

SPRING 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 April 25. Graduates are encouraged to move out on Friday, but they will be allowed to remain in their residences, if necessary, until after the graduation ceremonies.

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.

Students who are not returning in the fall 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 a representative from the Student & Academic Support Services (SASS) Office located in the Library and Academic Resources Center, suite 346. During this meeting, the student check-out process will be completed. SASS representatives are available for check-out in the Library and Academic Resource Center (LARC) between 8:00am - 4:30pm, Monday - Friday. No appointment is necessary. All check-outs for non-returning students must be completed prior to June 1 in order to be eligible for housing deposit refund. Failure to complete the checkout process with the SASS Office by January 1 for the spring semester or by June 1 for the fall semester will result in forfeiture of the deposit. Students who are graduating in May are encouraged to attend Graduating Student Day on May 2, from 4:30pm - 7pm in the Hyland Arena VIP 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:

- Turn the A/C to 70 degrees and close and lock all windows.
- Clean the room/house (mop/vacuum floor) and empty all trash (including trash around the outside of your house) to the dumpsters. Remove shower curtain and discard. Clean, empty, and defrost the refrigerator in the houses. Residents will be charged \$15 for each bag of trash removed from the residence.
- All Lindenwood University furniture must be placed back in the original room in which it was found upon check-in. Any furniture placed in the basement of a house must be brought upstairs before the completion of the check-out procedure.
- Remove all posters, stickers, and decorations of any kind.
- Turn off all lights.
- Lock all doors, including bathroom doors, if you have adjoining rooms.
- All personal possessions must be removed from campus housing. Non-Lindenwood furniture may not be left in houses. All furniture left behind will be removed, and removal charges will be made to the residents' accounts. Lindenwood University does not assume responsibility for personal property or valuables left in the residences and does not carry insurance to cover such property loss. Property loss or damage would need to be covered by personal homeowner's insurance or other protective policies available to students.
- All residents are required to check out with their Area Coordinator/designated CA and return their keys prior to leaving for the summer. There will be a \$35 charge for each key not returned as well as \$100 lock replacement fine. Failure to check out properly will result in an additional \$100 fine. All summer quarter and MBA students living in residence halls must relocate for the summer months.

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 residential check-out process.

All students enrolled in a summer class who require housing must apply for summer housing. Students who wish to apply for the summer program must complete an application through the Student Housing Portal by May 1. Only students who submit the summer housing application will be allowed to stay in campus housing.

Questions may be directed to the Office of Residential Life by email at reslife@lindenwood.edu or 636-949-4848. Specific dates concerning check out will be posted on the student portal and the LU website.