SUBJECT: RESIDENCE HALL CLOSING

Your Resident Advisor will soon schedule, or may have already scheduled, a final mandatory wing or floor meeting to review important information regarding check-out and hall closing. Look for advertisements this week or ask your RA for the time and location for your community meeting. The following guidelines will help make your final move out easier and reduce potential cleaning and damage charges.

| Hall Closing Information | Check out as soon as you have completed your last final exam. Commencement celebrations now occur on Friday, May 19, 2017. While our halls remain open until 6 p.m. on this day, to minimize anticipated traffic congestion, the University is strongly encouraging all UH residents to move out by 4 p.m. on Friday. Residents are expected to check out and have all of their belongings out of the halls by 6 p.m. PLEASE PLAN AHEAD in order to avoid improper check-out charges. All computer labs will close at 6 p.m. on Friday, May 19.

- If you are unable to move out of your room by 6 p.m. on Friday, May 19 due to an academic reason (i.e. final exam on Friday), you may request an extended stay in order to move out on Saturday, May 20, by 12 p.m.

- Submit an Extended Stay Request:
  1. Log into the Resident Center on the University Housing website by 5 p.m. on Friday, May 12, 2017.
  2. Click on the “Extended Stay Request” button.
  3. A decision will be sent to your Wildcat email account within three (3) business days.

Please Note: If you remain on the premises until Saturday, May 20, all rules, policies, and procedures remain in effect and are enforced.

| Study Environment – FINALS WEEK | 24-HOUR QUIET HOURS begin Sunday, May 14, at 12:01 a.m. “sharp” (Saturday night) and continue through Friday, May 19, at 6 p.m.

For the sake of the community, if you violate any policy and have no remaining exams, you will be asked to check out immediately. If you are disruptive in any way during finals week, even before you have completed your finals, you will be sent through the formal conduct process. Failure to resolve violations before departing for summer will result in a registration and grade hold until the issue is resolved (i.e. administrative meeting(s) and formal sanction accepted, etc.).

| Things to do BEFORE You Check Out of Your Residence Hall | CLEANING YOUR ROOM: Review the “Move-Out Cleaning Tips” document on the University Housing website for helpful guidance in how best to move out of University Housing and reduce the risk of damage or check-out charges: http://www.csuchico.edu/housing/prospective-residents/forms.shtml

- REMOVE double-stick and other tape, tacks, pins, chalk, dirt, and glow in the dark stickers from walls and ceilings, bookcases, wardrobes, doors, and tack board.
- CLEAN shelves, baseboards, windowsills, door frames, blinds, mirrors, desks, doors and trash cans.
- VACUUM closet floors, main floor, window tracks, and inside of drawers.
- DUST thermostat covers, dresser facings, and top.
- SEPARATE all reusable goods and non-perishable foods from your trash.
- REMOVE all trash from your room and take it to an outside dumpster before you leave. Additional dumpsters will be provided near each hall. It is not acceptable to discard personal furniture in or around campus dumpsters. If discovered, the person(s) responsible will have financial restitution and student conduct sanctions may be imposed. If you have furniture that needs to be dumped, please take it to the Neal Road Landfill located at 1023 Neal Road (530-345-4917).
- REFRIGERATOR/MICROWAVE: If you rented a unit from Collegiate Concepts, please leave the unit in your room including all parts (ice cube trays, ice scraper, top and bottom shelves, and microwave plate and ring). Collegiate Concepts will be picking up the units after closing. Please make sure your unit is unplugged, fully defrosted, and cleaned and dried (inside and out) when you leave. There will be a $35 fee if not clean and dry, and there will be additional charges for missing parts. Leave refrigerator and freezer doors open. If you brought your own refrigerator/freezer/microwave unit, please take it home or donate it.

Do not leave any personal property in the room or in any residence hall community area as there will be a charge to remove and dispose of any personal property left behind.

| Diversion Excursion Donation Drop-off Locations | Plan to Make Early Donations!

Diversion Excursion: There will be Early Move Out donation drop-off bins located in first floor lobbies on campus Friday, May 5 through Wednesday, May 17.

