

# WHAT TO KNOW BEFORE YOU GO

## RESIDENCE HALLS CLOSE SUNDAY MAY 8 AT 10 AM.

All residents not participating in commencement must be moved out of their rooms by 10 AM or within 24 hours after your last final exam.

## YOU MUST FILL OUT YOUR INTENTIONS FORM

Please fill out [this form](#) to let us know when you're leaving.

## CHECK OUT OPTIONS

### TRADITIONAL CHECKOUT

Resident Assistants (RAs) will be available throughout finals week.

RA will complete a check out room condition report (RCR) with you.

This option provides the most accurate reflection of possible damage billing.

#### STEPS

1. Empty your (side of the) room completely
2. Clean room completely
3. Go to checkout table and get RA
4. RA accompanies you to complete your checkout RCR
5. RA will take your keys
6. Complete the "Hey I left" form

### PRE-CHECK EXPRESS CHECKOUT

Best option for those leaving overnight or in the early morning.

Complete pre-check of your room & Room Condition Report (RCR) with a staff member the day before.

Any damages which occur between pre-check and when you leave will be billed to you.

If you do not complete an RCR, your checkout will be considered express.

#### STEPS

1. Day before you leave:
2. Pack the majority of your belongings and clean your room
3. Go to checkout table and get RA
4. RA accompanies you to complete pre-check of your room and RCR
5. When leaving follow [Express Checkout Steps](#) ----->

### EXPRESS CHECKOUT

Quickest and most flexible option-able to be done at any point, day or night.

This option does not allow appealing of damage billing!

If you do not complete an RCR, your checkout will be considered express.

#### STEPS

1. Empty your (side of the) room completely
2. Clean room completely
3. Insert keys into checkout envelope at your building's key box (or SLCE Office 206 Strebel)
4. Fill out, sign envelope and drop in box
5. Complete the "Hey I left" form

## ARE YOU A GRADUATING SENIOR & WALKING AT COMMENCEMENT?

You may remain on campus through Finals Week, Senior Send Off and Commencement.

You must indicate your intended length of stay on the move out form.

You have until Friday May 13 at 12 PM to move out.

If you are moving out Thursday, May 12 after 5pm, you must do a Pre-Check or Express Checkout Staff will be available for a Traditional Checkout from 9am to 12PM on Friday May 13

## ALL KEYS NEED TO BE TURNED IN!

Regardless of checkout type:  
Traditional Checkout, Express Checkout, or Pre-Check Express  
Failure to return keys will result in a bill!

## YOU MUST CLEAN YOUR WHOLE ROOM!

Regardless of checkout type:  
Traditional Checkout, Express Checkout, or Pre-Check Express  
Failure to clean will result in a bill!

## NOT RETURNING TO THE RESIDENCE HALLS NEXT SEMESTER?

Studying abroad, out of town internship, transferring, not returning to the institution, graduating, approved to move off campus... etc  
You must complete a digital Exit Interview form at [www.utica.edu/reslife](http://www.utica.edu/reslife)

## QUESTIONS? CONCERNS?

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