

Important Dates:

June 4 Checkout appointments available

June 6 24 hour Quiet Hours Begin at 12pm

June 6 All beds must be reset (unlofted, unbunked & at standard height) to avoid \$200 fee to reset bed

June 7 Deadline to sign up for checkout appointment

June 7 Last recycling pick up

June 11 9PM HALLS CLOSE!

Things to Do Before Leaving:

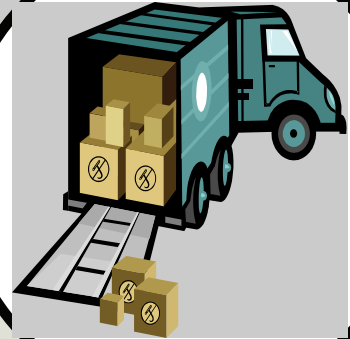
- Reconfigure furniture before quiet hours begin.** Beds should be unbunked and at their original height/setting. Your room must be left the same way it was when you arrived.
- Thoroughly clean** your room or apartment - All rooms, sinks, mirrors and appliances. (vacuum, dust, etc.) Remove all trash to large dumpsters
- Forward** your mail on ECampus
- Discuss any room damage with your roommate!** Room damages are automatically split between roommates unless you fill out a Roommate Responsibility Agreement form. This form allows each roommate to specify which damages are his/her responsibility. Discuss now and don't assume that your roommate will notify the CF during check out.
- Retrieve all items left on campus** (i.e. bike, clothes, supplies)
- Donate** any usable items
- Check Out:** Every resident must check out. Failure to make and keep your check out appointment will result in a \$25 improper check out fee. Check outs will not begin until all personal belongings are out of the building.

**Remember:
The Residence Halls close at
9:00pm Thursday,
June 11, 2009
Good luck on finals!!**



Housing and Residence Life
Santa Clara University
500 El Camino Real
Santa Clara, CA 95053-1012
408-554-4900
<http://www.scu.edu/housing/>

***Movin' Out:
June 2009***



**9:00 p.m.
June 11, 2009**

Everything You Need to Know about Moving Out of the Residence Halls....

All residents are required to move out of their residence hall room within 24 hours of their last final, and no later than 9pm on Thursday, June 11th. If you have not already made travel arrangements for your summer destination, please make any necessary reservations now!

Extensions: Graduating seniors and students living on campus for the summer are automatically granted an extension. You should have received an email confirming that an extension has been granted to you. If you have not received an email, you should contact your Resident Director as soon as possible. Graduating seniors need to be out of the halls by Sunday, June 14th at 12:00pm. Students living on campus during the summer need to be out of their current assignment by Sunday, June 14th at 2:00pm. The deadline for all other extensions has passed. If you have already made airline reservations that do not coordinate with these guidelines, contact your airline to inquire about changing flights or make alternate arrangements off campus for the night.

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Check Out: Your CF will post a schedule of check out appointment times. You must sign up for a check out appointment by June 7th. In order to check out, you must complete the list of items on the "Closing Checklist" posted on your room door. At your check out appointment, your CF will evaluate the condition of your room and complete the "final condition" portion of the Room Condition Report.

Damages: The CF will also indicate the charge amount for room damages, community damages, improper check out or lost keys. Returning keys by mail to avoid the lost key fine is not acceptable, keys must be returned at time of check out. After you sign the ACR/RCR form, you will be given the yellow copy for your records. This is the only itemized list you will be given of these charges. If you wish to dispute a charge, you must fill out a damage dispute form with your RD **before you leave**. Don't forget, both roommates share the responsibility of ensuring the room is clean. The room must be thoroughly cleaned prior to the last occupant's check out, this includes the hallway outside of your room.

If you have any questions, contact your CF or RD immediately.



*Don't leave move out details until finals week—
Prepare Now!!!*

Thank you in advance for your assistance in making move out a smooth and easy process for residents and staff! Thanks for a great year and we hope you have a relaxing summer!

Final Room Evaluation

As you will recall from the letter from our office in December, we have updated our move-out policy. At move-in you should have completed your room condition report (RCR) and submitted it to your Community Facilitator (CF). We use this form as a record of the initial condition of the room. After all of the Residence Halls close, Santa Clara Housing and Residence Life staff members will inspect your room to conduct a final check for room damages. This check is done to ensure that all damages in a room are found, documented, and properly billed at the conclusion of the year. No person, except SCU Housing and Residence Life staff will enter the room until all damages have been assessed. At this point, any damages found will be billed to your student account. If this is the case, a letter will be sent to you, notifying you of the charge. If you or your roommate wish to have the charges split in a different fashion than indicated in the note, you may contact your Resident Director to consider the adjustment. In order to request a change or appeal a charge, you will need to contact your Resident Director prior to August 21st. There will be no adjustments after this date.

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June Charges

Please remember to check your Bursar's account in July to ensure that you have closed out all charges on your account. Unpaid charges may result in further action by the Bursar's Office. Seniors with any outstanding charges will not receive their diploma and/or transcripts.

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RECYCLE, REDUCE, REUSE YOUR E-WASTE!

REDUCE through smart procurement maintenance!
REUSE still functioning electronic equipment by donating or selling to someone who can use it!
RECYCLE YOUR E-WASTE AT: MOVE OUT WEEK!
JUNE 8TH-11TH
WHERE: OUTSIDE DORMS/RESIDENCE HALLS—
E-WASTE RECYCLING CONTAINERS

Donate Your Usable Items!

Each year, many valuable items end up in the trash. These items could make a difference in the lives of needy people in the Santa Clara community. There will be two Goodwill trailers on either side of campus June 8—June 11. For up to date information, please refer to the Sustainability website: <http://www.scu.edu/sustainability/moveout.cfm>

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Mail Forwarding

To forward your mail for the summer, log onto ECampus and provide an address in the "Local mailing address" field. Please provide an effective date for this address. It can be your permanent (home) address or a temporary summer address. Only 1st class mail will be forwarded! Magazines will NOT be forwarded! When you return to campus in the fall, please be sure to update the "Local mailing address" field in ECampus to reflect your current residence.

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Storage - Housing Authorized Options

Bronco Student Services has partnered with Door to Door Storage to facilitate a smooth transition out of the residents halls this June. Students can rent storage containers for the summer which will be delivered to campus during finals week and returned to campus on move-in weekend in September.

Only a limited number of personal storage containers will be available so STUDENTS MUST MAKE A RESERVATION IN ADVANCE! Reservations can be made by visiting, <http://www.broncoss.com>.

**This is the only vendor authorized to place storage bins on campus, any containers belonging to other companies will be removed from campus at the renter's expense!
NO EXCEPTIONS!**