Greetings!

We are moving swiftly toward the end of the academic year, which signals the time to start thinking about moving out of your residential communities. You are encouraged to review the following information and plan accordingly to ensure a smooth departure and check-out process.

**IMPORTANT ANNOUNCEMENTS**

**MIDNIGHT BREAKFAST**
The annual Midnight Breakfast will be held at University Commons on Monday, May 4, 2015 from 10:00 p.m. to midnight.

**24-HOUR QUIET HOURS**
24-hour quiet hours begin at **10:00 p.m. on Monday, May 4, 2015** and will continue through **5:00 p.m. on Sunday, May 17, 2015**. Quiet hours are intended to provide an atmosphere conducive for all community members to study and sleep during the final exams period. Residents and their guests who violate quiet hours are subject to immediate removal from the residential area. The Office of Residential Life defines 24-hour quiet hours as the following:

- Community space (such as hallways, floor living rooms, lounges, quads, etc.) should be kept free of noise that would disturb students who are studying.
- Noise in students’ rooms should be kept to a necessary minimum (with doors closed) to promote the quiet study of other students.

**STUDENT MEAL PLAN**
The last day for the student meal plan will be dinner on Saturday, May 16, 2015. Information about what dining facilities will be open after Wednesday, May 13, 2015 will be emailed out at a later date.

**LATE STAY REQUESTS**
All residential students are required to vacate their residential assignment 24 hours after the completion of their last final exam or by 1:00 p.m. on Wednesday, May 13, 2015 (whichever one comes first). The only exception is students who are graduating or who have requested and been approved for a late stay.

Students who are graduating DO NOT need to submit a late stay request (this includes students graduating from Hillyer College). The Office of Residential Life has received a list from the Registrar’s Office of those students who are graduating and will refer to this list while conducting our closing inspections. Anyone graduating will be expected to vacate their current housing assignment by no later than 5:00 p.m. on Sunday, May 17, 2015.

Any student who is not graduating and has a legitimate reason or need to remain on campus (i.e. need to work on campus, participating in commencement exercises, etc.) beyond 1:00 p.m. on Wednesday, May 13, 2015 must submit a late stay request. All requests are due by **3:00 p.m. on Wednesday, May 6, 2015**.

Late stay requests must be submitted online by clicking on the link below (this link is also located on the residential life website). Once your request has been reviewed you will be notified by the Office of Residential Life by email whether you request has been approved or denied. Requests received after 3:00 p.m. on Wednesday, May 6, 2015 will be accompanied by a nightly room charge if the request is approved. There will not be a nightly room rate for those requests received in advance of the deadline.

**LATE STAY REQUEST FORM** - [https://uofhorl.wufoo.com/forms/z118d4k90lnijdt/](https://uofhorl.wufoo.com/forms/z118d4k90lnijdt/)

Anyone whose late stay is approved will be given the specific date/time they are expected to vacate their residential
space. Students graduating and any approved late stays will not be permitted to stay past 5:00 p.m. on Sunday, May 17, 2015.

Students found to be on campus without permission may be in jeopardy of losing their fall housing assignment and/or their place on any and all room change requests and waitlists. They may also be charged a nightly room rate for the amount of days they stayed on campus past the closing date.

SUMMER HOUSING

Residents who are planning to live on campus this summer must submit an online summer housing application through their Self-Service Center. If approved for summer housing, residents must follow the outlined closing procedures. The summer housing application will become available on May 4, 2015.

Details about summer housing will be provided to those residents who have been approved which will include when and how you transition to your summer housing assignment. Further information about the summer housing process can be found online at http://www.hartford.edu/res_life/apply_housing/seasonal_housing.aspx#Residential Life.

RESIDENTIAL CLOSING TIMELINE

- Residence halls and apartment communities will close to students not receiving May degrees on Wednesday, May 13, 2015 at 1:00 p.m. Resident students not graduating are required to move out 24-hours after their last final exam or Wednesday, May 13th at 1:00 p.m. (whichever comes first).

