MEMORANDUM

TO: All Resident Students
FROM: Office of Residence Life
RE: End of the Year Check-out Info and Procedures
Date: May 2016

As the school year draws to a close, we hope that you had a great year and that your residence hall experience has been a positive one.

The residence halls will be closing at 7:00 pm on Wednesday, May 18th for all non-graduating residents and 3:00 pm on Monday, May 23rd for graduating residents.

The following guidelines should assist you in preparing for the end of the semester:

1. **Twenty-Four Hours of Quiet for finals will begin @12:00 A.M. Wednesday, May 11, 2016 and end with the closing of the residence halls @ 7pm Wednesday, May 18, 2016.**

2. During Quiet Hours, stereos must be turned down to a level that confines the sound to your own room. Noise in public areas should be kept to a minimum. Please look out for one another and respect the rights of others that have to study.

3. Anyone receiving a write-up for noise, damages or other violations will be jeopardizing their room for the 2016-17 academic year. If you violate residence hall policies during this period, you may be fined and asked to leave the residence hall immediately.

4. Please be safety-conscious during this critical time by locking your doors and by not allowing non building residents to walk the halls unescorted or to tailgate behind you into the building. Do not leave room doors unlocked or personal items unattended in public areas. Report ALL strangers and non-building residents to your Resident Director or Campus Police immediately.

5. **You must leave the halls within 24 hours of your last exam or by 7 pm on Wednesday, May 18th, whichever comes first.**

6. You must schedule a time to CHECK OUT with your assigned RA or Resident Director at least 24 hours in advance. S/he will have a check out sheet posted for you to sign up for a check out time. The RAs will come to your room and properly check you out. You must be available and ready to leave at this time. If you are not available and ready to leave at the time you have chosen to be checked out, you will be charged a $75.00 improper checkout fee. If you do not schedule a time to be checked out at least 24 hours in advance, you will be charged a $75.00 improper checkout fee. Your RA will note any damages, problems or missing furniture. These discrepancies will be reported to a Senior Staff person who will check your room again. Please refer to the 2015-16 Residence Life Student Handbook that is online for any potential charges you could incur if procedures are not followed.

7. You must remove all personal belongings. Any items left in the room will be disposed of and you will be charged accordingly. **START TAKING OR MAILING ITEMS HOME NOW.**
8. Before you leave, all trash and debris must be removed and taken to the dumpsters.

9. **MICRO/FRIDGE RENTALS**: MyFridgeRental company will be on campus Wednesday, May 25 to pick up all refrigerator rentals. Please make sure your email contact information is updated on your profile on the MyFridgeRental.com website to ensure that you receive the specific pickup instructions. If you do not receive instructions, please contact info@MyFridgeRental.com before you leave school. Make sure you prepare the unit for pickup (clean, defrosted, all parts inside). You need to leave it inside your room and place it in the hallway upon your departure. *Bowie State University and ORL is not responsible for any damage or theft. IT IS YOUR RESPONSIBILITY TO CONTACT THE COMPANY.* You may as contact them at 301-758-7967 or info@MyFridgeRental.com, if you have any questions or concerns.

10. Your floor should be swept and/or vacuumed and mopped prior to your departure. All occupants will be charged if the room is not cleaned, swept and mopped, regardless of who leaves first. Remove all trash and other refuse from your room.

11. **DAMAGES**: As members of the BSU residential community, students living on campus are responsible for the care of their rooms and common areas in their respective halls. As indicated in the RCR (*Room Condition Report*) that you completed at the beginning of the school year, students are responsible for the condition of their room and for any damages or losses that may occur during their occupancy. Any damaged or missing items will be charged to you. Any building damage that goes beyond normal “wear” and “tear” will also be charged to your account. Damage charges and fines will be sent to Student Accounts. Notices will be sent to your home address notifying you of any charges. Please make sure your personal information is accurate and up to date. If you need to make corrections, please contact the Office of the Registrar for the Data Correction Form.

12. All keys and FOB’s must be turned in to and signed for with your RA or Resident Director before leaving the residence halls. **We will not accept keys after the halls close on Wednesday, May 18, 2016**. The cost of any cores that have to be changed because you did not return your key will be charged back to you. The minimum re-coring cost for Haley Hall is $68.00; $50.00 for all other halls. The replacement cost for a FOB’s is $14.00.

13. Make sure that your transportation arrangements have been finalized prior to May 18, 2016. Have your belongings packed and ready to go at your scheduled checkout time.

14. All student mail must be picked up from the Office of Residence Life, the day last day of checkout, by 5 pm on Wednesday, May 18, 2016. Stop by the campus Post Office to fill out and submit a change of address notice. Any mail that is not picked up by 5 pm on May 18th will be returned to sender. **The Office of Residence Life will not accept, or forward, any student mail that is delivered over the summer.**

15. Reminder, if you receive a lottery number you will select your room Monday, May 2nd through Thursday, May 6th. Also, do not forget to check your BSU email, the ORL website regularly during the summer for updates.

*We wish you well on your final papers and exams! Have a safe and proactive summer and congratulations to all the 2016 graduates!!!!!!*

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**Fall 2016 check-in for returning students will take place Thursday, August 25th & Friday, August 26th, 10 am – 4 pm, in the McKeldin Gym.**