
HOW TO CHECK OUT OF YOUR ROOM

- ❖ Each resident must follow ALL check out procedures to properly check-out. Please note that residents may opt to do an express check-out or a formal check-out with their RA/RD, or come to the Residence Life Office during normal business hours to check out of their room as well.
- ❖ Before you can be **officially** checked out of your room, you need to make sure you have ALL of your belongings out of your room, and ready to turn in your room key.
- ❖ **EXPRESS CHECK OUT**: Express check out is an option for residents wanting to check out of their room without scheduling a time to formally meet with their RD/RA. Residents who opt to do an express check out will need to remove all of their items from the room, sign their **CHECK OUT NOTICE** on their door (indicating that they have followed check out procedures and understand their rights to express check out), lock their room door, insert their room key in a key envelope issued by their RD/RA, and turn this back into their RD/RA before departing from campus. Failure to sign the **CHECK OUT NOTICE** flyer on your door, or failure to return your room key will result in additional closing charges issued by the Residence Life Office. Please also note that those who complete an express check-out will waive their right to file an appeal for damage charges.
- ❖ **FACE TO FACE CHECK OUT**: Face to Face check out is an option for residents wanting to review their room with an RD/RA before departing from campus. Residents will need to schedule a check out time with their RD/RA at least 24 hours in advance, or by the preference communicated by their RD/RA at such time. The RD/RA will then meet you to inspect your room, have you sign your RCR after the inspection is complete, and then you will give the RD/RA your room key before departing from campus. Please be advised that **no face to face check-outs will be allowed between 10:00 p.m. and 9:00 a.m. so please plan accordingly.**

Returning Your Room Key(s)

- ❖ **If you have lost your room key, please tell Residence Life immediately!** Lost keys will be billed at \$130.00.
- ❖ Otherwise, please make sure you turn your key in by express checkout, by face to face checkout, or in person at the Residence Life Office as stated above, unless otherwise directed by official communication from a Residence Life staff member.