- Any non-graduating students must receive approval from the Office of Residential Life before Wednesday, May 6, 2015 at 3:00 p.m. to remain in their residential assignment past 1:00 p.m. on Wednesday, May 13, 2015. Any approved late stay requests will be notified if their request has been approved or denied and will also be notified of the date they need to check-out (NOTE: No student will be permitted to stay past 5:00 p.m. on Sunday, May 17, 2015).

- Students receiving a degree in May 2015 are permitted to remain in their residential assignment through 5:00pm on Sunday, May 17, 2015. All residential areas for graduating students and approved late stays will close promptly at 5:00 p.m. on Sunday, May 17, 2015.

RESIDENT CHECK-OUT PROCESS

Students should first discuss damage and cleaning responsibilities with roommate(s) in advance of their departure from campus. Prior to completing the check-out process students are expected to remove all personal belongings from their rooms/common areas and clean the room/suite/apartment thoroughly. The Office of Residential Life encourages all students to check every drawer, cabinet, closet, and space they have in your room/apartment/suite to ensure you have removed your belongings. Any items that you or your roommates have left behind will be immediately discarded after your check-out and you may be billed for the cost of the removal of these items.

When a student wants to checkout they will proceed to their assigned checkout location (listed below) and will complete the checkout process with the RA(s) who will be stationed at these locations from 10:00 a.m. to 7:00 p.m. (after 7:00 p.m. you will contact an RA by calling the RA on Duty phone number for your residential area listed in this document below). During the checkout process the RA will give you the opportunity to review your Room Condition Report and will then have you turn in your keys and complete a checkout envelope. Students who do not turn in their assigned key or who turn in a key that does not have the assigned key code they were issued when they checked in will fill out an additional form and be charged for a lock change.

CHECK-OUT LOCATIONS:

A Complex (Andrews, Barlow, Crandall, & Olmstead):
B Complex (Reeve, Beecher, Stevens, & Warner):
C Complex (Poe, Willard, Malcolm X, & Dubois):
D Complex (King, Smith, Occum, & Roth):
E Complex (Bushnell, Garvey, Hillyer, & Whitney):
F Complex (Gallaudet, Barnard, Webster, & Stowe):
Hawk Hall:
Regents Park:
Park River:
Village Apartments:

Barlow 1st Floor Programming Space (off of lobby)
Beecher 1st Floor Programming Space (off of lobby)
Willard 1st Floor Programming Space (off of lobby)
Smith 1st Floor Programming Space (off of lobby)
Hillyer 103 (RD & RA Office)
Hillyer 103 (RD & RA Office)
Hawk Hall 103 (RA Office)
Fireside Lounge (1st Floor of Regents Park)
3rd Floor Park River RA Office
VA 7105
Residents can check out of their room assignment beginning Tuesday, May 5, 2015 at 10:00 a.m. Staff will be available to check students out daily during the times listed below. Between the hours of 7:00 p.m. to 10:00 p.m. students will be able to checkout with the RA(s) on Duty. Students who are looking to checkout during this time frame should contact the RA by calling the RA on Duty phone number that is listed in the section below.

**AREA CHECK-OUT HOURS:**

- **May 5th to May 12th:** 10am to 10pm
- **May 13th:** 10am to 1pm (residential facilities close to students not receiving May degrees and not approved for a late stay)
- **May 14th – May 17th:** Students graduating or authorized by residential life to stay late will receive an email on May 13th notifying them of the check-out hours for graduates and late stays.

The Office of Residential Life will be available for student check-outs Monday through Friday from 8:30am to 4:30pm only.

Residents must check out of their assignments within 24 hours of completing their last final or by 1:00pm on Wednesday, May 13, 2015 (unless graduating or approved to stay late) and must return their keys directly to a residential life staff member at our check-out locations or in the Office of Residential Life. **Failure to adhere to either of these policies may result in loss of fall housing assignment and/or their place on any and all room change requests and waitlists.**

Students must check-out with an Office of Residential Life Staff member via the check-out process. Students who fail to complete the check-out process as outlined in this document will not be eligible to appeal any damage charges they may receive and will be charged for a lock change. **All keys (with your assigned key code) must be turned in during the check-out process out to avoid being charged a lock change fee.**

