Your Resident Advisor will soon schedule, or may have already scheduled, 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 as soon as you have completed your last final exam. Commencement celebrations now occur on Friday, May 17, 2019. While our halls remain open until 6 p.m. on this day, to minimize anticipated traffic congestion, the University is strongly encouraging all University Housing 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 17.

If you are unable to move out of your room by 6 p.m. on Friday, May 17 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 18, by noon.

Submit an Extended Stay Request:
1. Go to the University Housing Website (www.csuchico.edu/housing)
2. Under “Current Residents” click on “Agreements, Guides & Forms”.
3. Click on “Summer Break Later Stay Request”.
4. Complete your request.
5. You will be sent an email approving or denying your request. Make sure you are checking your Wildcat Mail.

**Please Note:** If you are approved for an extended stay all rules, policies, and procedures remain in effect and are enforced. You may not have overnight guests during this time period.

### Study Environment – FINALS WEEK

24-HOUR QUIET HOURS begin Friday, May 10, at 9:00 p.m. “sharp” and continue through Friday, May 17, 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 patio.
- **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.

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.
- **CLEAN THE REFRIGERATOR:** The last person to check out is responsible to clean the refrigerator. Note: allow at least two days to 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 in first floor lobbies of Whitney, Sutter, Shasta, Lassen, Mechoopda and Esken on Monday, May 13 & Tuesday, May 14.

Beginning Wednesday, May 15 - Friday, May 17 from 10:30 a.m. – 4:30p.m. - All residents are encouraged to take their donations and recycling outside to the donation collection tables, located at Sutter Courtyard, near the dumpsters at Shasta/Lassen, near the dumpster at North Campus, and at the HUB at University Village. Student volunteers will be available at a donation collection table near each hall to assist with donations and recycling. 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**
### Donation Drop-off Locations

[continued]

- Accessories, small appliances, and computers
- School and office supplies
- Clean, unbroken, small rip-free furniture (not couches)
- Books
- Unopened non-perishable food

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 WILDCAT FOOD PANTRY.**

### Mail Services

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

- *Outgoing Mail: the last day will be Thursday, May 16*
- *Incoming Mail: the last day will be Thursday, May 16*

**Please do not request “inbound” express mail or overnight mail after Monday, May 13, as proper delivery cannot be assured.**

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.

- Please note: packages sent by “Third Party” expediter shipping services [i.e., FedEx, UPS, etc.] during finals week will not be guaranteed for delivery.
- 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.

**Starting Monday, May 21 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. nd” express mail or overnight mail after Monday, May 13, as proper delivery cannot be assured.**

### Checking Out

You have two options for Checking Out:

**OPTION 1 A Scheduled Checkout Appointment:**

**STEP 1:** Schedule a checkout appointment at the UV North or South check out tables Wednesday, May 15 between 2 p.m. – 6 p.m. or from 9 a.m. - 6 p.m. on Thursday & Friday, May 16/17.

**STEP 2:** Have all of your items out of your room and your room cleaned before your checkout time.

**STEP 3:** At your checkout appointment time, go to the lobby the South or North Community Room to meet an RA. The RA will go with you to your room to complete your checkout Room Inventory Card and complete the Check Out process. The benefit to having a check out appointment is that you will have the opportunity to review the cleanliness of your room and to verify all of your furniture is in your room.

**OPTION 2 An Express Checkout:**

**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 (or the check-out desks Wednesday-Friday)

**STEP 3:** Complete the Check Out with the DA or RA at the front desk.

**REMINDERS**

- **RETURN** your room key and suite fob. Failure to do so will result in a lost key charge.
- **FAILURE** to follow check-out procedures or failure to check out by 6 p.m. on Friday, May 17th, without formal approved Extended Stay Request will result in a **minimum** $50 charge.

**Rooms will be checked for damages by Housing Staff. If damages are found, charges may apply.**

**ALL UNIVERSITY VILLAGE** 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 suite 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.

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### University Housing Student Conduct/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 Conduct, Rights & Responsibility. Please see the 2018-19 University Housing Policy Guide.