To: ALL RESIDENT STUDENTS  
From: Office of Housing and Residential Life  
Date: April 27, 2016  
Re: SPRING SEMESTER 2016 EXITING PROCEDURES

Please be advised that all residence areas will close for the spring semester at 5:00 PM on Friday, May 13. The Dining Hall will close at 3:30 PM on Friday, May 13.

In order to provide the best possible study environment for final exams, guests will not be permitted and twenty-four hour quiet hours will begin on Sunday, May 1 at 7:00 PM 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 13, 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. 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 8, all students must sign-up with the RA from their area for a room check-out. Check-out schedules will be posted in your area. Actual room checkouts will take place Monday, May 9, through Friday, May 13. 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), with all college furniture present. Room keys will be checked and collected at 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 Friday, May 6 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 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 23 until Friday, August 5. The cost for summer housing is $50.00 per week for students enrolled in at least one on campus 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.

**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 21. 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 on May 13 for on-campus employment, travel distances, or summer housing must submit this request in writing by Friday, May 6, 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 Office of Housing and Residential Life.

**NON-SENIOR** Residents currently living in Gartland Commons and New Fulton will not be permitted to stay past 5:00 PM, Friday, May 13. Non-Seniors who have permission to stay past 5:00 PM on Friday, May 13 for athletics, work, or summer housing in these areas 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 or sneakers 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

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.*