Res Life Spring Closing/Checkout Memo

Spring Dates to Remember:

**Law**
- 24 Hours Quiet Hours Begin: **Wed April 29** through **Thur May 21**
  - Manchester Village Building 1
  - Presidio Terrace
  - San Antonio De Padua 1st Floor
- Last Day of Finals: **Thur May 14**
- Last Meal of the Semester: **Sun, May 17 - Lunch**
- Spring Resident Checkout: **24 hours after your last final exam or Sunday, May 17 by noon, whichever comes first - (if you are not staying for summer)**

**Undergraduate and Graduate**
- Last Day of Classes: **Mon May 11**
- 24 Hour Quiet Hours Begin: **Mon May 11 at 7pm** through **Thur May 21**
  - All First Year Areas
  - Alcala Vistas
  - University Terrace Apartments
  - San Buenaventura
  - Manchester Village Building 2
  - San Antonio De Padua 2nd and 3rd
- Last Day of Finals: **Wed May 20**
- Last Meal of the Semester: **Tue, May 19 - Dinner**
- Spring Resident Checkout: **24 hours after your last final exam or Thur, May 21 by noon, whichever comes first - (if you are not staying for summer)**

**GO GREEN FOR MOVE OUT!**
“Give and Go” bins will be ready on May 12 in the ResidenceHalls - all items will be donated to Goodwill and the USD Electronics Recycling Center.

**Summer Housing Info:**
- Summer Housing Application: Refer to https://starportal.sandiego.edu/StarRezPortal/
  - Summer Housing Checkin: The earliest students can check in for summer is May 31st at 10AM.
    - Transitional housing is available for current spring residents at a daily rate of $32 (multiple room) or $40 (single room). Please note that you may need to be reassigned for summer housing. You will be booked and billed based on the dates requested in your application.

**AN AUTOMATIC $25 FINE WILL BE ASSESSED FOR VIOLATING QUIET HOURS - NO WARNINGS AND NO EXCEPTIONS**

For undergraduate and graduate students approved to stay beyond May 21 (graduating seniors, commencement workers, etc), please stop by a desk area or kiosk between Thursday, May 14 and Tuesday, May 19 to extend your ID card Onity access. Graduating seniors and all commencement workers must vacate their rooms completely by 12:00 noon on Monday, May 25. There will be no exceptions! IF YOU DO NOT RECEIVE AN EMAIL FROM RES LIFE CONFIRMING YOUR LATE STAY - YOU ARE NOT ON THE LIST. PLEASE CONTACT RES LIFE ASAP!
Return all furniture to its original location - Please debunk your beds (unless you are in a triple) - Return bunking pegs to your RA or RA office - Remove all non-USD furniture - MicroFridges that were rented must be cleaned, defrosted, unplugged, and left inside your secure room (do NOT leave in hallway, in lounge, or on balcony).

Clean all common areas, including bathrooms, kitchen, common spaces, and balcony areas - Vacuum and sweep floors - Dust/wipe down all surfaces - Remove all personal items - Clean toilet, shower, tub, sink, mirror, Johnny square if applicable - Remove all contents from fridge, microwave, cabinets, drawers, stove and oven. To conserve energy, please turn your refrigerator temperature setting to the lowest setting but do not turn off.

Remove all trash and recycling - Take to outdoor trash bins and designated areas - Leave the University provided trash and recycle bins in room empty and clean - Remove all nails, tacks, etc. from walls - DO NOT attempt to spackle walls to fill holes - This may result in additional painting prep charges. You may be charged for any damages.

Please ensure that all common area spaces on your floor are in the condition in which they were at the beginning of the academic year. Charges can and will be assessed to all residents in the community if the floor or building has been damaged or not been cleaned thoroughly.

The University is NOT RESPONSIBLE for loss or damages of personal belongings. ANY BELONGINGS LEFT BEHIND ARE SUBJECT TO DISPOSAL BY THE UNIVERSITY AT THE OWNER’S EXPENSE.

**How To Checkout**

### Standard Checkout

Standard Checkout provides you with the opportunity to walk through the room together with your RA to inspect your room and complete your Room Condition Form. Make an appointment by Friday, May 15 for a Standard Checkout with your RA via email or on their door. Failure to complete the checkout at the designated time will result in an Express Checkout.

For either option, all personal belongings must be removed, your room must be completely cleaned, and you must vacate the room and residence hall upon completing checkout procedure. Failure to comply may result in additional fines. Residential Life staff members will be walking through rooms after closing to assess any damage and/or cleaning charges. If you fail to check out of your room by 12 noon on May 21st you will be billed $25 per hour. Any additional billing will be directly posted to your student account.

At various locations, bins will be placed for you to donate any gently used items and/or electronics.

If you are staying for summer housing: Summer assignments will be emailed from housing@sandiego.edu prior to your scheduled move-in date. Instructions will also be provided for those residents who will be staying in their current spaces.

### Express Checkout

Express Checkout provides you with the ability NOT to schedule a time to check out or a walkthrough of your room with your RA. Instead, you will choose to sign the Express Checkout form acknowledging that the room is clean and can be inspected for damages. This checkout option forfeits your right to appeal any charges when your room is checked at a later time.

- Get together with your roommates to decide who is responsible for any existing damages and cleaning! Discuss and agree upon how the cleaning responsibilities will be shared. Do not leave most tasks to the last person who checks out of the room.
- Make sure to fill out a change of address card at the Mail Center. UTA Residents: make sure to return your mailbox key to Missions Crossroads to avoid charges to rekey the mailbox.
- Do not forget your bikes! Bicycles and Mopeds (Scooters) must be taken home. Those left behind will be subject to removal.
- If you plan on leaving your vehicle over the summer, please call Parking Services at (619) 260-4518 to get more information.
- The University does not provide storage space for any personal belongings including furniture.