



Office of Residence Life
HALL CLOSING INFORMATION

April 2018

- SXU University Housing closes Friday 5/4/18 at **4:30pm**
- Students are expected to check out within 24 hours of their last final exam.
- Students participating in commencement ceremonies or those students who reside more than 400 miles can fill out a housing accommodation request to be considered to stay past closing if needed. Request forms are due by **Monday 4/30/18 at 5pm** for consideration. Requests beyond that date will not be considered. Requests can be done by submitting the Housing Accommodation Request Form on mysxu.edu.
- Parking alert: Due to the heavy traffic from move out, parking is not permitted along roadsides. Please also be considerate of others and only park your car in front of your building when you are actively loading/unloading.

REGINA AND PACELLI HALL CHECKOUT PROCEDURES:

Regina and Pacelli residents are required to complete a room inspection with an RA at the time of checkout. To manage this, residents have two options:

Regina/Pacelli Residence Hall Checkout options will include:

Regina & Pacelli residents are required to complete a room inspection with an RA at the time of checkout. To manage this, residents have two options:

- 1) **Schedule an appointment** in advance via online sign up - HIGHLY ENCOURAGED
 - a. Sign up with link that will be sent to you through slotted.com.
 - b. Advanced sign up times for scheduled appointments must be scheduled **at least 24 hours in advance** and are available on a first come, first served basis.
 - c. At the time of your appointment, please meet an RA at the RA Office (PAC 115)
 - d. BE ON TIME! If you are late for your appointment, you forfeit your appointment time and will be checked out when an RA is available.
- 2) **Drop in** during the times listed below (you will likely experience a wait depending on availability).

Regina & Pacelli appointment & drop in hours-

Monday, April 30 th	noon-6pm (advance sign-ups only), duty RA from 7pm to 11pm
Tuesday, May 1 st	noon-6pm (advance sign-ups only), duty RA from 7pm to 11pm
Wednesday, May 2 nd	noon-6pm, duty RA from 7pm to 11pm
Thursday, May 3 rd	noon-6pm, duty RA from 7pm to 11pm
Friday, May 4 th	9am-4:15pm (Halls Close at 4:30pm)

The Regina duty RA can be contacted at (708) 297-8536.

The Pacelli duty RA can be contacted at (773) 255-5550.

Steps for a successful checkout: (Regina/Pacelli)

Step 1: Completely clear out all personal items

Step 2: Thorough clean your room (don't forget to remove all tape, 3M hooks, etc.)

Step 3: Reset the furniture as you found it (re-bunking the beds if you un-bunked them.)

Step 4: Check out with staff. Check out includes:

- Room inspection with RA
- Turn in key and complete check out paperwork

(Refer to additional closing information below Quad & Apartment Checkout Procedures)

QUAD CHECKOUT PROCEDURES

Quad residents are not required to complete a suite inspection at the time of check out. (Refer to Checkout instructions below.) If you wish for an RA to view your room before checking out, please schedule a pre-inspection with your RA individually.

Please note, RAs are not able to provide information regarding charges and can only provide advice on how to prepare your suite for check out. Final inspections will be conducted by professional Residence Life staff during the week of May 7. Charge summaries will be sent via email on Wednesday, May 16. In the past, most charges are related to cleanliness issues, so you are **STRONGLY encouraged to thoroughly clean your suite.

Steps to a Successful Check out: (Quad)

Step 1: Before your check out, remove all personal belongings, reset furniture as you found it at move-in, and **thoroughly clean** your suite.

Step 2: Return your key and sign the checkout paperwork with Residence Life Staff. Refer to schedule below for checkout time and locations.

Quad Halls – Drop-In Checkout Times and Locations

Monday, April 30 th	Noon-6pm – Residence Life Office- Rubl 110 7:00pm to 11pm- RA on Duty: (708) 297-7252
Tuesday, May 1 st	Noon-6pm – Residence Life Office- Rubl 110 7:00pm to 11pm- RA on Duty: (708) 297-7252
Wednesday, May 2 nd	Noon-6pm – Rubloff 104 7:00pm to 11pm- RA on Duty: (708) 297-7252
Thursday, May 3 rd	Noon-6pm – Rubloff 104 7:00pm to 11pm- RA on Duty: (708) 297-7252
Friday, May 4 th	9am-Noon- Rubloff 104 Noon-4:30pm – Lobby of your building (Halls Close at 4:30pm)

The Quad duty RA can be contacted at (708) 297-7252.

