



# UNIVERSITY OF HARTFORD

To the Apartment Community,

We're moving swiftly toward the end of the academic year, which signals the time to start thinking about moving out of your residential communities. You are encouraged to review the following message and plan accordingly to insure a smooth departure. To view the full check-out message and guidebook please go to <http://uhaweb.hartford.edu/reslife/>

The Resident Assistants will be conducting the final Health and Safety Inspection during the week of May 1- May 8 2009. Also RA's will also be conducting their final floor meetings and community connections. During the final meetings RA's will discuss the closing procedures and solicit expected times of departure for students in order to properly staff the check-out locations. Also please note that Regents and Park River will post very specific check-out times to accommodate their residents in the Regents and Park River Area. **In the Village apartment area students will have the option of emailing the village staff your expected times of departure using va7105@hartford.edu. All emails must be sent 24hrs prior to your departure. Emails must be sent out by May 13, 2009 @4:30pm.**

### --- TIMELINE FOR CHECKING OUT ---

**Residents who are not graduating are required to move out 24-hours after their last exam or Wednesday, May 13 at 1:00 p.m.** (whichever comes first). All students are expected to vacate their current living spaces so that we can immediately begin to recover the spaces for summer housing and conferences.

**Students receiving a degree in the May 2009 ceremony are permitted to remain in their residential assignment through Sunday, May 17 at 5:00 p.m. Before and after graduation there will be staff available to check students out of their area from 9am-2pm in each area-escorted and express check-out options and 2pm-6pm in the Office of Residential Life-express check-out only!**

If you are participating in the May 2009 commencement ceremony (usher, musician, other) please submit a request to stay late (form online) by May 8, 2009 and also ask your coordinator to submit an email to the Office of Residential Life to verify your participation. We will be requesting a list of students from the graduation coordinator to cross-reference requests.

### **--- PROCEDURES TO CHECK OUT ---**

You should first discuss damage and cleaning responsibilities with roommate(s) in advance of your departure from campus. Then, remove all personal belongings from your room and clean your room / suite / apartment thoroughly. If you or your roommate would like to take responsibility for damage in your room/living area please visit the Office of Residential Life website and print and sign the damage responsibility claim form and return to your RA or a member of the Residential Life staff before your departure.

### **--2 Ways to Check-Out--**

Once you have completed the above steps and have all keys to your assigned room, you will **meet with Residential Life staff at your designated check out location. For Village Apartment residents your check-out will start at-VA office-7105. For Park River and Regents Park residents call the staff duty phone or seek out your RA) to complete check-out forms prior to the escorted check-out and turn in your room keys.**

The other option will be to meet with the ORL staff and choose the Express Check-out option. Students who choose this option waive the right to appeal damage that might later be found in the assigned room. You would complete the check-out envelope and check the appropriate box, sign the express check-out line, and return your apartment key(s).

Students will check-out in your area with the RA staff that will be available for check-outs in your area office locations starting May 6, 2009 from 9 a.m. to 1 p.m. and 4pm-10pm on a daily basis through Wednesday, May 13, 2009 only until 1:00 p.m. All students who are not graduating or participating in an official ceremony capacity will be expected to vacate by closing at 1pm. Please plan ahead to avoid any unnecessary late stay fees! **VA office-7105 will be the check-out location for village residents.**

**For Park River and Regents Park call the staff duty phone or seek out your RA. Please note Regents Park and Park River will check-out May 6, 2009- from 1pm-5 pm, May 7, 2009-May 16, 2009-from 12pm-6pm except on May 13, 2009-from 9am-5pm.**

For students who will be graduating or participating in graduation in some official capacity you will need to check-out on Sunday, May 17 between the hours of 9 a.m. to 5 p.m. in your residential area or in the Office of Residential Life from 2pm-6pm. (Express Check-out only!) All residence halls close on May 17, 2009 at 5pm so please plan ahead to avoid any unnecessary late stay fees!

### **---Request to Stay Late---**

If you need to stay past 1:00 p.m. on Wednesday, May 13 you must file a Request to Stay beyond Hall Closing with the Office of Residential Life. Forms associated with this request are available online at

<http://uhaweb.hartford.edu/reslife/>. Requests submitted to our office after the deadline of Wednesday, May 6 at 4:30 p.m. will carry a nightly room charge (\$35-\$45 per night, depending on the location). It is important to note that this is a request that must be approved. Approval will be granted or denied within 24 hours of the late stay request. Currently the only acceptable late stay requests will be:

- You are required to be on-campus to participate in commencement activities
- You are participating in post-season athletics activities
- Your flight or travel arrangements have been cancelled or delayed

**---- 24 HOUR QUIET HOURS ----**

**24-hour quiet hours begin on Monday, May 4 at 9:00 p.m. and continue through Sunday, May 17 at 5:00 p.m.** Quiet hours are intended to provide an atmosphere conducive for all community members to study and sleep during the final exams period. Residents and their guests who violate quiet hours are subject to immediate removal from the residential area.

**---- FURTHER QUESTIONS? ----**

Review the closing guidebook which goes online during the week of April 27 and stays online through closing. For any questions that linger after reading the online booklet, contact a Resident Assistant or the Office of Residential Life. We can be reached at 860-768-7792 or via email at [arrival@hartford.edu](mailto:arrival@hartford.edu).

**Listed below are the area contact numbers to get assistance during check-out times:**

Regents Park-860.550.2928

Park River-860.550.3109

Village Apartments-860.550.3139