

Move-Out Instructions: Preparing to Vacate the Halls



The residence halls will close on **11 a.m. on Saturday May 14th, 2022**, for all non-graduating students & non-summer housing students. You must vacate 24 hours after your last [final exam](#) or by 11 a.m. on May 14th (whichever comes first), by following the steps below.

STEPS TO VACATE THE HALLS

- Attend your building meeting hosted by your RA for closing information
- [Sign up for a check-out time & a check-out process](#)
 - If you are graduating or a summer school resident, or need to request an extension for another reason, you will do so within the same link.
- Defrost refrigerator (start this process at least 24 hours in advance!), unplug, empty all melted water, & clean.
- Remove all personal belongings from the room
- Remove all personal belongings from the suite bathroom
- Check all drawers, shelves, under mattress, behind, & under furniture
- Clean the room
- Remove ALL trash & recycling
- Close window blinds; shut & lock all windows
- Turn off lights in the room & suite
- Check mailbox one last time, pick up packages
 - Forward mail to summer address – update mailing address in MyCSULB
- Take all laundry out of the laundry room
- Remove bike from bike rack/cage
- Once you have finished, your next steps are determined based on the check-out process you chose:
 - Traditional check-out: When you have completed all tasks, you will report to the service center/desk, & an RA will accompany you to your room to complete a room inspection.
 - Express check-out: If you choose this option, you will not meet with anyone to ensure that you completed the above items, but staff will complete your room inspection a few hours after the time that you sign up to check out. You must ensure that you complete all items AND check-out on time in order to avoid charges. Residents who use the express checkout process waive their right to appeal any damages/improper checkout charges

QUIET HOURS

24-hour Quiet Hours begin at **10 pm on Friday, May 6th, 2022**, & normal quiet hours resume at 9 am on Saturday, May 14th, 2022. No warnings will be given.

Our goal is to provide an environment that is conducive to studying for finals. We need everyone's cooperation in respecting the community & contributing to the academic

success of all residents. All HRL & University community standards will be enforced during finals & graduation time. As such, the following process is in place:

- If residents are documented for alleged policy violations disturbing the community & are found to have completed finals more than 24 hours prior, they may be asked to vacate within the next 2 hours.
- If residents are documented for alleged policy violations & still have finals remaining, they will be contacted via email after finals regarding scheduling a student conduct meeting.

As residents are responsible for following HRL & University community standards, the student conduct process will move forward even if a resident is not returning to the residence halls for the 2022 – 2023 academic year. Failure to participate in the student conduct process will lead either to student conduct decision being made in absentia or an enrollment hold placed on the student account until the situation is resolved.

ADDITIONAL REMINDERS

COVID-19 & GUESTS

Guests are permitted, & they need to complete the [campus COVID check-in form](#). Only 3 guests are allowed at a time & should wear face coverings while in the community area. No overnight guests are permitted to stay.

TRASH DISPOSAL

Large trash bins will be on-site for trash disposal. Dispose of all large items in the bins provided. Students who leave trash in their rooms, living rooms, hallways, study rooms, bathrooms, etc., will be charged accordingly.

GRADUATING SENIORS

Graduating seniors can request an extension when [signing up to check-out](#). You must vacate within 24 hours of the conclusion of your [commencement](#) (and/or [cultural graduation celebration](#)) or by Friday May 20th at 11am, whichever comes first.

SUMMER SCHOOL & ATHLETES:

If you are living in Housing for Summer School or if you are an athlete in a sport that is currently in season you must complete the summer housing application ASAP & await approval email. HRL will confirm that you are signed up for summer school/will reach out to athletics to confirm. Summer residents will be allowed to remain in their Spring 2022 assignment until their summer school assignment is ready for move in. Summer School move-in will be completed by May 22nd between 8-5pm (if you have not been notified your room is not ready before that time). You will also indicate your need to stay later than 5/14 when [signing up to check-out](#).

MEAL SERVICE:

Reminder that the last meal served for the semester is breakfast on Sunday May 15th, 2022. Dining for summer school will resume when classes resume.

MAIL SERVICE UPDATE:

Be sure to update your forwarding address on your MyCSULB account. If you are expecting a package after you have left, please contact the vendors to update the shipping address. All First-Class mail will be forward to the address entered in your MyCSULB account