PULASKI 10140 APARTMENT CHECKOUT PROCEDURES

Apartment residents are not required to complete an inspection with staff at the time of check out. (Refer to Checkout instructions below.)

Steps to a Successful Check out: (Pulaski apartments)

Step 1: Before your check out, remove all personal belongings, reset furniture as you found it at move-in, and **thoroughly clean** your apartment.

Step 2: Return your key and sign the checkout paperwork in the Residence Life Office (Rubloff 110.) Residence Life is open Monday-Friday, 8:30am-4:30pm. To coordinate a check-out time outside of those office hours, please email reslife@sxu.edu for instructions.

Closing Policies (All Halls)

- Students who fail to complete a check out with an RA will receive a \$50 improper check out fee.
- Students who do not turn in their keys will be charged a key replacement fee as follows:
 - Regina & Pacelli Halls = \$150
 - McCarthy, Morris, Rubloff or O'Brien Halls = \$200
 - University Apartments = \$125
 - Residence Hall or Apartment Lost Mailbox Keys = \$25
- Move out bins will be available for check out with a non SXU photo ID beginning Tuesday 5/1. Bins may be checked out for 30 minutes so please have your items packed and ready to be moved before checking out the bin. Bins will be available in your building (Regina/Pacelli) or Residence Life (Quad).

Quiet Hours

24 hour quiet hours for final exams will begin Sunday, April 29th at 10:00 pm. These hours will be in effect 24 hours a day until the residence halls close on Friday, May 4th at 4:30pm. Please be respectful of those preparing for final exams.

Cleaning Guidelines:

Residents are expected to properly clean their unit before checking out of University Housing. Your room should be left in a very similar condition to how you found it. There will be limited cleaning supplies available through your RA.

The **CLEANEST room/unit** (as determined by professional Res Life staff) in each building has a chance to win a \$50 Amazon gift card!!

For all halls and University apartments:

- room floors should be swept, mopped and/or vacuumed
- tape/hooks should be removed from the walls
- desk tops, shelves and dressers should be cleaned and emptied
- all furniture assigned to the room must be present and reset to original formation
- the sink/vanity area should be cleaned and emptied
- make sure to remove all personal belongings and trash (garbage emptied)
- close all windows, screens should be closed as well

Move out Charges:

Residence Life professional staff will conduct final inspections during the week of May 7. Charge summaries will be sent via email on Wednesday, May 16. Please note that RAs cannot provide information regarding charges. They can only provide advice on how to prepare your suite for check out. Most charges are usually due to poor cleanliness at the time of checkout, so you are STRONGLY encouraged to thoroughly clean your room/unit.

Donation boxes- There will be donation boxes/areas in the halls during finals week. Browse or donate! Unclaimed items will be donated locally.

Withdrawal from housing

If you will not be returning to University Housing, you should submit the Housing Withdrawal Form by logging into the my.SXU.edu portal and selecting 2018F from the semester drop down menu. Submission of this form signals the processing of the dorm damage deposit as a credit to your student account. We will apply the \$100 deposit that you have already paid, as a credit to your Student Account. You will receive this as a refund in June, less any outstanding balance on your account with the Bursar.

Mail Forwarding Address:

Please remember to change your mailing address for the summer to ensure you receive all of your mail in a timely manner. A change of address form is available at all US Post Offices, as well as, the SXU mailroom. Mail will not be forwarded through the SXU mailroom. Please note that you might not have the same mailing address in the upcoming semester so it will be necessary for all residents who receive mail on campus to complete a change of address form.

The Residence Life Staff of Saint Xavier University wishes you a safe and relaxing summer! For those of you returning to campus in the fall, we'll see you in August. For those of you graduating or pursuing different avenues, best wishes!