To: ALL RESIDENT STUDENTS
From: Office of Housing and Residential Life
Date: May 6, 2015
Re: SPRING 2015 EXITING PROCEDURES

Please be advised that all residence areas will close for the spring semester at 5:00 PM on Friday, May 15. The Dining Hall will close at 3:30 PM on Friday, May 15.

As a reminder, in order to provide the best possible study environment for final exams, guests are no longer permitted and twenty-four hour quiet hours is currently in place for the rest of the semester.

ALL NON-SENIOR STUDENTS MUST VACATE THEIR ROOMS WITHIN 24 HOURS OF THEIR LAST FINAL EXAM OR BY 5:00 PM FRIDAY, MAY 15, whichever comes first. Please begin planning your departure arrangements now in order to avoid last minute travel complications. Final exam schedules are available in the Registrar’s Office, Donnelly Hall Room 193, or online at http://www.marist.edu/registrar/finals.html. Your timely departure will enable remaining students to prepare for exams in the best possible atmosphere and will also allow the residential life staff to complete closing procedures.

EXITING PROCEDURES

Sign-up for Room Check-Out: Now through Sunday, May 10, all students must sign-up with an RA from their area for a room check-out. Check-out schedules will be posted in your area. Actual room checkouts will take place from Monday, May 11, through Friday, May 15. This room checkout should take place after your last exam and just prior to your departure.

The staff member completing your checkout will ensure that all personal belongings have been removed, the room is broom clean and free of garbage (all garbage should be taken outside and placed in the dumpster), and all furniture and the room phone are present. Room keys will be checked and collected during the checkout. You will be given a receipt indicating that you have or have not checked out properly. Please keep this receipt for your records. Any student leaving without properly checking out may lose room condition priority points and/or be fined $25.00 on their student account. Failure to return your key will result in a $50.00 replacement fee billed to your account.

Common Area Charges: Common area charges will be posted on May 8 and updated as needed. These postings will include all common area damages and cleaning fine charges separated by wing, floor, suite, building, apartment, etc. where appropriate.

Return your Mailbox Key: You must return your mailbox key to the Mail Room in the Student Center before you leave. The Mail Room will send you a separate memo with specific instructions. Housing staff members will not accept mailbox keys.

Refrigerator & Microwave Rental Return: Campus Specialties Inc. will be picking up refrigerators and microwaves after closing. Please leave your refrigerator and microwave in your room, emptied, defrosted, and cleaned ready for pick-up. More information will be sent to those students that rented from Campus Specialties Inc.
**Summer Housing:** Limited housing is available in Upper West Cedar for non-graduating, undergraduate students involved in college sponsored co-ops, internships, or students having secured full-time on-campus employment. Occupancy for the summer will begin on Monday, May 25 until Saturday, August 8. The cost for summer housing is $50.00 per week for a double room for students enrolled in at least one summer class, involved in co-op/internship for college credit, or who are employed full-time on campus. All other students will be charged $100.00 per week for a double room. Summer intersession housing is provided on a first-come, first-served basis. Preference will be given to those students who are working on campus.

**Senior Week Housing:** All seniors participating in senior week are permitted to remain in campus housing and may keep their keys until Commencement Day checkout, unless they are relocating for the week. Seniors must check out by 5:00 PM on Saturday, May 23. All seniors need to follow the standard checkout procedure as detailed above. Please contact your Resident Director for more information.

Non-seniors needing to stay on campus past 5:00 PM May 15 for on-campus employment, travel distances, or summer housing must submit this request in writing by Friday, May 8, at 5:00 PM. Request should be sent from your Fox mail account to housing@marist.edu. Those staying for employment must be on a list submitted by their employer to the Housing Office.

**NON-SENIOR** Residents currently living in Upper West Cedar will not be permitted to stay past 5:00 PM Friday, May 15, in order to prepare the complex for summer housing. Non-Seniors who have permission to stay past 5:00 PM on Friday, May 15, for athletics, work, or Summer Housing, may be asked to relocate.

Requests to stay are subject to approval by the Housing Office. If you have any questions, please feel free to contact the Office of Housing and Residential Life at 845-575-3307.

**Transform Your Trash So Others Can Benefit!!**

Do you have extra food, clothing, shoes, sneakers or small appliances that you do not plan to bring home at the end of the semester? Once again, Marist College, in its effort to promote a more sustainable campus will be collecting these items as you leave for the end of the year to help those in need.

The following items will be collected:

* Food: non-perishable canned goods & unopened packages only
* Clothing, Belts, Accessories, Sneakers & Shoes
* Small Appliances: pots, pans, microwaves, dishes, toasters, irons, small fans & desk lamps (good condition only)

Please look for more information regarding collection dates, times, and locations through MyHousing, posters in your residence hall, and your Resident Assistant.

*Have an enjoyable and safe summer.*