The residence halls will close at 7:00 p.m. on Friday, May 17, 2013. Residents are expected to move out of their residence halls and turn in their key within 24 hours after their last exam. Resident students involved in graduation or who have Saturday exams must speak with the GA by May 13, 2013 for permission to stay and then be checked-out by 6:00 p.m. on Saturday, May 18, 2013.

**RESIDENCE HALL OFFICE HOURS FOR CHECK-OUT**

- Wed., May 15: 1:00 to 7:00 p.m.
- Thurs., May 16: 9:00 a.m. to 7:00 p.m.
- Fri., May 17: 9:00 a.m. to 7:00 p.m.
- Sat., May 18: 9:00 a.m. to 6:00 p.m.

If it is impossible for you to accommodate the above check-out times or if you are leaving before the 15th at 1 p.m., see your GA to schedule your check out.

*Students participating in graduation and those with Saturday exams need to schedule check-out times, in advance, with their GA.

**Dining Hall Information**

**Upper Deck in Gordinier:**
Friday, May 17 – 7:00 a.m. -7:00 p.m.
Saturday, May 18 – 7 a.m. -6:00 p.m.

**North Side Bistro @ Lyle Hall:**
Friday, May 17 – Closes after Lunch

**Graduating Seniors**
2013 Commencement will be held at 10:00 a.m. on Saturday, May 18, 2013. Resident students involved in graduation must be moved and checked-out by 6:00 p.m. on Saturday, May 18, 2013.

**Final Exams and Quiet Hours**
Please keep your fellow students in mind as they prepare for exams. Quiet hours will be maintained **at all times-24 hours a day** beginning on Saturday, May 11, 2013, at 12:01 a.m. and continuing until 6:00 p.m. on Saturday, May 18, 2013.

**CHECKING-OUT**

Please follow these guidelines to make moving out easier for everyone involved:

1. Plan to move out within 24 hours after your last exam, but no later than 7:00 p.m. May 17 (6:00 p.m. on Saturday, May 18, 2013, if participating in graduation or a Saturday exam—remember that prior notification to the GA is required).

2. Before meeting with a staff member to check out, remove your belongings and clean the room, un-bunk and lower lofted beds to original height; please see your R.A. for appropriate bed frame height position.

3. You and a staff member will identify the changes in the condition of the room and furnishings, if any, for which you may be held responsible (fees will be determined based on information provided from Facilities Management). Note: Students will be notified of charges for damages via their Millersville email after they have left for the semester. The charges will be applied to the bill.

4. You and the staff member will sign the Room Condition Report to indicate that you have completed this step of the check-out procedure.

5. If you do not review the condition of your room with a staff member, you will forfeit your right to appeal any resulting
damage bills. Failure to complete a proper check-out will result in a $35.00 fine. This check is the first of three done by the University.

6. Failure to return your key will result in an automatic re-core with a charge of $50.00. We must re-core the lock at your expense to maintain security. To avoid being billed for a lock change, **please return your key directly to a staff member.** Please DO NOT put your key under the RA’s door or give it to a roommate.

7. Please review the checklist located below to make sure you have completed all the steps necessary to check-out properly:
   - Remove all of your belongings
   - Dispose of your trash properly
   - Sweep/Vacuum room
   - Dust your room
   - Leave your room clean and the furniture in its original position
   - Beds that are bunked or lofted must be un-bunked and lowered to hotel bed height (see #2)
   - Close and lock the windows
   - Lower blinds half way down, but leave them open
   - Leave your dresser and desk drawers open
   - Schedule to have your room inspected by a staff member
   - Turn off air conditioner
   - Turn off lights, lock your door, and turn in your room key
   - If you use a cart to move out your belongings, return it to the office area.

**Bicycles**
As of May 18, 2013, all bicycles left in the residential areas will be donated to charity.

**Academic Suspension**
If a student is academically suspended, his/her Housing Contract is immediately canceled. If the suspended student submits an academically-based appeal and it is granted, he/she is once again eligible to initiate a request for housing through submission of a Housing Contract. The University’s ability to honor the request is based on availability of space.

**Summer School**
For information about summer housing, please stop by the Department of Housing and Residential Programs in Harbold Hall. Housing is available during Summer Sessions 1, 2, and 3.

**Change of Address**
If you are graduating or moving off campus, please go to the Registrar's office to change your address.

**Mail**
The last day for mail delivery will be on Friday, May 17, 2013. All forwardable mail will be sent to your home address over the summer. Please notify any magazines or newspapers of your home address for delivery since they cannot be forwarded. If you are moving off campus or leaving the University, please complete a **change of address form** in the Registrar’s Office, located in Lyle Hall and submit the Off Campus Request on your MAX.

**Storage**
The University does not supply storage at any time. There is an additional cost if the University needs to remove your items from the room.

HAVE A SAFE SUMMER!