

Hall Closing

Halls close at 5:00pm Friday, May 13, 2022

All residents must **check out** within 24 hours of their last final exam, or by **5pm on Friday, May 13**, whichever comes first.

1 Preparing Your Room for Check-Out

- Sign up for a check-out time with your RA **at least 24 hours in advance**.
- Complete all items on the check-out list outside your door.
- Remove all your belongings and clean the room well.
- Katharine—Coburg—Regents: Un-bunk/Un-loft beds. Return loft pieces to designated spot.
- Turn in room key to RA at time of check-out.
- The hallway outside your room must be clear of trash and personal belongings.

2 Abandoned Property

Abandoned and Confiscated Items:

- Items left after the student leaves the hall are considered abandoned property. Items will be disposed of after **five business days** if no contact is made or an appointment is missed.
- Students who abandon property and cause the University additional labor to deal with the property **may incur charges** for this work.

4 Express Check Out

If you want to leave whenever, without signing up with your RA:

1. Remove all personal items from your room/suite.
2. Complete all items on the check-out list outside your door.
3. Go to your designated Express Check-Out Station.
4. Fill out a check-out envelope, do NOT leave any fields blank!
5. Place the key inside the envelope and SEAL IT.
6. Drop the completed key envelope in the drop box in your hall.

* Students who opt for Express Check Out forfeit the chance to appeal damage charges

5 Express Check-Out Box Locations

If you live in...

Augsburg:

Katharine:

Coburg:

Chemnitz:

Regents:

Wartburg:

Heidelberg:

Wittenberg:

Your drop box is located...

Outside AU 1st Floor Entrance

Inside KA lobby

Coburg 1st Floor Main Lobby

1st Floor Across from Elevators

1st Floor Lobby near Women's Hallway

Inside 1st Floor Lounge

Outside 1st Floor Lounge

Main Lobby Outside RD Office

3 Lofting Pieces *Will be charged \$50 if loft items are not removed

If you live in... Return loft pieces to...

Coburg: CO 017

Regents: RE 018

Katharine: CO 017

This year only, all other halls may leave beds lofted as is. Any unused lofting equipment needs to be returned to the lofting room.

6 Continuous Quiet Hours

- To promote an academic-focused environment, **continuous quiet hours** will be in effect during finals week.
- Quiet hours are 22 hours per day, starting at 10pm on **Sunday, May 8 through Friday, May 13** at 10am. During continuous quiet hours, you should not be vacuuming or making any other excessive noise associated with the moving process. Remember, you may be done, but others still have finals.
- The daily relaxed periods when the noise level may increase—although courtesy hours still apply—will be from **6pm-8pm**. Vacuums may be used at this time.

Other Notes

There may be additional **\$50 charges** for the following:

- If you do not check out **properly**, if you are **not ready** at your scheduled check-out time, **OR** if you **do not sign up** for a time.
(Does not apply to those who use Express Check-Out)
- Any lost or unreturned **key**.
- Any sets of **lofting equipment not returned** properly.

Possible **Room Charges:**

- Each room will be inspected by student and professional staff members for **damages and cleaning charges**. If damages or cleaning issues are found, a fee will be assessed and added to your student account.
- All damages will be **split equally** between roommates and/or suitemates, unless responsibility for the damage is claimed.

Summer Storage:

- There is **NO summer storage** provided on campus. Check with storage rental facilities in the area.