

## 2019 Spring Semester Closing

The 2019 Spring semester will end on Friday May 3, 2019 at 6pm in Suites on Main, Campus View, and Valley View. Residents will need to vacate their rooms within 24-hours after their last final or by 6pm on Friday May 3. Due to academic obligations or travel constraints, if you need to stay later than 6pm on Friday May 3, please contact your hall coordinator for permission. Residents will not be able to stay past 6pm without prior permission.

Upperclassmen who will be residing in University housing for the 2019 – 2020 academic year will be able to move into their new housing assignments on Saturday August 24<sup>th</sup> beginning at 10am.

### Residence Halls

All residence halls close at 6:00pm on Friday, May 3, 2019. All residents must be out of the building within 24-hours of their last final or by 6pm on Friday, May 3, 2019, whichever comes first. **If you find it impossible to leave the building by the time stated above, PLEASE SEE YOUR HALL Staff – (Jen Thomas for Campus View and Valley View or Corey Negley for Suites on Main North and Suites on Main South) by 6:00pm on Friday, April 26, for permission or to discuss alternatives.**

### 24-hour Quiet Hours

24-hour quiet hours will be in effect from Saturday, April 27 at 11:59pm until Friday, May 3 at 6pm and will be enforced. Please respect your fellow residents who are studying.

### Carts are limited

There are a limited number of carts for each building. Please bring boxes and/dollies to assist with your move-out.

### Mail

The Gemmell Mailroom will officially close for the semester on Wednesday May 1<sup>st</sup>. Please check your mailbox and retrieve any packages you have there before 5:00 p.m. on this date. Packages and important mail that has not been retrieved will be returned to sender. The Gemmell Mailroom will reopen at 11:00 a.m. on the first day of classes for the Fall 2019 semester. If you are returning to live on campus in the fall, please be aware that you will be assigned a new mailbox number that will be given to you at check-in.

### Before Leaving for the Summer

**Please prepare your room as outlined below before leaving campus.**

1. Close and lock your windows
2. Leave your drapes/window coverings open
3. Remove all items from your room and doors.
4. Gather and empty all trash. Make sure your room is swept and cleaned.
5. **SOMN/SOMS/Campus View/Valley View residents** – turn your heat/AC to 70 degrees on the cool setting.

6. Doors to wall unit heaters need to be cleared so maintenance can inspect the heat/AC units.
7. Go to the CA office during the designated times posted for your area to check out of your room.
8. Turn off lights (last person to leave)
9. Lock room door (and bedroom door if in a Suite)

Failure to comply with these instructions will result in documentation. You and/or your roommate will be considered in violation of the University conduct code if any residence hall/university policy violations are found in your room.