

University Housing Spring 2024 Closing Newsletter

Closing Information

All University Housing facilities will close on Thursday, May 2, at noon.

Residents must check out within 24 hours after their last exam, or no later than Thursday, May 2, at noon, whichever comes first. An improper checkout fee of \$100 will be assessed to those not fully checked out by this time.

All residents must schedule a checkout appointment in *MyCoastalHome* or complete an express checkout. University Housing will provide additional instructions for **approved extended stay** residents, including alternative timeline and appointments.

Quiet Hours

24-hour quiet hours begin at **10 p.m. on Wednesday, April 24**, and remain in effect through **Thursday, May 2**. Please be respectful to those studying and resting during quiet hours.



Quiet
Zone

Maymester Housing

Residents registered for Maymester and staying on campus are allowed to remain in their spring assignment until their Maymester assignment is ready. Additional details about extended stay and moving will be sent to residents assigned to Maymester housing.



No Campus Storage

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

Donate Unwanted Items

Unwanted belongings that are in good condition may be conveniently donated to Campus Salvage. PODS near your community will be open daily from **8 a.m. to 4 p.m.** starting **Wednesday, April 24**, and donation bags will be available at the community desks.



Trash Removal

University Housing will provide extra dumpsters in all communities, and extra trash bags are available at the community desk. All trash must be bagged, tied, and disposed of in dumpsters. Please do not climb into the dumpsters.

Bicycles

Remove your bicycle from University Housing property by **Thursday, May 2**. University Housing is not responsible for any bicycles left after spring closing. Residents staying for summer can pick up a bike tag at their community desk. Bicycles not properly tagged and remaining after **May 2** will be considered abandoned and will be donated.



Mail Services

Pick up all packages and letters by **Friday, May 3**. After that date, all letters and packages will be returned to the original sender. Notification of your address change is your responsibility. Send your address change notification to every source from which you receive mail (credit cards, cellphone, etc.). Since it may take some companies several weeks to update your address, we encourage you to notify them immediately.



Cleaning and Damage Charges

To view a cost estimate for cleaning and damages, go to coastal.edu/housing/breaksandclosings. **Damage charges are assessed ONLY by full-time University Housing staff.** All residents who are billed for cleaning and damages will receive notice via CCU email by **Monday, June 3**. Appeals for cleaning and damage charges must be received in writing within 30 days of notice.

Your Checkout Options

For spring closing, residents are able to select the preferred way to checkout, traditional or express, in *MyCoastalHome*.

Traditional Checkout

- You will schedule an appointment with your RA in *MyCoastalHome*.
- Pack and remove all belongings and clean your space, including shared spaces.
- At your scheduled appointment, your RA will come to your room and complete a room inspection while you are present.
- If the RA identifies any issues (e.g. take out trash), you can rectify them before you leave.
- The RA will take your room key after completing the inspection.

Express Checkout

- You will schedule a 4-hour block of time when you anticipate leaving for the semester.
- After you have removed all items and cleaned your space, go to your community desk and complete an express checkout envelope.
- Put your key in the envelope, seal it, and return it to the desk or the express checkout box.
- Your RA will inspect your space after you depart campus.
- Residents choosing the express checkout option waive their right to appeal charges assessed by staff.

If you have any questions regarding the contents of this newsletter, please see your RA. Good luck on your final exams, and have a safe and relaxing summer.

Scheduling Your Checkout Time

You will use *MyCoastalHome* to select the type of checkout you prefer and schedule your checkout time, which should be done at least 24 hours in advance of your departure. 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 move out time.

1. Log into *MyCoastalHome* with your CCU username and password.
2. Click **Schedule an Appointment** on the home page. Make sure you have your calendar with you before moving forward.
3. After reading the general information about checking out, choose the **preferred checkout method**.
4. On the next page, click on your community's schedule under **Book an Appointment**.
5. On the right, choose if you prefer a morning, afternoon, or evening appointment.
6. Click on the time block for the day and time you want.
7. A window will pop up to confirm the time you selected. Click **Confirm** to schedule the appointment or **Undo** to go back to the calendar.
8. Your selected time will appear on the page. You have the option to add this appointment to your personal calendar and can reschedule if your travel plans change.
9. You will receive an automated email confirming your appointment.
10. If you have questions regarding checking out, talk to your RA.

Cancel/Change Checkout Times

1. You are able to **cancel** and **change** your checkout time no less than 24 hours prior to the scheduled time.
2. To do so, log into *MyCoastalHome* and click on **Schedule an Appointment**.
3. Click the **Cancel** button beside the appointment.
4. Return to steps 4-6 above to schedule a new checkout time.