FROM THE OFFICE OF RESIDENCE LIFE

2012 Residence Hall Closing Information

We hope this information is helpful to you in understanding your student’s check-out procedures at the end of the year. Your son or daughter will receive detailed information about the entire check-out process via Wittenberg e-mail and individual floor meetings.

- **HALL CLOSING**

All halls close Thursday, May 10 at 12:00 p.m. (noon). The last meal in the dining room will be lunch Wednesday, May 9. Students will be required to check out within 24 hours of their last exam. Graduating seniors and anyone authorized to work commencement may stay in the halls until Saturday, May 12 at 6 p.m. These students must notify their Area Coordinator of their plans by Friday, May 4 and make arrangements to check out no later than 6 p.m., Saturday, May 12. **No students, other than the aforementioned, may stay past noon Thursday, May 10.**

- **CHECK OUT PROCEDURES**

  1. Remove all personal items including furniture
  2. Remove all tape, picture hangers, stickers, etc. from walls and doors
  3. Empty and clean dresser drawers
  4. Dispose of all trash in areas noted above
  5. Clean room **and** sweep the floor
  6. Firestine, New Hall and Tower residents must un-bunk beds

- **ROOM INSPECTION/CHECK-OUT**

  1. Room condition will be compared with check-in condition noted on the Room Inventory and Condition Record form (RCR) by the RA
  2. Return room key
  3. The Area Coordinator will make a final assessment of room damages after check out and will charge the student’s account accordingly

- **STORAGE**

There is no storage in residence halls over the summer. Any items found in hall or room areas will be considered trash and will be disposed of (the student will be charged a disposal fee).

  **Local storage companies:**

  - Key & Lock Storage 937-324-0134
  - Sleeping Bear 937-390-3319
  - Springfield Self Storage 937-390-7500
  - Springfield Storage Depot 937-325-8638
  - Store All Self Storage 937-325-0402
  - T&M Store & Lock 937-390-9460

- **SUMMER SCHOOL STUDENTS**

Students interested in on-campus summer housing should be on the lookout for an e-mail (to their Witt account) around the 1st week of April regarding summer housing information and costs.

- **ROOM FURNITURE**

Any University-owned furniture not in the room at the end of the year will be billed to the resident(s) of the room. University furniture left out in the hallway will be considered missing.