

TO: Residents of University Housing

FROM: Department of Residence Life

RE: END OF SPRING SEMESTER 2012

UNDERGRADUATE:

All Non-Commencement participants must check out of the Halls and Apartments

IMMEDIATELY AFTER THEIR LAST FINAL EXAMINATION, or by 4:00 p.m., Friday, May 4, 2012; ***WHICHEVER COMES FIRST.***

GRADUATION PARTICIPANTS:

For Graduating Seniors and Official Graduation Participants (Choir, Band, Hostesses, etc.) the halls and apartments will close at 6:00 p.m., Saturday, May 5, 2012.

ALL RESIDENTS MUST LEAVE YOUR ROOM/BATHROOM CLEAN AND IN ORDER

ACTIONS TO BE TAKEN BEFORE CHECKING OUT:

UNOFFICIAL CHECKOUT: \$150.00 (if the Room Occupancy/Clearance Form is not completed with staff)

1. Residents must have their room/Apartments inspected by a staff member.
2. Discard all food and perishable items.
3. Remove all personal property and clean the room/bathroom/apartment.
(If not cleaned, charges will be incurred)
4. Return all campus property to cafeteria, library, etc.
5. Place all trash in the outside trash dumpsters.
6. Close and lock all windows.
7. Close window blinds completely.
8. **Fob/Key(s) must be signed in after room/apartment is checked.**

**UNRETURNED KEYS: \$58.00; RESIDENCE HALLS; \$275.00 APARTMENTS;
UNRETURNED FOBs: \$50.00**

ALL RESIDENTS MUST BE COMPLETELY OUT OF THEIR RESIDENCE FACILITY NO LATER THAN 4:00 P.M., FRIDAY, MAY 4, 2012.