Beginning Thursday, May 18 and Friday, May 19 from 10 a.m. – 5 p.m. - All residents are encouraged to take their donations and recycling outside to the donation collection tables. Student volunteers will be available at a donation collection table near each hall to assist with donations and recycling. Sutter residents may take their donations to the collection bins on each floor or outside to the donation collection tables. University Housing will distribute donated items at their discretion. Items may include, but are not limited to, the following:

- Dishes
- Linens, towels, pillows, foam mattress pads, blankets
- Clean clothing and shoes
- Accessories, appliances and computers

[continued]
| Mail Services | ALL RESIDENTS ARE RESPONSIBLE FOR NOTIFYING friends, creditors, magazines, and family members of their new address.  
| | - Please note: packages sent by “Third Party” expeditor shipping services [i.e., FedEx, UPS, etc.] during finals week will not be guaranteed for delivery.  
| | - Residents must update their forwarding address online in the Resident Center prior to checking out. If the resident fails to provide an accurate forwarding address, it will result in long delays.  
| | - Since the University may not forward magazine subscriptions, students must contact the magazine with your SUMMER forwarding address information (this takes approximately six weeks for the forwarding address to become effective). It is important that you contact the magazine right away with your SUMMER address information.  

*Outgoing Mail: the last day will be Thursday, May 18  
*Incoming Mail: the last day will be Friday, May 19 (the mailroom closes at 3 p.m.)

Starting Monday, May 22 and through summer break, student mail will be delivered to the UH Office. All mail and packages will be forwarded to the address that you provided in the Resident Center.  
*Please do not request “inbound” express mail or overnight mail after Monday, May 15, as proper delivery cannot be assured.*

| Legion Avenue Parking | SPECIAL PARKING INFORMATION FOR LASSEN/SHASTA/WHITNEY/SUTTER STUDENTS ONLY: During Finals Week, Legion Avenue will be closed from 8 a.m. to 6 p.m. on Thursday, May 18 and from 8 a.m. to 4 p.m. on Friday, May 19 to allow for greater parking access as students vacate the residence halls. The front desk staff of each residence hall will give you a yellow parking slip after you are completely packed and ready to load your vehicle. You will need to present your parking slip to UPD when entering Legion Avenue, which will allow you to park your car to load your property. Vehicles without the yellow parking slip will not be allowed access to Legion Avenue. Please note, there is a 10-minute time limit for parking on Legion Avenue on Thursday and Friday.  

**PLEASE REMEMBER** to move your vehicle off Legion Avenue before 7 a.m. on Thursday and Friday (May 18 and 19) mornings to avoid potential citations and towing.

| Checking Out | STEP 1: Have all of your personal items out of your room and complete your cleaning process.  
| | STEP 2: When ready to check out, go to the front desk of your community.  
| | STEP 3: Check out with the DA or RA at the front desk.  

**RETURN** your key(s). Failure to do so will result in a lost key charge. **RETURN** your WASH laundry card. Be sure to reduce the balance on your card to zero as refunds will not be issued for unused balances.  

**FAILURE** to follow check-out procedures or failure to check out by 6 p.m. on Friday, May 19, without formal approval will result in a minimum $50 charge. Rooms will be checked for damages by custodial/maintenance staff. If damages are found, charges may apply.

In **ALL RESIDENCE HALLS** students should: close and lock windows; turn off air conditioners; and lock your room door.

| University Housing/Title 5 Policy Violations | If policy violations are found within your room upon cleaning, you may be referred to the UH student conduct process or Student Judicial Affairs. Please see the [2016-17 Living-In Handbook](#).

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**DON’T FORGET – OUR HALLS CLOSE AT 6 PM ON FRIDAY, MAY 19!**

**THANK YOU FOR LIVING ON CAMPUS THIS YEAR!**

**HAVE A GREAT SUMMER!**

- Clean, unbroken, rip-free furniture  
- Cinder blocks and lumber

**NON-PERISHABLE FOOD WILL BE DONATED TO THE HUNGRY WILDCAT FOOD PANTRY.**