This is an e-mail that was sent out to all students that live on campus through our online housing program. This went out twice to them.

Greetings

As the end of the semester is coming, we wanted to make sure to get closing information out to everyone.

All students must vacate their residence hall room 24hrs after their last final or no later then 12pm on Tuesday, May 19, 2015.

If you are graduating or approved to stay on campus during senior week, you must vacate your room no later then 6pm on Sunday, May 24, 2015.

If you are living on campus for the summer, you will work with Summer Programs to move from your spring room to your summer room.

Room keys must be returned to the Office of Campus. Each student should complete a check-out envelope and place only your room key in the envelope. Envelopes are located right outside of the Campus Life office door.

You should NOT turn your mailroom key in at Campus Life, your mail room key should be returned to the mail room.

If you want to leave belongings for RESCUE, it must go to the box, not left outside of your room or the end of the hall. If belongings are left there, the building will be charged for their removal. The boxes will be on the first floor of every residence hall.

You should take their own trash to the dumpster, not leave outside of door or at the end of the hall. If belongings are left there, the building will be charged for their removal.

Trunk room storage

There are trunk rooms in every residence hall, that can be used for summer storage.

*They are used on a first come first serve basis.
*Students must have belongings in labeled closed boxes or bags.
*The following items are not permitted in trunk rooms: furniture, carpets, electronics and opened boxes or bags.
*Each item must have a completed trunk room label on it. These labels can be obtained from the Office of Campus Life or your CA.
*Students must schedule an appointment with the CA to gain access to the trunk room.
*Security will not let you into a trunk room.
*You should have all of your belongings outside the trunk room at the time of your appointment.