Please plan to check out of your room/apartment within 24 hours following your last exam. Undergraduate residence halls close for the academic year on Saturday, May 18, 2013 at 2:00pm (graduating seniors participating in Commencement may stay until 12:00 noon on Monday, May 27).

If you are unable to accommodate this departure time, you must notify your Residence Hall Director by Friday, May 3; your RHD will approve or deny your request and will notify you about whether you are authorized for a late departure. Any resident remaining in the residence halls after the building closes without prior authorization will be charged a late departure fee of $38.00 per hour for each hour (or fraction thereof) of occupancy. These charges are not prorated.

**CHECKOUT PROCESS:**

**By Monday May 6, either sign up for a checkout appointment (“OPTION A”), or inform your RA of your departure date and time (“OPTION B”).**

**OPTION A: Checkout with Appointment**

We recommend using this checkout method if you anticipate being billed for any damages.

1. **By Monday, May 6,** sign up with an RA for a checkout appointment. Your checkout appointment should occur within 24 hours following your last exam. Appointments are offered (based on availability) between 9:00am and 9:00pm daily, and on Saturday, May 18 between 9:00am and 1:40pm.

2. Be packed and prepared for departure at the time of your checkout appointment, with all items completed on the “Prior to Checking Out” list, below. Please be on time, or you may forfeit your appointment.

3. During your checkout appointment, inspect your room with your RA. Compare the condition of the room to the Room Inventory and Condition (RIC) form you completed upon moving in, note any discrepancies, and sign your RIC form online.

4. Lock the room door(s).

5. **Return your keys** – room, suite, outer door, and mail – to your RA in the manilla checkout key envelope provided during your appointment. Bike room and alternative access keys should be returned to your service center prior to checking out. Keys not returned at the time of checkout will result in charges to your Bursar account.

6. Your room will be inspected by your RA after your checkout appointment. Your departure should occur within 24 hours following your last exam.

**OPTION B: Non-Appointment Checkout**

1. By Monday, May 6, inform your RA of your departure date/time by signing up on your RA’s Non-Appointment Checkout sheet. Your departure should occur within 24 hours following your last exam.

2. Get a white non-appointment checkout envelope from your RA or RHD.

3. Complete all items on the “Prior to Checking Out” list, below, before you depart.

4. **Lock the room door(s).**

5. **Return your keys** – room, suite, outer door, and mail – in the white non-appointment checkout envelope to your building’s designated key drop location. Bike room and alternative access keys should be returned to your service center prior to checking out. Keys not returned at the time of Checkout will result in charges to your Bursar account.

6. Your room will be inspected by your RA after your departure. Please see “Room Inspections” on the reverse page for more details.

**NOTE:** If you fail to do either checkout method listed above, your departure will be considered an Improper Checkout, and you will forfeit your right to appeal any damage charges to your room.

* As soon as your checkout is complete, your card access to buildings will be turned off. *

**PRIOR TO CHECKING OUT:**

- Remove all belongings from your room. Carefully check drawers, closets, and corners. Lost belongings and items left behind will not be returned to you.
- Remove all trash and recycling to the dumpsters and recycling receptacles. Trash rooms will be locked during the move-out period. See the “Dump & Run” section on page 2 for information about donating any unwanted items.
- Clean and vacuum your room. If you do not, you will be charged for staff labor.
- Remove any message board(s), tape, posters, hooks and associated mounting brackets from your walls, ceiling, and door (inside and out). If items/residue remain, and/or if removal causes damage to the room wall or ceiling surfaces, a $140 wall damage charge will apply.
- Return all dining room property to any dining room or residence hall collection box – no questions asked.
- Lower your bed to its original position if you have raised or lofted it. If a tool was required and Facilities staff members raised or lofted your bed, please do not attempt to lower it yourself.
- If you rented a refrigerator or MicroFridge from CSI, leave your cleaned and defrosted appliance in your room to be picked up after closing. See instructions on page 2.
- If your building is wired for Internet access, leave the Internet cable in your room.
- If you subscribed to Time Warner Cable (available in the Townhouses), visit timewarnercable.com for instructions about your account.
- Leave your Ithaca City Directory in your room.
- Close and lock your windows.

