Check-out procedures for spring 2016

Residence halls will close **Friday, May 6th, at 6 p.m.**
Please visit [www.gcsu.edu/housing](http://www.gcsu.edu/housing) for additional details.
The guidelines below will assist you in the check out process.

*ALL RESIDENTS MUST CHECK OUT.*

### Schedule a check-out appointment with your CA:

- no later than Wednesday, April 27, 2016
- checkout appointments can be scheduled by signing up with your CA
- sign-up sheets will be posted outside of the CA office in your building.
- if your CA is not available when you plan to check-out you may sign up with a different CA.
- failure to schedule or keep your appointment may result in a minimum $25 charge for improper check-out.

***If you have a final on Friday May 6 after 4 p.m., you will need to contact your Community Director no later than Thursday, April 28, 2016 to arrange to check out after the 6 p.m. deadline.***

### Prior to check out, you must:

- return your room and furniture to its original condition and arrangement;
- take down bunk beds and return the corresponding pins to the hall office;
- remove all personal property, including carpet and personal furniture;
- carefully remove all tape, residue, and marks from your floor, walls, furniture, and doors;
  
  Note: damaged walls will result in minimum charge of $90 per wall; if you used Command strips please visit [www.gcsu.edu/housing](http://www.gcsu.edu/housing) for proper removal instructions;
- clean your room thoroughly and dispose of trash and large items in outside dumpster(s);
- clean your bathroom thoroughly (including shower, sink, toilet, floor, drawers, mirrors, etc.);
- remove trash and debris from the hallway, items left in hallways may result in charges (do not sweep debris from your room into hallway).
- return any rented products rented from College Products to their representatives

***Failure to follow these directions will result in additional charges.***

### At your scheduled appointment:

- Your CA will compare the condition of your room to that documented on the original Room Condition Report completed upon move in.
- Any damages will be assessed according to the Damage Charge sheet ([available at gcsu.edu/housing](http://www.gcsu.edu/housing)).

### To complete the check-out process:

- you must turn in your room/closet key and sign out with your CA.
- for students living in Parkhurst, Foundation, or Bell Halls there is a $50 charge for lost keys.
- for students living in Adams, Napier, Sanford, and Wells Halls there is a $130 charge for lost keys.

If you have any questions, please contact your CA, Community Director or call our office at 478-445-5160.
Additional Information

- Students who currently have a mailbox located on central campus should fill out a forwarding address card at GC Post Office, located in MSU, and return their mail key before leaving campus for the summer. If students do not leave a forwarding address card, their mail will be returned to sender. Mail keys must be returned to the Post Office, your CA will not accept your mail key.

- Graduating seniors and May Term residents residing in the residence halls will receive special information on their check-out deadline.

- If you are graduating or leaving the university and not returning as a student, you may request a refund of any unused CatCash/Dining Dollars in your account by submitting a request to the Bobcat Card Office (located in the Paw Prints Bookstore of the MSU). You may contact the Bobcat Card Office at 478-445-2273.