As we approach the end of this academic year, we recognize that you have much to prepare for: final exams, a new summer job or internship, and moving to a different location. As such, this Closing Packet is designed to help you prepare for a smooth departure from the SLU campus. We hope this notice will answer all of your questions about checking out of your university-owned residence.

If you have questions, please see your Community Assistant (CA), Residential Coordinator (RC) or contact the Residence Life Office, Student Center 230, at 229-5250. We wish you much success with your finals and your summer plans – wherever they may take you!

Saturday, May 9

- **All university owned housing will close at 1:00 pm on Saturday, May 9, 2015.** Residents may stay if they are sponsored by a department for senior week or they are participating in the May 17th Commencement ceremony and have advance approval from the Residence Life Office. Sponsored students and those participating in Commencement MUST check out no later than 6:00 p.m. on Sunday, May 17 (Graduation Day). (Please note: University policy violations after May 9th can result in immediate dismissal from university property.)

- All residents not participating in Commencement MUST check out of their campus assignment and depart campus within 24 hours of their last final exam. Residences close at 1:00 pm on Saturday, May 9th.

- **Under no circumstances** can students stay beyond these closing dates without specific permission in advance from the Residence Life Office. Students must obtain permission by May 1st. Students remaining on campus without authorization will be required to leave campus immediately and can be fined up to $250 and/or face judicial action.

- **Please note:** individual ACCESS control cards will be de-activated on Saturday, May 9th at 1:00 pm. for anyone not permitted to be on campus for Commencement activities.

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**FINALS STUDY HOURS**

- **24 hour quiet hours** for finals week will begin at 11:00 pm on Friday, May 1st and continue through 12:00 p.m. on Saturday, May 9th. Students found in violation of quiet hours will be fined $25.

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**CLOSING PROCEDURES – Read Carefully!**

It is vital that all residents follow proper checkout procedures to enable a smooth transition to summer housing and summer conferences and to avoid costly charges that will be levied for failing to complete the following:

- Leave your room in the same condition you found it in when you checked-in during the fall semester.
- **Remove all garbage** from your room to the dumpster located near your building. Please note that trash rooms will be locked, therefore all materials must be taken to dumpsters. **TRASH SITTING IN THE HALLWAY CREATES A FIRE HAZARD.**
- **Return and reassemble all furnishings** to their proper locations. Please see your custodian before moving out to have them deloft your bed. University policy is that no furniture may be removed from student rooms. Therefore, all rooms must have furniture for the maximum number of occupants. Furniture that was in the room in the fall must be in the room for checkout.
- **Missing room furniture from the assigned room will be charged** to the occupants of the space at replacement cost.
- **Clean your room/suite/apartment/townhouse/theme house including appliances and all refrigerators.** Cleaning means sweeping, dusting, mopping, scrubbing, etc. Refrigerators should be turned off, cleaned, emptied and propped open. Remove all tape & stickers from walls and doors.
- Be sure to **remove all non-university furnishings.**
- **Remove all personal belongings.** Storage procedures are on page 4 of this notice.

*** Failure to leave your room in clean condition can result in a $250 fine as well as billing for all appropriate cleaning charges. ***
WHEN RESIDENTS ARE READY TO LEAVE

- Ensure the room is clean (swept, mopped, dusted), free of trash and all furniture is in its proper place.
- Open curtains/blinds, close and lock windows and turn off lights.
- Choose either a Standard Checkout (review and your Room Condition Report with a CA) or Express Checkout (if you choose the Express Checkout option, you lose the privilege of contesting fines & damage charges if you do not properly sign out with a CA)
- Close and lock the entrance door.

Check Out with Residence Life Staff (*see building signs for specific dates and times)

Theme Cottages
- May 2 – May 7, email cluster@stlawu.edu 48 hours in advance to schedule a check-out time
- May 8 – May 9, Go to Student Center (see posted schedule)

Upperclass Residence Halls
- May 2 – May 7, Sign up with your CA in advance
- May 8 – May 9, Go to Student Center (see posted schedule)

Gaines, Priest & Reiff
- Sign up with your CA 48 hours in advance

Lee
- May 2 – May 7, Sign up with your CA in advance
- May 8 – May 9, Go to Lee Lounge (see posted schedule)

Rebert, Whitman
- May 2 – May 7, Sign up with your CA in advance
- May 8 – May 9, Go to Whitman Lounge (see posted schedule)

*** Students who remain in the residence halls after 1:00 PM on Saturday May 9th may be fined up to $250 and/or face disciplinary action ***

CLEANING SUPPLIES

- Additional vacuums will be available through your custodians. Mops and buckets, cleaner, sponges, garbage bags, and brooms may be available from your custodians. These are provided to assist you. If none are available when you need them, you are still responsible for cleaning your space before departure so plan your cleaning now.

