



## RESIDENTIAL LIFE

October 30, 2020

**NAME**, all residential students are expected to completely vacate by November 25, 2020 at 8p.m., *this includes taking your items home*. Please follow these 3 steps for a safe and easy move-out:

### Step 1: Sign Up for a Move-Out Date and Time

In an effort to maintain social distancing in the halls, we will not be able to facilitate the move-out of all students on one day. Be sure to sign-up for a move-out time by November 15, 2020 using this link:

*If you've already signed up for a time, no need to repeat this step!*

### Step 2: Pack and Remove All Times

Students are expected to remove all items, vacate, and complete the below checklist:

- Remove all personal items.
- Clean your bathroom and personal spaces well.
- Clean your refrigerator and dispose of perishable items.
- Remove and dispose of all trash in a trash room or a dumpster.
- If you rented a microfridge, defrost, unplug, and prop microfridge doors open.
- Set the heat between 70-72 degrees.
- Turn off water.
- Turn off lights and bathroom exhaust fans.
- Close and lock all windows and doors.
- Close blinds on ground floor rooms; leave blinds up on all other floors.

**[Step 3: Complete the Checkout Receipt Online](https://forms.gle/6H9WNSit2ULFMtM27)** (<https://forms.gle/6H9WNSit2ULFMtM27>)

Failure to remove all items and vacate by the deadline may result in student conduct action and/or an Improper Checkout Fee. **[For more information please view our Fall Closing FAQs.](#)**

If need housing beyond November 25, 2020 at 8PM contact Residential Life via [RT Tracker](#) to be issued the Transitional Housing application. **Applications are due by Friday, November 13, 2020 at 11:59 p.m.** Students who are approved will be required to take a COVID-19 on-campus between November 16-18.