

# End of Year Closing Newsletter



May 2017



Office of Housing & Residence Life  
276-328-0214 | [www.uvawise.edu/reslife](http://www.uvawise.edu/reslife)

## EXAM WEEK / END OF YEAR QUIET HOURS

**START:** Friday, April 28 @ 10 pm & **END:** Sunday, May 7 @ 9am

These 24-hour quiet hours apply both inside & outside all residential living areas. Violators may face student conduct charges.

## IMPORTANT ITEMS TO CONSIDER

- ◆ **MEALS** The Smith Dining Commons end-of-year hours of operation are as follows:
  - ⇒ Normal schedule through dinner on **Friday, May 5**
  - ⇒ Brunch (10:30 am-2 pm) & Dinner (5-6 pm) on **Saturday, May 6**
  - ⇒ **Sunday, May 7—CLOSED**

*\*\*All other campus dining locations will be closed after Friday, May 5.\*\**
- ◆ **TRASH** ALL trash must be removed from rooms and the building and placed in the dumpsters.
- ◆ **CHANGE OF ADDRESS** If you are returning next semester, please stop by the Post Office to leave a forwarding address for the summer. Seniors and others not returning must cancel their boxes with the Post Office before leaving campus.
- ◆ **CANCELLING 2017-2018 HOUSING** Those students who submitted a 2017-2018 Housing Application and do not plan to live in campus housing next year, must complete the *Release from Campus Housing* form in the Housing Office before leaving for the semester.

Please review the contract section of the online Housing Agreement (available through the housing portal) for Release and Buy Out details, including these highlights:

  - ⇒ If the *Release from Campus Housing* form is submitted by May 1, 2017, a student is released and will be charged the \$50 housing cancellation fee (billed to the student's account)
  - ⇒ From May 2-July 1, 2017 students must Buy Out of their Housing Agreements at a cost of \$800 plus the \$50 housing cancellation fee
  - ⇒ Students may not Buy Out of their Housing Agreements after July 1, 2017.
- ◆ **ROOM CHANGES** Room changes for 2017-2018 will be made May 1-5 in the Housing Office.
- ◆ **SUMMER HOUSING** Campus housing is available in Asbury Hall for those students enrolled in summer classes. Rate is \$550 per summer term. No meal plans are available for summer. To apply, please visit the online housing portal at [my.uvawise.edu](http://my.uvawise.edu).



## CLOSING/CHECKOUT DETAILS

- ◆ **HALLS CLOSING** All campus residence halls will close at **9am** on **SUNDAY, MAY 7**. Any unauthorized check-outs after 9am will result in fees being charged for late check-out and/or per night charges.

*NOTE: So students may attend the Commencement ceremony on Saturday, May 6, all residential students may stay in their residential spaces until halls close on Sunday at 9am.*

- ◆ **REQUESTS TO STAY LONGER** Students who need to stay past 9 am on Sunday, May 7 for **official College business**, must complete the *Request to Stay Over Break* form (must include signature of your coach/supervisor) and return to the Housing Office by **Wednesday, May 3**. The form is available in both the Housing Office and on-line. Students residing on-campus for Summer I term will be allowed to live in their current housing assignment until their summer housing assignment is available.

Those students approved to stay longer must check-out by **9 am** on **Wednesday, May 10**. Any check-outs after this will result in fees being charged for late check-out and/or per night charges.

- ◆ **CHECK-OUT** Please carefully review and follow this year-end check-out process:

1. Remove all personal belongings from your room and into your vehicle (do not drive or park on sidewalks).
2. Clean your room and return it to original move-in condition, including:
  - a. All furniture must be in the room and properly set up.
  - b. Floor swept.
  - c. Bathroom cleaned (not including Commonwealth and McCraray Halls which have public bathrooms).
  - d. Trash taken out to dumpster.
  - e. If you rented a MicroFridge unit, it must be emptied, completely defrosted, and cleaned, otherwise you will be assessed a cleaning fee.
  - f. Rented loft kits may remain in the room and do not need to be removed or un-lofted; **DO NOT PUT LOFT KITS IN THE HALLWAY.**
  - g. Gather and return all cable pieces (cable box, remote, cable cord and power cord)

**\*\*Steps 1-2 must be complete before continuing to Step 3\*\***

3. Return with your key to your Community Office (see section below) during posted hours to **check out in person**. Please be patient and understand that other students may also be checking out during posted hours; plan ahead if you need to leave by a certain time. Staff will return with you (*parents and friends may not check-out for you*) to your room, review the room for damages, have you complete and sign the Room Condition Report (RCR), and collect your key.

### Community Office Locations

**Commonwealth Hall** (Culbertson & Commonwealth residents)  
**McCraray Hall** (McCraray residents) | **Henson Hall** (all other residents)

### Community Office Hours

**May 1-5** — 8 am-7 pm | **May 6** — 2-7 pm\* | **May 7**—7-9 am

*\*No check-outs on May 6 from 8 am-2 pm due to Commencement*

**\*\* If you need to check out outside of posted hours, go to the Housing Office in Cantrell Hall to schedule a check-out time at least 24 hours in advance of your preferred time.\*\***

Please also note the following:

- ⇒ The Director of Residence Life (not the RA) assesses any damages to your account after reviewing the RCR.
- ⇒ Keys may not be left in rooms, slid under staff doors, mailed back, or returned late; any keys not returned at check-out will result in an immediate re-core of the lock for security reasons and a \$55-\$70 re-keying fee will be billed to your account (dependent on residence hall).
- ⇒ Please be sure to return your black cable box, remote, AC adaptor and white cable cord in your room. Cable pieces not returned may result in additional charges.
- ⇒ Failure to follow these check-out steps will result in an improper check-out fine of at least \$25 and forfeiture of any rights to appeal damages.
- ⇒ All remaining personal items left in the room will be immediately donated to a local charity.