GARbage

- Students are responsible for removing all garbage from their living spaces. Garbage should not be swept into hallways or suite entryways, but rather placed in dumpsters located near your building. Students will be charged via common area damage assessments for trash and damages in common areas during closing.
- Students are responsible for removing large items (non-university furniture, carpets, wood, cinder blocks, etc.) to an appropriate dumpster site. By early Finals Week, additional dumpsters will be placed across campus near each residence for your convenience.

REMOval OF BiKES

- Storage is not available for bikes during the summer months. Bikes should not be left in buildings or on bike racks around campus. Any bikes remaining after Sunday, May 17th will become the property of St. Lawrence University.
IF YOU FORGET SOMETHING. . .

Residence Life, Security and our housekeeping staff will make every attempt possible to recover property left by students. However, there is no guarantee and the University will not be liable for student property once a student has vacated a room. If you do forget something, please contact the Residence Life Office immediately.

ROOM & COMMON AREA CHARGES

Billing Issues and Roommate Disputes:
- Residence Life staff will be available to assist students in resolving damage and potential billing issues. Residents are encouraged to contact their CA or Residential Coordinator in a timely manner to discuss issues directly so that the appropriate billing action(s) may be taken. Unresolved charges will be divided evenly among appropriate residents.

Inspection Process
- After the closing of first-year, sophomore, and junior student housing on Saturday, May 9th, Residence Life staff will re-inspect all residential and common area spaces. Occupant(s) may be billed for any damage observed or cleaning needs noted during this final inspection.

Notification of Damage Billings
- Notification of individual damage charges will be mailed to students. These charges will be sent as part of the regular University invoice. Based upon the notification, all appeals must be in writing (email is acceptable) and sent to Residence Life, postmarked no later than July 30, 2015. Please note that cumulative community damage charges, which are divided evenly among residents in a building when the responsible party is unknown, are also included in the summer billing. These charges cannot be appealed.

Making Repairs
- Students are NOT permitted to make repairs to University property. Examples include, but are not limited to: patching holes in walls, painting walls, gluing a chair together, etc. Instead of making repairs, please ensure all damages are documented by staff.

MISCELLANEOUS CLOSING INFORMATION

Access to Buildings
- Please limit the time that you are parked around all buildings to only that time you need to pack your vehicle. In order to avoid violating any traffic regulations, we suggest that you 1) pack up your ROOM, then 2) pack up your VEHICLE. Safety & Security will be enforcing all traffic regulations and ticketing. Do not drive or park on the lawn.

Summer Mail Delivery
- Please remember to visit the campus mail room to have your mail forwarded to another address for the summer months. Mail received during the summer months is not held for the fall semester and is returned to sender if a mail forwarding order has not been processed.
REUSE DROP OFF & STORAGE INFORMATION

SLU Reuses!! Donate any unwanted, usable items by taking them to re-use drop points in residence halls. Check your e-mail for precise times and locations to donate your items!

Thelmo Storage WILL BE AVAILABLE for undergraduate students returning to campus for the Fall 2015 semester. This FREE service will be available in the basement area of Lee Hall and all items for storage must be packed appropriately.

- Carpets, futons, and posters must be bound by tape or rope
- Everything must be labeled and boxed
- Fridges must be clean and defrosted
- All items must be stored at the same time and on the same day!
- Whomever checks in the items being stored must be responsible for checking them out. Only store your items.
- All students must have a valid SLU student ID
- Students will be given a ticket for each item stored and this ticket must be presented in August to claim your stored items. No ticket, no item.
- Storage space is limited….first come, first serve. (Plan ahead!)

Storage hours are limited and will be shared via email through Thelmo. Please try to go at the start of the storage time…do not wait until the last five minutes to store multiple items. When space is full storage will close and put a notice on the door. PLAN AHEAD! Thelmo coordinates this service for the student body.

USEFUL PHONE NUMBERS & E-MAIL ADDRESS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Soto (Lee, Priest, Reiff RC)</td>
<td>315-229-5362</td>
<td><a href="mailto:asoto@stlawu.edu">asoto@stlawu.edu</a></td>
</tr>
<tr>
<td>Victoria Lederer (Rebert, Gaines, Whitman RC)</td>
<td>315-229-5122</td>
<td><a href="mailto:vlederer@stlawu.edu">vlederer@stlawu.edu</a></td>
</tr>
<tr>
<td>Lauren Stemler (DE, Sykes, Hulett, Jencks RC)</td>
<td>315-229-5527</td>
<td><a href="mailto:lstemler@stlawu.edu">lstemler@stlawu.edu</a></td>
</tr>
<tr>
<td>Charnele Luster (13 Univ., 25 College, 48/62 Park, Theme, Townhouse RC)</td>
<td>315-229-5520</td>
<td><a href="mailto:cluster@stlawu.edu">cluster@stlawu.edu</a></td>
</tr>
<tr>
<td>Residence Life Office</td>
<td>315-229-5250</td>
<td><a href="mailto:reslife@stlawu.edu">reslife@stlawu.edu</a></td>
</tr>
</tbody>
</table>

Good luck with your final exams!

CONGRATULATIONS to the Class of 2015!

Best wishes for a safe and enjoyable summer!