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) 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.