



Closing Newsletter

THIS NEWSLETTER WILL CONTAIN ALL THE INFORMATION YOU NEED ABOUT CHECKING OUT OF YOUR ON-CAMPUS HOUSING.

GRADUATES

Halls close Sunday, May 4th at 12pm.

All graduates must be checked out of their campus assignment by this time (unless they are here for May term or have been approved to be on campus for summer.

Students not here for May term or Summer

Halls close Friday, May 2nd at 12pm.

Students Staying for May Term

Halls close Friday, May 23rd at 5pm.

This is a **HARD DEADLINE!** No extensions will be made to stay overnight. Out of state and international residents should plan accordingly

Summer Assignments

Students Move In Date

Wednesday, May 27th between 9am and 2pm.

Students who have been approved and assigned to stay on campus for the summer will remain in their Spring 2024 assignments through May term.



A Specific time and date will be sent out by your CA

Closing Floor Meetings

April 22nd through April 24th

All residents must attend a closing meeting with their CA or another CA of their building/area. CAs will review all the steps and procedures for completing a checkout. Residents who do not attend the closing meeting could be subject to Improper Checkout Fees.



Closing Newsletter

COMMON CHARGES THAT RESIDENTS MAY BE BILLED FOR

Damage Fees

Improper Checkout	-----	\$50
Damaged Blinds	-----	\$40 - \$80
Damaged Walls	-----	\$100 per wall
Excessive Cleaning	-----	\$25 per hour
Furniture Re-Assembly	-----	\$75 per item
Trash Removal	-----	\$25 per bag
Furniture Removal (non Simpson)	-----	\$100 per item

Tips for an easy checkout and to reduce the likelihood of charges:

Express Checkout Form!



1. Attend your closing floor meeting
2. Sign up for a checkout time with your CA or a CA of your building/area.
3. CLEAN YOUR SPACE.
4. TAKE YOUR TRASH TO THE OUTSIDE DUMPSTERS.
5. Remove all belongings and be sure to check all drawers and closets.
6. Re-assemble and re-arrange furniture to be set up according to the guidelines and standards.



Closing Newsletter

FOR DORMS:

Bed is set to the top of the first set of bed ends. The extra set of bed ends is set on top of the first set of bed ends with the support bar on and against the wall. The dresser and student desk are tucked under the bed with accompanying desk chair pushed into the desk. The shelf is placed between the beds in the room.

Supplies Per Person or Bed:

- 4 Bed Ends
- 1 Bed Spring
- 1 Mattress
- 1 Support Bar
- 1 Dresser
- 1 Student Desk
- 1 Desk Chair



Supplies Per Dorm Room

1 Shelf per room (Only for Barker and Kresge)

Barker, Kresge, Buxton and Picken

FOR APARTMENTS:

Bed will be set at the top of the first set of bed ends. The dresser will be either in the closet or at the end of the bed. The student desk and desk chair will go into the living room.

Supplies Per Person or Bed:

- 2 Bed Ends
- 1 Bed Spring
- 1 Mattress
- 1 Support Bar
- 1 Dresser
- 1 Student Desk
- 1 Desk Chair

Additional Supplies Per Apartment:

- 1 Shelf
- 1 Couch
- 1 Armchair
- Dining Room Chairs (varied on occupancy)

Clinton, Detroit, Weinman,
Hamilton, Colonial,
Washington, Station Square





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FURNITURE SET-UP FOR DORMS AND APARTMENTS

Dorm Rooms:

Barker, Kresge, Picken, Buxton
(Built in), LXA, SAE, ATO, KTP, KKG

- Bed: Set to the top of the first set of bed ends. The extra set of bed ends is set on top of the 1st set of bed ends with the support bar on and against the wall.
- Dresser and student desk: Tucked under the bed.
- Shelf is placed between the beds in the room.



Apartments:

Station Square, Colonial,
Washington, Detroit, Weinman,
Hamilton, Clinton

- Bed: Set at the top of 1 set of bed ends.
- Dresser: Either in the closet or at the end of the bed.
- Student desk + chairs: In the living room.

Bed End Pairs

