

**Stevens
Institute of
Technology**

Residence Life Closing Newsletter

SPRING 2011

RESIDENCE HALLS CLOSE
Wednesday, May 18th at 5pm

Students should plan to check-out 24 hours after their final exam, unless they have an exam on May 18th and then check out is 5pm.

We ask that before you leave you:

- Make sure ALL original furniture is in the room.
- Return room to its original condition including properly re-bunking the beds.
- Gather, bag and remove all trash.
- Remove all Non-Stevens issued furniture and carpets from your room and put them in the available dumpsters.** (*Failure to remove non-Stevens furniture and carpets from the buildings will result in a fine*)
- Check all drawers for items and garbage.
- Clean the floor.
- Close and lock all windows.
- Turn off light and lock door.
- Check out with the RA or Express Checkout.
- Return your key.**
- Have a great Summer!

Failure to do the above may result in a minimum improper check out fine of \$75 or more, that will be charged to your student account.

Points of Interest:

- Residence Halls close on Wednesday, May 18th at 5pm.
- Seniors can stay in their current rooms until 10pm the day of Commencement, Thursday, May 26th.
- Dumpsters will be available for your use at the Palmer Circle and behind CPA.
- If you have any questions you may contact the Office of Residence Life at reslife@stevens.edu or 201.216.5128.
- **REMINDER:** Fall Housing will open on Friday, August 26th.

Check Out

Students will check out in the Area RA Offices from Monday, May 2nd to Wednesday, May 18th from 10am to 10pm.

Davis, Hayden and River Terrace will check out in the Davis RA Office located on the 2nd floor of Davis Hall.

Humphreys, Jonas, Palmer, CPA and Lore El will check out in the Jonas RA office located on the 3rd floor of Jonas Hall.

Off Campus will check out in the Humphreys Office located on the 1st floor of Humphreys Hall.

CHECK OUT Procedure

ON/OFF CAMPUS RESIDENTS

You have two options for checking out, Express or Traditional

Option 1: Express Check-Out— Pick up an Express Check-Out Envelope from your RA/RC or at the RA Office (RA Offices are located in the lobby of Davis Hall and the 1st floor of Humphreys Hall).

By signing the Express Check-Out Envelope you waive your rights to appeal fines regarding cleaning and damage billing.

If you can not hand in your Express Check-Out Envelope during the times listed below, please hand it in at the Howe Center Desk.

Option 2: Traditional Check-Out—You can check out with an RA/RC if you desire. An RA/RC will be able to complete all of the necessary check-out paperwork with you, and make you aware of any potential billable damage. On campus residents may only request a traditional check out during the times listed below. Off campus residents must make an appointment with their RC if they want a traditional check out.

DINING INFORMATION

The last meal being served for the spring semester will be lunch on **Wednesday, May 18th**. All other dining locations will close early. CJ's will be open until 6pm.

Duck Bills will carry over to the summer and fall semester.

SUMMER STUDENTS

Spring residents who have submitted a summer application will **remain in their current room** until their designated summer move over date. You will receive your summer assignment on Friday, May 6th via your Stevens email, you will later receive an email with your move-over date. **The only two move over dates are: Friday, May 20th or Tuesday, May 31st after 4pm. Please be ready to move on the date you are given. Students cannot select the date they would like to move.**

A sign will be posted on your door by a staff member that will indicate you are a summer student awaiting a move to a summer assignment. Please note your current room will still be inspected on May 20th.

GRADUATING SENIORS - CONGRATULATIONS!

Check out is Thursday, May 26th at 10pm

Graduating students participating in Commencement on Thursday, May 26th may stay in their room until 10pm on Commencement Day. Please plan ahead since we will not be able to extend this deadline. Please remember your Duck Bills expire in May, please use them or they will be forfeited. Please note your current room will still be inspected on May 20th.

Seniors, don't forget to check out and return your room key.