Closing Information

All University Housing facilities will close on Friday, May 5, at noon.

Residents must check out within 24 hours after their last exam or no later than Friday, May 5, at noon, whichever comes first. Anyone remaining after noon without permission from University Housing will be charged a $100 improper checkout fee.

All residents must schedule a checkout appointment with an RA. University Housing staff will be in touch with all approved extended stay residents regarding transition housing and checkout appointments.

Quiet Hours

Beginning at 10 p.m. on Wednesday, April 26, 24-hour quiet hours are in effect through closing day. NO WARNINGS WILL BE GIVEN! Remember that other residents may be studying or getting much needed rest during this time, so be respectful of the others in your community.

Checkout Procedures

Spring semester closing tends to be a hectic time. Below are the steps to follow to check out properly and avoid unnecessary charges. Please read through this information carefully.

1. During the week of April 17-21, RAs will conduct closing meetings. All residents are expected to attend to receive vital information regarding University Housing spring closing. At this time, you will receive a Cleaning Agreement and checkout instructions.

2. Sign up for a checkout appointment with your RA for the time you anticipate leaving. You must sign up at least 24 hours in advance of the appointment time. A checkout appointment schedule will be posted outside your RA’s door. Failure to sign up 24 hours in advance may mean that you have to wait until an RA is available to check you out.

3. Utilize the Spring Closing Checklist provided in this newsletter as a guide to clean your room and avoid unnecessary charges. Work with your roommates (if applicable) in advance to determine who will clean the common areas.

4. Clean and remove all of your belongings. Dispose of trash properly in the dumpster nearest your building. You will be charged for trash left in or around your room, suite or apartment.

5. At your appointment time, your RA will come to your room, assess the condition and note any damages on the Room Inspection form. You will give your room key to your RA and complete the checkout process.

6. All residents who are billed for damages will receive notice via CCU email prior to Wednesday, May 31. Appeals for damage charges must be received in writing 30 days after the email is sent.

Maymester Housing

Residents staying on campus for Maymester will be allowed to move to their summer assignment on Sunday, May 7, starting at 3 p.m. More details will be sent to residents who apply for Maymester.

If you have any questions regarding the contents of this newsletter, please see your RA.

Good luck on finals, and have a safe and relaxing summer.
Five Steps for Avoiding Unnecessary Charges

Residents are responsible for leaving their rooms clean and in the conditions noted on the Room Inspection form at check-in. Each room will be inspected for cleanliness, damages and missing items. Any charges for cleaning, removal of belongings, or replacement of broken or missing items will be assessed and charged to the appropriate resident(s). See the Spring Closing Checklist for a clear description of the cleaning expectations. In order to avoid most charges, follow these simple steps:

1. Sign up for a checkout appointment at least 24 hours in advance.

2. Thoroughly clean your room and all applicable spaces, including your bathroom, the kitchen and living room. Sweep, mop and vacuum floors. Dispose of trash in the dumpsters. Reset furnishings as they were at check-in.

3. Remove all of your belongings. Personal belongings and non-University Housing furniture left in the room will result in charges for removal. Once you leave, it is considered abandoned property and will be discarded.

4. Be ready and on time for your checkout appointment with the RA as described under Checkout Procedures in order to avoid an improper checkout fee of $100.

5. Return your room key to the RA upon checkout. Do not leave it in your room or give it to a friend to turn in for you.

Express Checkout

While it is preferred for residents to check out with their RA, the Express Checkout option is available for those residents who must leave quickly or during the late night/early morning hours. It is the responsibility of residents to clean their room/apartment, remove their belongings and trash, and report any damages that have occurred while living in their room/apartment. Room/apartment(s) will be inspected after move out, and residents will be charged for any damages, missing items, and/or cleaning costs.

Please note: Residents choosing the Express Checkout option waive their right to appeal any charges found by staff.

Trash Removal

We understand that moving out results in lots of trash. To assist you, University Housing will provide extra dumpsters in all communities by Friday, April 28. Extra trash bags are available at the 24-hour community desk. All trash must be bagged, tied and disposed of in dumpsters. For your safety, do not get into the dumpsters.

Donate Unwanted Items

Unwanted belongings that are in good condition may be conveniently donated to Campus Salvage. PODS will be open daily from 8 a.m. to 5 p.m. starting Friday, April 28, and donation bags will be distributed at floor meetings. Locations will be posted around your residential community.

Bicycles

Make sure you remove your bicycle from University Housing property by Friday, May 5. University Housing is not responsible for any bicycles left after spring closing. Abandoned bicycles will be donated to the Coastal Cycles program. Residents staying for summer can pick up a bike tag at the UP Desk.

Storage

Storage is not available on campus over the summer. We encourage you to make plans now for removing and storing your belongings. There are a number of local storage facilities in the area.

Mail Services

Go online and fill out a Mail Forwarding Request at coastal.edu/mailservices. Notification of your address change is your responsibility. Send your address change to every source of mail you receive (credit cards, cellphone, etc.). Since it may take some companies several weeks to update your address, we encourage you to notify them immediately.

Damage Charge List

To view a cost estimate for any damages, go to coastal.edu/housing/springclosing. Damage charges are assessed only by full-time staff after University Housing closes.