Ready to move out? Please do the following:

- Pack/remove your belongings
- Clean your room/suite/apartment
- Return furniture to original position
- Close windows; open blinds/shades
- Turn out lights/lock the door
- Return key in Express Check-Out Envelope in building lobby/Area Desk

*Baumhart on 4th Floor by RD Office

If you have questions about checking-out, please contact your Resident Assistant.

Moving Carts and Vacuums

Courtesy vacuums and moving carts are available at Hall/Area Desks. Bring a photo ID to check-out these supplies. Be courteous of your neighbors and return these items as soon as you are done or within 30 minutes.

Think Green & Give

If you have lightly used items that you no longer need, bring them to the designated location in your Building/Area to donate. If you see something in a Think Green & Give area that you want, take it. May 1 – May 9

Cleaning

Students are responsible for cleaning their room/suite/apartment before moving out. If excessive cleaning/trash removal by staff is necessary, a cleaning fee may be assessed.

Mail and Packages

Students no longer residing on campus should forward their mail. Please contact the Mail Room for more information.

MicroFridges and Lofts

Students who lofted/bunked their beds or who rented a MicroFridge (Lake Shore only) from uandss.com should do the following:

- MicroFridge*: Unplug, defrost, clean *Refer to instructions emailed by USS
- Loft/Bunk: Leave it in your room; we’ll take care of the rest!

Summer Housing

Students who have applied/been approved for Summer Housing (Session A, C, and WTC) may remain in their room until moving to their summer room. If you are planning to stay between spring and summer contracts, be sure to submit an Extended Stay Request.

Most summer residents will move on the weekend of May 14 – 15 but some may need to move earlier or later and will be notified.

Extended Stay

The Extended Stay Request Form is available through our website: LUC.edu/reslife

Extended Stay Requests are due to our office by 9:00AM on Wednesday, April 13, 2016. Approvals/denials granted by 5PM, April 13.

The latest approved departure date for Extended Stay is Saturday, May 14 at 10AM.

Parking and Elevators

Please keep in mind that during Move-Out, campus is busy and has limited parking. Portions of Wabash, Loyola, North Shore, Winthrop, and Kenmore Ave will be Loading Zones. If you’re not actively loading, please park elsewhere. Elevators will also be busy; do not hold doors or impede operation. Please plan ahead and be respectful of your peers and our Loyola neighbors.

In order to create an atmosphere conducive to studying, 24-hour Quiet Hours will be enforced during final exams. May 1 – May 8

Summer Storage

Residence Life does not offer summer storage, however, we have partnered with University and Student Services to offer discounted rates on moving and storage for Loyola students. Students who wish to store their belongings should visit: uandss.com

Damages and Charges

Students may be charged for any damages which occurred during their occupancy. The cost of these damages will be outlined in a notice sent to the student’s LUC.edu email address when the eCR is submitted by staff. Some typical charges are outlined below:

- Improper Check-Out: $100.00
- Lock Change*: $150.00
- Cleaning: $50 - $225

*Keys not returned by May 9 (May 14 for Extended Stay) will be considered lost.

Meal Plans and Bulk Buy

Have extra Dining Dollars? Contact Aramark for information about Bulk Buy Discounts. marlow-ashley or chastain-amanda@aramark.com

Summer Improvement Projects

Residence Life will be undertaking several improvement projects during the summer, including replacement of campus laundry equipment. Stay tuned for more updates!

Thank You

Thank you for sharing the past year with us. Good luck on finals! Congrats graduates!

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, April 13</td>
<td>Extended Stay Requests are due by 9AM; Residents will be notified of their Extended Stay Status by 5PM</td>
</tr>
<tr>
<td>May 2-7</td>
<td>Finals Week: Students should move-out within 24 hours of their last final</td>
</tr>
<tr>
<td>Sunday, May 8</td>
<td>Last day for All-Access Plan meal swipes; unused Dining Dollars expire on Friday, May 13</td>
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<tr>
<td>Monday, May 9</td>
<td>Move-Out Day: Students not approved for Extended Stay must move out by 12PM</td>
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<tr>
<td>May 9-13</td>
<td>*Pre-registration/approval is required; refer to Extended Stay information above</td>
</tr>
<tr>
<td>May 10-13</td>
<td>Commencement Week (Visit LUC.edu/commencement for more information)</td>
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<tr>
<td>Friday, May 13</td>
<td>Commencement Ceremonies: Congratulations, Graduates! (See schedule online)</td>
</tr>
<tr>
<td>Saturday, May 14</td>
<td>Residents* will be notified by email on or before this date of any Damage/Improper Check-Out Fees</td>
</tr>
<tr>
<td>May 14-15</td>
<td>*Appeal information and due date will be included in the email (Appeal decisions are final)</td>
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<tr>
<td></td>
<td>*Extended Stay students will be notified after they move</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Residence Halls Close: All students not participating in Summer Housing must move out by 10AM</td>
</tr>
<tr>
<td>Loyola University Chicago</td>
<td>This is the latest approved departure date for Extended Stay</td>
</tr>
<tr>
<td>6333 N. Winthrop Ave.</td>
<td>Baumhart and Fordham remain open to approved Summer Residents assigned to those buildings</td>
</tr>
<tr>
<td>Chicago, IL 60660</td>
<td>Summer Housing Transition: Most Summer Housing Residents will move to their summer room on May 14-15</td>
</tr>
<tr>
<td>P: (773) 508-3300</td>
<td>Please refer to your LUC.edu email for more information regarding the Summer Housing transition</td>
</tr>
<tr>
<td>F: (773) 508-3311</td>
<td><a href="mailto:res-life@LUC.edu">res-life@LUC.edu</a></td>
</tr>
<tr>
<td>LUC.edu/reslife</td>
<td>Preparing people to lead extraordinary lives.</td>
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