



UNIVERSITY OF HARTFORD

To the Hawk Hall and Complex Area Residents,

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 attached document to ensure a smooth departure from on-campus living. 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. RA's will also be conducting their final floor meetings and community connections to discuss closing and the escorted check-out process. During the final meetings RA's will discuss the check-out procedures and solicit expected times of departure from students in order to properly staff the check-out locations.

--- TIMELINE FOR CHECKING OUT ---

Attention! Attention! Please review all signs in your area regarding the end of the year check-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-with escorted and express check-out options and in the Office of Residential Life-express check-out only from 2pm-6pm!

If you are participating in the May 2009 commencement ceremony (usher, musician, other) please submit a request to stay late 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 ORL website and print and sign the damage responsibility claim form** and return to ORL 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 to complete an escorted check-out and turn in your room keys.**

The other option will be to meet with the ORL staff and choose to complete an Express Check-out. 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 with your RA, check the express check-out box, and sign the express check-out option and return your key in the envelope and keep your key receipt for future a reference.

Students will check-out in your area with our RA staff that will be available for check-outs at your area office locations starting May 6 from 9 a.m. to 1 p.m. and 4pm-10pm on a daily basis through Tuesday, May 12. On Wednesday May 13, 2009 the check-out times will continue until 4:30pm only. Our staff will be available after 7pm for late departures. Please note that all students who are not graduating or participating in an official capacity on May 17, 2009 will be expected to vacate by closing at May 13, 2009 at 1pm. Please plan ahead accordingly to avoid any unnecessary late stay fees!

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

Hawk Hall- 860-331-6841
A Complex-860-550-3492
B Complex-860-550-4128
C Complex-860-550-4264
D Complex-860-508-9885
E Complex-860-508-9919
F Complex-860-508-9984