

# FALL CHECK-OUT

## PROCEDURE

All undergraduate students are expected to check out of their residences upon completion of their last exams.

The residences will close at 12:00 p.m. on Saturday of finals week. Students wishing to apply for an extension on the check-out deadline must apply no later than December 8th. Graduates are encouraged to move out on Friday, but they will be allowed to remain in their residences, if necessary, until after graduation ceremonies on Saturday.

Arrangements for athletes/students to remain on campus past checkout due to team competitions/University productions will be made by the coach/advisor, and a pre-approved roster will be submitted to Residential Life and the Catering Director.

Students who are not returning in the spring of 2018 must complete the student check-out process. Students who are not graduating and not returning for fall must meet for a face-to-face meeting with an assistant from the Office of Student Academic Support Services (SASS). During this meeting, the check-out process will be completed. SASS assistants are available for check-out in Suite 346 of the Library and Academic Resource Center (LARC) between 8:00 a.m. - 4:30 p.m., Monday - Friday. No appointment is necessary. All check-outs for non-returning students must be completed prior to January 1 in order to be eligible for housing deposit refund. Students who are graduating in December are encouraged to attend Graduating Student Day on November 29th from 1p.m. - 6p.m. in the AB Leadership Room. During this event, students will have the opportunity to connect with office representatives and learn about post-graduation academic options, career opportunities and institutional processes.

All residential students must check out with their designated residential staff member. Prior to leaving, residents must complete the following process:

- Set the thermostat (heat) at 60 degrees for the winter break.
- Close and lock all windows. Close and lower all blinds or shades.
- Unplug all electrical items except aquariums and refrigerators. Residents will not be permitted to re-enter the residences during break.
- Clean room and empty all trash to the dumpsters. Residents will be charged \$15 for each bag of trash removed from the residence.
- Turn off all lights.
- Lock all doors, including bathroom doors if you have adjoining rooms.
- Students changing rooms for the next term must remove all possessions from their old rooms prior to leaving for the break.
- Avoid leaving valuable items. Items left in residences should be engraved, if possible, with driver's license number or some other form of identification. Record all serial numbers and insurance information. Lindenwood University does not assume responsibility for personal property or valuables left in the residences during break and does not carry insurance to cover such property loss. Property loss or damage would need to be covered by personal homeowners insurance or other protective policies available to students.
- All residents are required to check out with their ACs/AACs or designated CAs and return their keys prior to leaving for check-outs at the end of fall and spring semesters. There will be a \$35 charge for each key not returned. Failure to check out properly will result in an additional \$100 fine.

Residential staff will check each room or residence to ensure it has been vacated and the above procedures have been completed. Please notify your designated residential staff member of the day and time that you plan to leave. This will expedite the check-out process.

Questions may be directed to your Area Coordinator or the Office of Residential Life by email at [Reslife@lindenwood.edu](mailto:Reslife@lindenwood.edu) or phone at 636-949-4848. Specific dates concerning check out will be posted on the student portal and the Lindenwood University website.