[Important Closing information continues on next page]
CONTINUED FROM PAGE 1:

Room Inspections:
During your checkout appointment (for those choosing Option A), or after your departure (for those choosing Option B), your room will be inspected by your RA. The condition of everything in your room will be compared with the condition listed on the Room Inventory and Condition (RIC) form you completed upon moving in, and you will be charged for any damage incurred to your room during your occupancy. If you choose to have a checkout appointment, you will have the opportunity to comment on your RIC form about damage incurred. Please note: charges may be added to your account after your checkout for damages or missing items discovered in your room or building common area. To view your charges, visit www.campuslife.cornell.edu/room.

Documentation of Damages:
It is your responsibility to get written documentation from your roommate(s) for any specific damages they caused, so you are not charged. Roommates wishing to take responsibility for any damage must notify their Residence Hall Director by email by 5:00pm on Saturday, May 4 (the last day of classes). All room occupants should be copied on this email. Damage responsibility not identified in writing by May 4 will result in roommates being charged equally for any damage.

Security:
The need for residence hall security increases when there are fewer residents present. As always, do not allow non-residents access to your building unless they are accompanied by a resident. Any unusual observations should be reported to Campus Life staff or Cornell Police at 5-1111. Any emergencies should be reported by calling 911.

Cancelling 2013-2014 Housing:
If you will not be enrolled at the University next fall but have signed a housing contract for the 2013-2014 academic year, please go immediately to the Housing & Dining Contracts Office at 206 Robert Purcell Community Center with proof of your University status to cancel your contract and avoid any housing charges.

Dining:
Spring Semester meal plans end at 2:00pm on Saturday, May 18. Please note that some dining facilities may begin closing or changing to summer hours before that date; refer to dining.cornell.edu for specific information about closing, summer hours, and hours of operation during senior week and Commencement weekend. Big Red Bucks may continue to be used through Saturday, May 18 (graduating seniors may use their Big Red Bucks through the end of Commencement weekend on Sunday, May 26). Please remember that you will not be reimbursed for any Big Red Bucks you do not use.

Before you leave campus, please return all Cornell Dining property to any dining room or residence hall collection box – no questions asked. If you wish to sign up for a meal plan next year, please do so at dining.cornell.edu.

Community Centers and Service Centers:
Some Community Centers and Service Centers may have reduced hours beginning during Study Week. Please visit housing.cornell.edu, hover over “Live on Campus,” and then click “Your Community” to find specific hours of operation.

Forwardsing Address:
When returning your keys, be sure that you leave an accurate SUMMER forwarding address on the key envelope so that mail can be appropriately handled. First Class mail will be forwarded to the sender with a forwarding address attached. Each resident must make arrangements with publishers to redirect newspapers, magazines, and periodicals immediately. These will be recycled otherwise. Be sure to also change your address for the 2013-2014 academic year online in the Cornell University electronic directory at whoiam.cornell.edu.

CSI Refrigerators and MicroFridges:
If you rented a refrigerator or MicroFridge from CSI, leave the appliance in your room to be picked up after closing. All rental appliances must be thoroughly cleaned, and should be defrosted two days before your departure, with the door to the refrigerator and freezer left open. You will be charged if rental equipment is not left in its original condition. If you have changed appliances must be thoroughly cleaned, and should be defrosted two days before your departure, with the door to the refrigerator and freezer left open. You will be charged if rental equipment is not left in its original condition. If you have changed

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Shipping & Storage:
Shipping and summer storage services are available through Big Red Shipping & Storage: www.bigredshippingandstorage.com.

Fall 2013 Opening:
Cornell's undergraduate residences open for the 2013-2014 academic year on Friday, August 23, 2013. However, it is advisable for upperlevel students to wait until Saturday, August 24 or later to arrive on campus. More than 3,500 new first-year and transfer students will be moving in to their buildings on August 23, and campus will be very congested that day.

Dump & Run

Dump & Run is Cornell's waste-reduction and recycling program that collects items from students leaving in May, and resells them in August to benefit local nonprofit organizations. Last year, the Dump & Run sale raised more than $50,000!

For more information, visit dumpandrun.cornell.edu or email dumpandrun@cornell.edu.

Collection dates: May 6 - June 1
Look for collection boxes in your residence halls & community centers.

What we WILL collect: clothing, organizational units, working appliances and electronics, sporting items, coat hangers, decorations, new toiletries, non-perishable food, text books, etc.

What we will NOT collect: pillows, underwear, socks, trash, or anything broken.