



Hewett and Manchester residents who do not have a Summer School Housing Contract will need to be checked out of their current room by **Saturday, May 12, 2018 at 2 p.m.**

Dining Centers Closure Information

Linkins Dining 8 p.m. on Thursday, May 10 Watterson Dining 2 p.m., Friday, May 11

Finals Week Courtesy Hours

Daily 12 noon–2 p.m. and 6 p.m.–8 p.m.

Violation of Finals Week Quiet Hours may result in your relocation or removal from the halls.

End of the Year Procedures

— **Proration Information**

- Posted by May 7.
- Semester proration will be billed after Saturday, May 12.

— **Mail Delivery**

- The last regular mail delivery will be Saturday, May 12.

— **Mail Forwarding**

- Only First Class mail will be forwarded
- Magazines, newspapers and packages are NOT forwarded
- Remember to update your mail forwarding information at: <http://www.my.illinoisstate.edu>
- To guarantee uninterrupted service, notify publishers and correspondence of your change in address.

— **Abandoned Property**

- Abandoned belongings are disposed of properly.
- University staff will not be held responsible for lost or stolen property during the checkout process.
- Appropriate charges will be assessed for items not disposed of properly or left in the room.
- Abandoned bikes are auctioned off during the summer by the Illinois State University Police Department.

— **Loft Kits**

- Must be returned before Finals Week
- Check your floor and/or hall lobby for loft kit return information (i.e. - location, dates and times.)
- Lower bed to the **lowest** setting
- Taking apart a loft during Finals Week quiet hours may result in a noise violation
- Contact your Resident Assistant with questions

After Your Final Examinations

Residents will be permitted to remain in the residence halls after completing final examinations until the residence halls close, providing they **maintain quiet hours** and **follow residence hall and university regulations**. Violators may be moved or asked to vacate immediately even before the completion of final exams.



Your Resident Assistant will be conducting a floor meeting to review closing and checkout procedures. Your presence at this meeting is necessary to ensure a positive and successful checkout experience. Attendance will be taken and used as a point of reference.

You will have two options for checking out of your room. Please choose *one* of the options below:

Traditional Checkout Service (In person with your RA) If you choose this option:

- You will receive an e-mail in late April with a link to your specific hall to sign up for a traditional checkout time. Follow the instructions after logging in to select your checkout time.
- You must sign up at least 24 hours in advance to avoid additional charges.
- Please have all items removed and your room fully cleaned before your assigned checkout time.
- Traditional checkout service is offered from 8 a.m.–8 p.m. If you are unable to checkout during these times, you are encouraged to utilize our Express Checkout Service.
- You may incur a \$25.00 improper checkout fee if these steps are not followed.

Express Checkout Service (Available Monday–Friday during finals week) If you choose this option:

- Forms may be obtained and returned to your front desk 24 hours a day.
- You may be assessed additional charges for room damage, incomplete paperwork, and/or unreturned keys.
- If you choose the Express Checkout option, you forfeit your right to appeal charges.

Additional steps to ensure a successful checkout and to avoid additional charges:

- Dispose of trash properly.
- Boxes, carpet, and other large and/or heavy items should be taken to the dumpsters located outside of your residence hall.
- Cinder Blocks and furniture should never be disposed of in trash chutes, stairwells or lounges. Placing these items and others like them in the trash chute may cause a serious and/or fatal injury to university staff.
- All residence hall furniture should be properly secured in its original place and condition.
- All beds must be un-lofted and on the lowest setting.
- Room floor should be swept and mopped, including under all furniture and the closet. Please do not sweep debris into hallway.
- Lock all windows and open shades.

Once residents have completed the checkout process they must leave the residence halls or be registered as a guest.

Remember the Pass-it-On program during Finals Week!

- All items will be given to those who are less fortunate in the local and surrounding community.
- Please place items (i.e. Clothing and Non-Perishable Food Items) in the designated bins located in your Residence Hall Lobby.
- Lend a hand and make someone smile.