2014 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, posted flyers in the halls and individual floor meetings.

- **HALL CLOSING**
  All halls close Thursday, May 15 at 12:00 p.m. (noon). Residence hall students who are authorized by the Event Office list to stay for commencement (ushers, band members, etc.) and graduating seniors may stay in the halls until commencement concludes on Saturday, May 17. These students must pick up an Express Checkout Form from the Student Development office by Friday, May 9 and be *completely* moved out of their room no later than 6 p.m., Saturday, May 17. **No students, other than the aforementioned, may stay past noon Thursday, May 15.**

- **CHECK OUT LIST**
  - Remove all personal items including your furniture
  - Remove all tape, picture hangers, stickers, etc. from walls and doors
  - Empty and wipe out desk and dresser drawers
  - Wipe off tops of desks, dressers and window sills
  - Properly dispose of all trash
  - Clean room **and** sweep the floor
  - Clean and wipe out recycling bin
  - Un-bunk beds and turn in bunking pins
  - Make sure **all** university furniture (desks, chairs, beds, etc.) is in room at checkout
  - Check out with RA ($50 charge for improper checkout), return room key ($50 charge for missing key) and sign the RCR

- **ROOM INSPECTION/CHECK-OUT**
  - The condition of the room will be compared with check-in condition noted on the Room Inventory and Condition Record (RCR) by the RA
  - The RA does not assess damage charges. The Area Coordinator will make room damage assessments after check-out and will charge student accounts accordingly if any damage is found or university items are missing.
  - Statements made at checkout by the RA should not be misunderstood as a guarantee that the room is free from damage. The Area Coordinator will make the final determination.
  - The room key must be returned to RA

- **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 and the student will be charged a disposal fee. A few local storage companies are: Key & Lock Storage: 937-399-7403; Springfield Self Storage: 937-390-7500; Springfield Storage Depot: 937-325-8638; Northridge Mini-Storage: 937-399-2702; Store-All Self Storage: 937-325-0402

- **SUMMER SCHOOL STUDENTS**
  Students attending summer school sessions interested in on-campus summer housing should be on the lookout for an e-mail (to their Witt account) the first 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 considered missing. Room damages and/or missing furniture will be charged equally to the roommates unless one claims responsibility.