



It's Closing Time

EVERYTHING YOU NEED TO KNOW FOR A SUCCESSFUL MOVE-OUT

Schedule of Events

Reading and Study Day

- April 28

24/7 Quiet Hours

- Begin April 27 at 10:00 PM until halls close
- Relaxed/Vacuum Hours are 9:00 pm till 10:00 pm

Extended Stay/Summer Housing

- If you plan to stay past May 7 you must submit an Extended Stay request by April 28 (Reading/Study Day)
 - Visit the Residence Life Section of the UE website under Opening, Closing, and Breaks

Leaving Campus

When do I need to leave by?

- 24 hours after your last final

OR...

- Residence Halls close Saturday, May 7 at noon

But...

- Anyone who has applied for graduation or will be part of the graduation ceremony such as orchestra/choir has already been placed on the extended stay list through noon on Sunday, May 8



First to Leave Your Room?

Self-Checkout

- Pick up a Self-Checkout Key Envelope with instructions at the RA office or ResLife beginning April 25
- All Residence Life issued keys will be placed in this envelope prior to leaving campus and left with your roommate to turn in at the final checkout
- Do Check-Out link on key envelope

Before you check out...

- All of your possessions must be completely out of the room and hallway
- Vacuum and dust
- No poster putty, tape, or command hooks on the walls
- Trash is taken to the trash room or dumpster

OR

- You can schedule an In-Person Checkout

Self-Checkout Envelope and Form

Remove all personal items and clean your room.

Name: _____ UE ID: _____

Hall/Area: _____ Room: _____

Fill out the above information and place your room key and any keys issued to you from ResLife (building entrance, mail, or bike locker) in the key envelope. Place your sealed envelope on your desk and lock your door.



Self Check out link

<http://bit.ly/uereslife-checkout>

Last to Leave Your Room?

Schedule an In-Person Checkout – 48 hours in advance

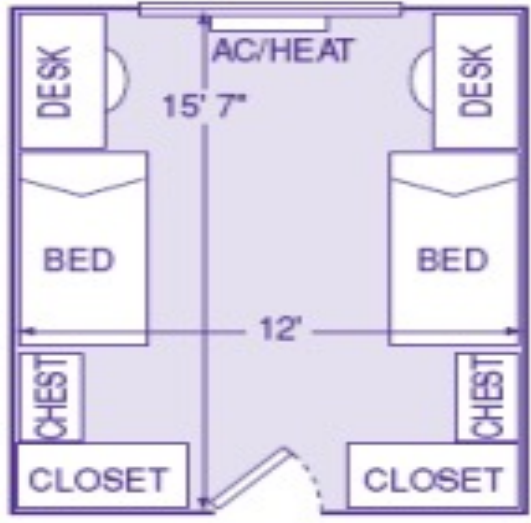
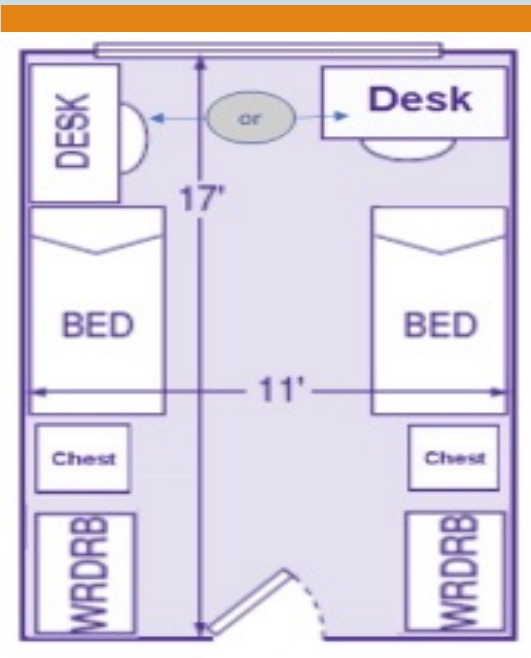
- Sign-ups will be emailed by building staff
- Sign up for the time you will be ready to checkout
- All items need to be out of the room when the staff comes to check your room
- Turn in your key(s) and roommate's key(s)
 - if roommate did Self-Checkout

A note for all –

Improper Checkout Can result in...

- \$50 fine for improper checkout
 - (trash left in the room, furniture not placed correctly, left behind items)
- \$25 fine for missing or unreturned keys
- \$40 extra cleaning needed for room





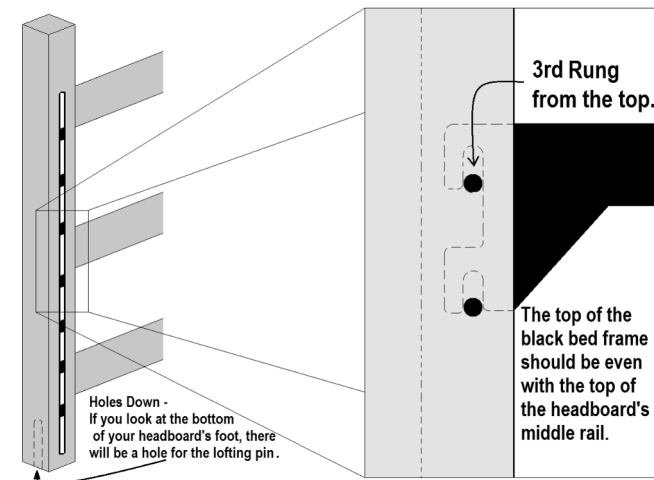
See bulletin board on your floor or hall specific information.

\$50 charge if room is not reset to original configuration.

How Should the Room Look?

You will need to rearrange furniture

- You will need to place the furniture back in its original format.
- Adjust the bed height so the top of the bed frame is on the 3rd rung from the top of the headboard.



Storage

If you know where you will be living in the Fall, you will contact the Duty phone of that building:

(If moving into New Hall, store your items in your current building)

- Moore – 812-598-8946
- Hale – 812-598-8945
- Powell – 812-598-8948
- Schroeder – 812-598-8949
- Villages – 812-598-8951

- Contact the RA on Duty 24 hours in advance to schedule a time during office hours to put your items into storage

- All items must be boxed and clearly labeled with your name and contact information

Dumpsters and Sustainable Move-Out

There will be three dumpsters on campus during move-out

- Beginning April 25
- Hale Loop, Lot N across from Moore Hall, Jones Hall
- Please take large trash to the dumpsters to help out the housekeeping staff

Sustainable Moveout

- April 28 through May 8
- Collecting gently used clothing, household products, and school supplies
- No undergarments, socks, food, or furniture

Extras

Microfridges

- Must be unplugged, defrosted, cleaned and dry
- 24 - 48 hours to defrost... plan accordingly
- Rented units will be collected by the vendor after checkouts

Mail

- Check your mailbox before you leave
- Update your address on Self-Service for forwarding mail
- Magazines/Newspapers are not forwarded – change your address with the company

Pancake Study Break

Enjoy pancakes with
some of your favorite
Aces!

The Pancake Study Break is offered free of charge
to UE students. UE ID required.

Door prizes ■ Music ■ Fun



UE University
of Evansville

Thursday, April 28, 2022
9:00 p.m. - 11:00 p.m.
Cafe Court, Ridgway University Center



Questions?

Ask your RA, any member of the Residence Life staff,
or email us at residencelife@evansville.edu