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

| University Village Closing Information | Check out no later than 24 hours after completing 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 apartment 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 apartment 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 University Village Room | 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](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.
- CLEAN shelves, floors, baseboards, windowsills, blinds, mirrors, sinks, desks, doors, doorframes, trashcans, balconies, and patios.
- VACUUM closet floors, main floor, window tracks, and inside of drawers. There are a limited number of vacuum cleaners, so plan ahead.
- DUST thermostat covers, dresser facings, and top.
- SEPARATE all reusable goods and non-perishable foods from your trash.
- REMOVE all trash from your room, patio or balcony, and kitchen and take it to an outside dumpster before you leave. It is not acceptable to discard personal furniture in or around campus dumpsters. If discovered, the person(s) responsible will pay financial restitution. 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).

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.

| Cleaning Your Apartment Common Areas | EVERYONE is equally expected to leave common areas clean at move-out (i.e., kitchen, pantry, bathroom, and patio/balcony). Apartments will be checked and damages assessed after the last person leaves. Residents in double studios will share the charges in their entryway as well as their patio/balcony. Any custodial and maintenance charges will be divided by all roommates.

- CLEAN the oven, stovetop, hood, and blue recycling bin.
- DEFROST AND CLEAN THE REFRIGERATOR: The last person to check out is responsible to defrost and clean the refrigerator. Note: allow at least two days to defrost and clean the refrigerator.

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

Diversion Excursion: There will be Early Move-Out donation drop-off bins located at the UV South Community Room and the UV North Programming Building Friday, May 5 through Wednesday, May 17.

Thursday, May 18 through Saturday, May 20 ALL residents are encouraged to take their donations and recycling outside to the donation collection tables. There will be at least three convenient donation drop-off locations at UV. From 10 a.m. – 5 p.m. student volunteers will be available to assist you with your donations. 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

[continued]
| Accessories, appliances and computers  |
| Clean, unbroken, rip-free furniture   |
| Cinder blocks and lumber             |

Partially used laundry soap, shampoo, conditioner, and lotions may also be donated. Glass, plastic, aluminum, and newspaper will be collected outside and recycled.

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

### Mail Services

**ALL RESIDENTS ARE RESPONSIBLE FOR NOTIFYING** friends, creditors, magazines, and family members of new forwarding address information.

- 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 SUMMER forwarding address information (this takes approximately six weeks for the forwarding address to become effective). It is important 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.

### Checking Out

**STEP 1:** Have all your personal items out of your room and complete your cleaning process.

**STEP 2:** When ready to check out, go to the South Community Room on Monday through Wednesday, May 15, 16, and 17. If checking out on Thursday or Friday, May 18 or 19, go to the North Community Room for north side, or go to the South Community Room for south side.

**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 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 UNIVERSITY VILLAGE APARTMENTS students should: close and lock windows and sliding glass doors; turn off air conditioners; and lock your room door.

When you check out, we highly recommend that you have your cluster mates or roommate present. If there are questions about damages to common areas, (bathrooms, kitchen, etc.) and no one takes responsibility for damages, all residents will be equally charged. You must also provide a written request signed by all roommates if an individual is responsible for a group charge to avoid group responsibility. Any trash found in stairways, common areas, or doorways will result in group charges for that area.

### 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**.

**THANK YOU FOR LIVING AT UNIVERSITY VILLAGE THIS YEAR!**

**HAVE A GREAT SUMMER!**