

Preparing for Checkout

If your student lives in the residence halls, she will be going through the room checkout process before leaving. Here are a few tips to share with your student to ensure that the process is smooth as can be:

▲ **Go to Informational Meetings and Read Flyers.** The residence hall staff will pass out information about checkout and the process students need to follow. Encourage your student to go to informational floor meetings and to read the materials. Plus, they can ask questions of the hall staff, too—they'll welcome the interest!

▲ **Don't Ignore It.** It's important to note that the checkout process isn't optional – failure to comply with hall policies will likely result in an improper checkout charge. Students need to turn in their keys and sign out of their rooms officially. Ignoring the process just makes the aftermath messy—and expensive.



Taking Responsibility

Checkout occurs during a busy, often stressful time of the year. As a result, some students ignore flyers and meetings about the checkout process, creating more trouble for themselves than it's worth. Encourage your student to take a few minutes to understand what checkout is all about. It'll save him time and aggravation in the long run.

- ▲ **Make a Checkout Appointment with Your RA.** Students should take a look at their final exam schedule and plan when they'll go home accordingly. RAs are students, too, going through finals while also trying to close the building so, students are often asked to make an appointment with their RA to check out. Encourage them to stick to this timeframe out of respect for the staff's schedule – and to make sure that, when they're ready to leave, there is an RA ready to help. Otherwise, they may have to wait awhile when all they want to do is hit the road for the summer!
- ▲ **Clean the Room!** Once students start packing and moving things around, the giant dustbunnies are bound to make themselves known. Encourage students to clean as they go so that they don't have a big mess to contend with when they're ready to check out. And leaving a room filthy is not only disrespectful to the kind cleaning staff who have helped your student all year, there is also a hefty charge associated with it.
- ▲ **Contend with Rug Residue.** If your student is holding his rug in place with duct tape, there will likely be sticky residue when he pulls it up. Have him ask the building staff what he should use to clean that up. Again, if left behind, he will be charged for floor cleaning.
- ▲ **Think About Other "Little Things."** Furniture that was in the closet all year needs to be put back on the floor. Tape residue on the walls and doors needs to be removed.
- ▲ **Know What You're Signing.** Once the room condition has been assessed, your student will probably be asked to sign her room contract, saying that she agrees with the assessment. Make sure that she pays attention to what it is that she's signing so there are no surprises over the summer!