Scheduling Your Checkout Appointment

For spring semester, you will use MyCoastalHome to schedule a checkout appointment with your RA. Schedule your appointment no less than 24 hours in advance. You should choose a time when all of your belongings will be out of your room and your space will be clean. Follow these instructions to schedule your appointment.

1. Log into MyCoastalHome with your CCU username and password.

2. Click Schedule Checkout Appointment in the top navigation bar. Make sure you have your calendar with you before moving forward.

3. The first page will provide some general information about scheduling an appointment.

4. The next page will allow you to select your RA to see their schedule and make an appointment.

5. For the communities on Township Circle and Elvington Loop and at The Gardens, you will select your RA under Book an Appointment to see their availability.

6. Time blocks in bronze are available for you to select. Time blocks in black are already taken by another student, and are not available. Use the scroll buttons at the top of the calendar to move to a different week.

7. Click on the time block you want. Pay attention to the day and time you are selecting.

8. A window will pop up to confirm the appointment you selected. Click Yes to schedule the appointment or No to go back to the calendar.

9. If you clicked Yes, you have scheduled a checkout appointment. You will see your appointment in teal within the calendar.

1. You are able to cancel and change the appointment 24 hours prior to the scheduled time.

2. To do so, log into MyCoastalHome and click on Schedule Checkout Appointment.

3. Click the cancel button beside the appointment.

4. Return to steps 5 - 9 above to schedule a new appointment.