**RA ON DUTY PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Area</th>
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<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>A Complex</td>
<td>860.550.3492</td>
<td>E Complex</td>
<td>860.508.9984</td>
</tr>
<tr>
<td>B Complex</td>
<td>860.550.4128</td>
<td>F Complex</td>
<td>860.508.9984</td>
</tr>
<tr>
<td>C Complex</td>
<td>860.550.4264</td>
<td>Village Apts.</td>
<td>860.550.3139</td>
</tr>
<tr>
<td>D Complex</td>
<td>860.508.9885</td>
<td>Regents Park</td>
<td>860.550.2928</td>
</tr>
<tr>
<td>Hawk Hall</td>
<td>860.331.6841</td>
<td>Park River</td>
<td>860.550.3109</td>
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**DAMAGE BILLING**

At the conclusion of closing all facilities staff will assess each residential space for damage, vandalism, and trash. It is the expectation of the University of Hartford that students upon check-out will return their residential housing assignment to the same condition it was in when they originally moved in. While conducting these assessments staff are inspecting these spaces to assess the condition of each residential housing assignment, as well as to determine if there is any damage or vandalism that is beyond normal wear and tear.

While conducting these assessments if damage or vandalism are discovered in a student space or if a unit is left in a dirty or unsanitary condition damage charges are applied to the student accounts of those students who were assigned to that space. If the damages are in a specific room then the charges are applied to those students who resided in that room. Damages that are discovered in a living room, bathroom, or another common space will be charged to all the students who resided on that specific floor, apartment, or suite.

In situations where we are able to determine who the individual is that caused the damage or if the individual comes forward, the charges associated with the damage are applied to that individual persons account instead. If a specific student or group of students would like to take responsibility for any damage, vandalism, or trash in their room/living area email your Resident Director or reslife@hartford.edu from your University of Hartford email account notifying us that you are accepting responsibility.

If a damage charge is applied to your student account you will receive an email to your University of Hartford email inbox by no later than June 15, 2015. Students who complete the check-out process and who feel a damage charge is unwarranted or they have evidence they did not cause the damage, are encouraged to submit an online damage
appeal. All damage appeals are due by June 25, 2015 and will only be accepted online and from you the student directly.

Information about the damage billing process has already been emailed to each residential student individually and will continue to be emailed prior to the June 25th deadline.

**ITEM DONATION/COLLECTION**

The University is working with Habitat for Humanity ReStore to take your unwanted items and find them a new home. They will take lights, fridges, microwaves, and furniture that either you don’t want or can’t fit into your car, and will find it a new home.

Please bring your items down to the container unit between the hours of 10:00 a.m. to 8:00 p.m. from Tuesday, May 5, 2015 till Sunday, May 17, 2015. The container units will be located between the Konover Campus Center and Village Quad 7. Remember if you leave these items in your room you will be charged for their removal. You can make a difference in helping your community by donating your items.

**SUMMER STORAGE OPTIONS**

The University of Hartford does not provide students the option to store items over the summer. Often students will secure storage options at off campus storage facilities, however this year we have partnered with New England Student Services and The UPS Store in West Hartford, Connecticut. Below is the contact information for each of these two agencies:

New England Student Services – [www.nestudentservices.com](http://www.nestudentservices.com) / support@nestudentservices.com / 401-405-0920
The UPS Store – [store2391@theupsstore.com](mailto:store2391@theupsstore.com) / 860-231-0037

The two storage options above have worked with our students in the past and will coordinate with students a time and location to store and ship items to them directly.

The UPS Store will be on campus outside of University Commons on the following dates/times:
- Tuesday, May 5th from 11:00 a.m. to 3:00 p.m.
- Wednesday, May 6th from 11:00 a.m. to 3:00 p.m.
- Monday, May 11th from 11:00 a.m. to 3:00 p.m.
- Tuesday, May 12th from 11:00 a.m. to 3:00 p.m.
- Wednesday, May 13th from 9:00 a.m. to 1:00 p.m.

**QUESTIONS?**

If you have questions contact an RA, RD, or the Office of Residential Life. Our office can be reached at 860.768.7792 between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday or via email at reslife@hartford.edu.