

2019 May Closing Newsletter

2019 May Closing Calendar



HOW TO CHECK OUT OF YOUR ROOM

5/6 (MON) @10AM:

- 24 Hour Quiet Begins.
- Any students found violating this policy will be automatically removed from the halls for the duration of Finals Week.
- Donation Bins will be available in the halls

5/10 (FRI) TO 5/16 (THURS):

- Finals Week
- Students can begin checkout of the hall. *Please refer to HOW TO CHECK OUT OF YOUR ROOM* for more instructions.
- Large trash dumpsters will be available (Mon, May 6)

5/10 (FRI) @ 4PM:

- Graduating Seniors **MUST** be on the APPROVED Grad List from the REGISTRAR OFFICE to qualify for check out on Sat, May 18
- Summer School residents must provide "Approved for Room and Board Stamps" from BURSAR OFFICE to ORL

5/16 (THURS) @ 10PM:

- All Residence Halls Close for all undergraduate students. **Any students without prior approval found in the hall after this time will be subject to financial charges and potential judicial sanctions.**

5/18 (SAT):

- @ 3PM: All pre-approved graduating students must leave the halls by this time

5/18 (SAT) - 5/19 (SUN):

- Residents check-in at summer building over the weekend

5/20 (MON) :

- Summer Session IV begins.
- Microfridge company will collect all appliances

CHECK OUT PROCESS

Residential students can begin to check out of their rooms on Tues, May 7

Student **MUST** check out 24 hours after their last final and no later than 10PM on Thurs, May 16. This **includes but is not limited to** any off campus jobs, other engagements or internships. All exceptions must be pre-approved by RD. We encourage all residents to check out properly with an RA. RDs will do a final inspection after the building close for any common area damages/ issues which will be assessed as necessary to residents or the building

IMPROPER CHECKOUT

Any student checkouts that occur AFTER 10PM WILL result in an improper charge.

Improper charges (minimally starting at \$110) are assessed to any residential student who

1. Does not check out properly with a staff member and return both the room & mailbox key.
2. Does not clean their room prior to leaving.
3. Leaves any belongings in the room including clothing, carpets/ rugs/ trash etc.

FYI:

Summer school/ conferences begin Mon, May 20. So we **CANNOT ACCEPT** any keys if they are mailed back to the college, slid under doors or left with roommates!

Improper charges will be assessed to student accounts.

CHECK OUT OPTIONS

OPTION 1:

There will be schedules to facilitate checkouts at the RA Office. Students who sign up for a specific time **MUST** keep their scheduled time.

Student MUST:

1. Sign up for a checkout at the RA office.
2. Check out 24 hours after their last final and no later than the times listed. This is **including but not limited to** any off campus jobs, other engagements or internships. No late stays will be permitted to stay past Thurs, May 16
3. Empty out their mailbox of all personal mail.
4. Turn in **ROOM KEY & MAILBOX KEY** directly to a staff member prior to leaving the building

At this point an RA will double check your room and process your check out from the building. Remember to hand in your room and mailbox keys.

OPTION 2: (EXPRESS CHECKOUT)

If you miss your scheduled time, students can fill out an EXPRESS CHECKOUT envelope. Envelopes **MUST BE HANDED** directly to a staff member. Envelopes slid under doors will result in a minimum improper checkout charge of \$110. By using the Express Checkout option, any fines or damages found in the room during the RD walk through cannot be contested or appealed.

24 HOUR QUIET HOURS

Beginning Mon, May 6 @ 10AM, all residence halls will begin observing 24-Hour quiet hours for finals week.



REMINDER: Student **MUST** check out 24 hours after their last final. Any student found violating the student conduct policies including the noise policy will:

1. Be immediately removed from the halls for the remainder of the semester. *This will occur regardless if the student has any finals left.*
2. Have to commute or find their own housing for any remaining finals.
3. Be judicially referred (at minimum) for violating quiet hour policy.
4. Potentially lose their housing for the upcoming 2019-20 academic year.

Inside this issue:

May Closing Calendar	1
How to Check Out	1
Improper Check out Charges	1
24 Hour Quiet Hours	1
Summer School	2
Closing Check List	2
Graduating Seniors	2

The College WILL NOT be held responsible for damages or theft of any personal property that has been left unsecured or unattended as you move out.



STUDENT ROOM CHECKLIST

Residents must:

- ___ 1. Schedule a time for check out at the RA Office.
- ___ 2. Empty out your personal mailboxes before you check out. **Please note:** *Only first class mail will be forwarded to the home address listed with the school.*
- ___ 3. Take all the trash to the outside dumpsters. *Any trash left in the rooms/ halls will result in a charge for the resident/ the floor.*
- ___ 4. Remove all personal items from the rooms including personal fridge, clothing, food, cinder blocks, electronics, computers, books etc.
- ___ 5. All fridges must be defrosted and all perishable and unprotected foods must be taken to the dumpsters. **Please note:** *Microfridge pick ups will occur once students are out of the room. Fridges must be defrosted and cleaned.*
- ___ 6. Close & lock all room windows. Room blinds should be only 2/3 of the way open.
- ___ 7. Leave the heating/ cooling units on AUTO.
- ___ 9. Lock your room door before you leave.
- ___ 8. Remember to turn your keys into a staff member or the RA on duty before you leave. **DO NOT SLIDE UNDER ANY DOORS OR GIVE TO ROOMMATES.**

As always, if you have questions about how to get rid of any personal items from the room, please speak to your RA or RD for more information.

SUMMER SCHOOL

Students taking summer classes may live on campus **ONLY** for the duration of their summer class schedule. All students are required to have a summer meal plan as part of summer housing. Students must do the following to qualify:

1. Fill out a 2019 Summer Housing Application at the Office of Residential Life beginning Mon, April 22
2. Clear all Summer housing bills by 4pm on Fri, May 10 and present an "Approved for Room and Board" notice from the Bursar Office.
3. Approved students will be Emailed the move over details. Approved residents will move between Sat, May 18–Sun, May 19.



CONTACT LIST

WOODLANDS HALLS

Woodlands Hall 1:
516.876.4721 (RD)
516.876.4731 (RA)

Woodlands Hall 2:
516.876.4722 (RD)
516.876.4732 (RA)

Woodlands Hall 3:
516.876.4723 (RD)
516.876.4733 (RA)

Woodlands Hall 4:
516.876.4724 (RD)
516.876.4734 (RA)

Woodlands Hall 5:
516.876.4725 (RD)
516.876.4735 (RA)

MAILROOM

516.876.3233
K- 101M

OFFICE OF RESIDENTIAL LIFE

516.876.3210
CC K-100

GRADUATING SENIORS



- A. **MUST** be on the Registrar graduation list by Fri, May 10 by 4pm to qualify to stay for graduation.
- B. **MUST** check out with your RA or RD on Sat, May 18 by 3pm
- C. Students who are not approved cannot stay in the halls and must move out 24 hours after their last final and no later than 10pm on Thurs, May 16