

Its just around the corner...then end of the semester. So we wish you Good luck on your finals. If you are a graduating senior, we wish you all the best and congratulations on your milestone.

Before you leave we want to remind you about our vacating procedures and other tidbits. In order to properly check out of the halls and avoid unnecessary charges, we have provided a vacating checklist for you. Please read and follow the below information and review the attachment provided.

REMINDER NOTICE:

The residence halls will close on **11 a.m. on Saturday May 18, 2019** for all non-graduating students. You must arrange to vacate no later than **11 a.m.** If you are graduating, living in housing for summer school, or are an athlete in a sport that is currently in season you must complete the Request to Stay Late Form. Check out will be centralized at the Service Centers so you must go to the service center when you are ready to be checked out of your room.

STEPS TO VACATE THE HALLS:

1. Sign Up for a Check-Out Time on the [“May 2019 HRL Check-Out Sign Up Form”](#)
2. Remove all personal belongings from the room?
3. Remove all personal belongings from the suite bathroom?
4. Check all drawers, shelves, under mattress, behind, and under furniture??
5. Clean the room?
6. Remove ALL trash and empty the recycling bin?
7. Close?window blind?
8. Shut and lock all windows?
9. Turn off lights in the room and suite?
10. Check mailbox one last time, pick up packages?
11. Forward mail to?summer?address?– update?mailing?address in?MyCSULB?
12. Take all laundry out of the laundry room?
13. Pack up?bike?
14. Return any dishes/cups/etc. from dining (no questions asked)?
15. Go to the Service Center between 8am-10pm to be checked out by staff member.

How to avoid charges:

- don't damage anything
- vacate on time
- have your key
- don't leave without officially checking out

GRADUATING SENIORS & COMMENCEMENT VOLUNTEERS:

Graduating seniors and commencement volunteers must sign up on the [Request to Stay Late Form](#) by May 8th and await approval email. This email has been sent to your CSULB email address. On the form you will indicate the date and time you want to check out. HRL will confirm that you are graduating or volunteering at commencement. You must vacate within 24 hrs of the conclusion of your commitment or by May 24th at 5pm, whichever comes first. Follow the “Steps to Vacate the Halls”.

SUMMER SCHOOL STUDENTS AND ATHLETES:

If you are living in University Housing for Summer School or if you are an athlete in a sport that is currently in season you must sign up on the [Request to Stay Late Form](#) by May 8th and await approval email. HRL will confirm that you are signed up for summer school and will reach out to athletics to confirm. Summer School residents will be allowed to remain in their Spring 2019 assignment until their summer school assignment in Building H is ready for move in. Summer School move-in will be May 26th between 8-5pm if your room is not ready before that time.

MEAL SERVICE:

Reminder that the last meal served for the semester is Brunch on **Sunday May 19, 2019, by 1:00 p.m.**

If you are living in the halls for summer school the first meal will be **Tuesday May 28, 2019.**

Important note: If you have a To-Go Box, a To-Go Cup, or the tokens for the To-Go item, please return the box/cup/token to the residential dining hall prior to vacating.

Please see your Resident Assistant if you have any questions.

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