



## MEMORANDUM

TO: All Resident Students

FROM: Office of Residence Life

RE: End of the Year Check-out Info and Procedures

Date: April 30, 2018

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

**The residence halls will close at 7:00 pm on Friday, May 18<sup>th</sup> for all non-graduating residents and 3:00 pm on Tuesday, May 22<sup>nd</sup> for graduating residents.**

The following rules must be obeyed as you prepare for the end of the semester:

1. **Twenty-Four (24) Hours of Quiet Time for finals will begin @12:00 a.m. Friday, May 11, 2018 and end with the closing of the residence halls @ 7p.m., Friday, May 18, 2018.**
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. If a Resident Assistant (RA) and/or Resident Director (RD) receives a complaint or witness the volume of the noise coming from you or your room as disturbing, you will be in violation of this policy. Please look out for one another and respect the rights of others who want to study.
3. Anyone receiving a write-up for noise, damages or other violations will jeopardize their room assignment for the 2018-19 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 not allowing non-building residents (including non-BSU persons) 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 p.m. on Friday, May 18<sup>th</sup>, 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 RA will come to your room and properly check you out. You must be available and ready to leave at this time. You will be charged a \$75.00 improper checkout fee for either of the following infractions **if you are not available and ready to leave at the time you have chosen to be checked out; or if you do not schedule a time to be checked out at least 24 hours in advance.** 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 *2017-18 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 for disposal. **START TAKING OR MAILING ITEMS HOME NOW.** ORL IS NOT RESPONSIBLE FOR ANY ITEMS LEFT BEHIND AFTER YOUR MOVE OUT DATE. YOU WILL NOT BE ALLOWED TO RETURN TO YOUR ROOM.
8. Before you leave, all trash and debris must be removed and taken to the dumpsters. **Personal trash is not to be discarded in the bathrooms.** 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.
9. **MICRO/FRIDGE RENTALS:** [MyFridgeRental company](#) will be on campus Monday, May 21 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](mailto:info@MyFridgeRental.com) before you leave school. Make sure you prepare the unit for pickup (clean, defrosted, all parts inside). You need to leave the unit inside your room 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 contact them at 301-758-7967 or [info@MyFridgeRental.com](mailto:info@MyFridgeRental.com), if you have any questions or concerns.
10. **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 Room Condition Report (RCR) 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 for inclusion in your account balance. 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. Failure to pay these charges may jeopardize your room assignment, if assigned, for Fall 2018.
11. All keys, Residence Life ID’s and FOB’s must be turned in and signed for with your RA or Resident Director before leaving the residence halls. **We will not accept keys after the halls close on Friday, May 18, 2018.** The cost of any cores that have to be changed because you did not return your key will be charged 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.
12. Make sure that your transportation arrangements are finalized prior to May 18, 2018. Have your belongings packed and ready to go at your scheduled checkout time.
13. All student mail must be picked up from the Office of Residence Life no later than the day last day of checkout, by 5 pm on Friday, May 18, 2018. You are encouraged to stop by the campus Post Office to fill out and submit a change of address notice. Any mail that is not picked up from the Office of Residence Life by 5 pm on May 18<sup>th</sup> will be returned to sender. **The Office of Residence Life will not accept or forward any student mail that is delivered to campus over the summer.**
14. Do not forget to check your BSU email, the ORL website regularly during the summer for updates.

**IMPORTANT NOTE: FALL 2018 CHECK-IN FOR RETURNING STUDENTS WILL TAKE PLACE ONE DAY ONLY – FRIDAY, AUGUST 24, 2018 FROM 10 AM – 4 PM, IN THE MCKELDIN GYM.**

**WE WISH YOU WELL ON YOUR FINAL PAPERS AND EXAMS!**

