neighbors

24-Hour Quiet Hours begin on Sunday, Dec. 1st at 10 p.m.

NO WARNINGS WILL BE GIVEN







VANDERGRIFF HALL ROOM CLEANING AGREEMENT

ROOM:	
RA DATE RECEIVE:	

AL		
Sink Area:	Defrost Refrig	
general cleaning (including mirrors)	general cleaning (inc	cluding mirrors)
Shower Area:	Take Out Shar	ed Trash:
cleaning (including floors) & removal of belongings	cleaning (including f	loors) & removal of belongings
Toilet Area:	Sweep and Va	cuum All Floors:
general cleaning (including floors)	general cleaning (inc	
I agree to clean up the area I have signed for. I acknowledge after cleaning item and gets dirty again, it is the responsibilit		t out fee for each item I do not complete satisfactorily. If person leave Checking out. All residents must sign below.
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VANDERGRIFF HA		ROOM:
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ROOM CLEANING AGREEMENT By signing this form, each member of the sagree and sign at the bottom of this form suite areas. Keep this form on the door untuily occupied. Please see your RA for any clean will result in a cleaning fee split by a	suite is agreeing to clean the ard for the Agreement to be accept til the RA removes it. All of these y additional questions. <u>Failure t</u> Il residents of your room.	RA DATE RECEIVE:eas they sign up for. All residents of the room musted by the hall staff. This Agreement is only for the areas must be cleaned off even if your suite is not abide by this Agreement and failure to proper
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ARLINGTON HALL ROOM/SUITE CLEANING AGREEMENT

SUITE/ROOM:		
RA DATE RECEIVE:		

Sink Area:	Def	rost Refrigerator:
general cleaning (including mirrors)		ral cleaning (including mirrors)
Shower Area:	Tak	e Out Shared Trash:
cleaning (including floors) & removal of belongings	s clear	ing (including floors) & removal of belongings
Toilet Area:	Swe	eep and Vacuum All Floors:
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KC HALL ROOM/SUITE CLEANING AGREEMENT

SUITE/ROOM:	
RA DATE RECEIVE:	

Sink Area:	Def	rost Refrigerator:
general cleaning (including mirrors)	gene	ral cleaning (including mirrors)
Shower Area:	Tak	e Out Shared Trash:
cleaning (including floors) & removal of belong	gings clean	ing (including floors) & removal of belongings
Toilet Area:	Swe	eep and Vacuum All Floors:
	cknowledge that I will be charged a \$50	r <mark>al cleaning (including floors)</mark> improper check out fee for each item I do not complete satisfactorily. If person leave ean up prior to checking out. All residents must sign below.
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KC HALL		SUITE/ROOM:
ROOM/SUITE CLEANING A	AGREEMENT	RA DATE RECEIVE:
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WEST HALL ROOM CLEANING AGREEMENT

ROOM:
RA DATE RECEIVE:

Sink Area:	De	irost Refrigerator:
general cleaning (including mirrors)		eral cleaning (including mirrors)
Shower Area:	Tal	ce Out Shared Trash:
cleaning (including floors) & removal of belongings	<u> </u>	ning (including floors) & removal of belongings
Toilet Area:	Sw	eep and Vacuum All Floors:
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