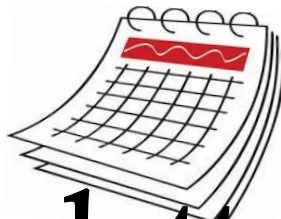


# End of Year Closing Newsletter



May 2019



Housing & Residence Life  
276-328-0214 | Cantrell Hall  
wisehousing@uvawise.edu

## EXAM WEEK / END OF YEAR QUIET HOURS

**START:** Friday, May 3 @ 10 pm & **END:** Sunday, May 12 @ 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 operations are as follows:
  - ⇒ Normal schedule through dinner on **Friday, May 9**
  - ⇒ Brunch (10:30 am-2 pm) & Dinner (5-6 pm) on **Saturday, May 10**
  - ⇒ Continental Breakfast (8-10:30 am) on **Sunday, May 11**; **CLOSED** thereafter.

*\*\*All other campus dining locations, except for Chic-fil-A, will be closed after Friday, May 9. Chic-fil-A will be opened 10:30am-7:30pm on Saturday, May 10\*\**
- ♦ **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 2019-2020 HOUSING** Those students who submitted a 2019-2020 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 pages 9-10 of the online *Guide to Campus Living* ([www.uvawise.edu/reslife](http://www.uvawise.edu/reslife)) for Release and Buy Out details, including these highlights:

  - ⇒ Wednesday, May 1, 2019—last day to withdraw housing application without paying the buyout fee. Students released by this date are responsible for the \$50 housing cancellation fee. Students must complete the Release from Housing Form in the HRL Office.
  - ⇒ From May 2 through July 31, students must Buy Out of their Housing Agreements at a cost of \$800 plus the \$50 cancellation fee. Fees will be billed to student accounts.
  - ⇒ Students may not Buy Out of their Housing Agreements after July 31.
- ♦ **ROOM CHANGES** Room changes for 2019-2020 will be made April 29-May 3 in the Housing Office.
- ♦ **SUMMER HOUSING** Campus housing is available in Asbury/Thompson Halls for those students enrolled in summer classes. Rate is \$550 per summer term. No meals plans are available for summer. Apply online through the Housing Portal.



## CLOSING/CHECKOUT DETAILS

- ◆ **HALLS CLOSING** All campus residence halls, apartments and houses will close at **9AM** on **SUNDAY, MAY 12**. Any unauthorized check-outs after noon will result in fees being charged for late check-out and/or per night charges.  
*NOTE: So they may attend the Commencement ceremony on Saturday, May 11, 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 the halls closing 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 8**. 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 **Thursday, May 16**. 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. 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.**

**\*\*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 6-10** — 8 am-7 pm | **May 11** — 2-7 pm\* | **May 12**—7 am-9am

*\*No check-outs on May 11 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 Housing & 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).
- ⇒ 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.