

Central Campus Closing Information

The residence halls will close Friday, May 3 at 6 p.m. ALL RESIDENTS MUST CHECK OUT.

Please visit www.gcsu.edu/housing for additional details. The guidelines below will assist you in the check-out process.

Check-out appointment

- Closing meetings will be held April 15-19. Community Advisors (CAs) will communicate specific dates and times for your building.
- All residents are encouraged to schedule their check-out appointment by Monday, May. Failure to schedule or keep your appointment may result in a minimum \$25 charge for improper check-out.
- Residents can sign up for a check-out time at the CA office. Look for sign-up sheets to be posted outside the office.

***If you have a final on Friday, May 3 after 6 p.m., you will need to contact your Community Director no later than Monday, April 29 to arrange to check out after the 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 gcsu.edu/housing/spring-closing 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).

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

At your scheduled appointment:

- a 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/contracts-and-forms).

To complete the check-out process:

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

Additional Information

- Graduating seniors and May Term residents residing in the residence halls will receive special information on their check-out deadline.
- If you are graduating, leaving the University, or not returning as a student, you may request a refund of any unused CatCash in your account by submitting a request to the Bobcat Card Office (located in the MSU). You may contact the Bobcat Card Office at 478-445-2273.

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