Greetings Belk and Graham-Hewlett Residents,

While it may be hard to believe, finals are just a few weeks away and, before you realize it, you will be moving out to pursue your summer adventures. To have a successful and charge-free move out you need to fully read the check-out details below and follow the instructions presented in your closing floor meeting.

Closing Floor Meeting
Because of the detailed nature of closing, we provide closing meetings on every floor to go over each step of the process and provide an opportunity to ask questions. You are expected to attend a closing floor meeting as you are responsible for the content shared at the meeting. Your RA will share the date and time of your floor’s meeting. If you are unable to attend your RA’s meeting, please reach out to your RA and ask for the date and time of another RA’s meeting.

Closing Deadlines
Residents are expected to check out with a Resident Assistant **24-hours after their last final or by 3pm on Friday, May 7, 2021**, whichever comes first. Those who have extenuating personal circumstances can request a Late Stay through their Resident Coordinator (RC). Requests for extended stays must be made by 12:00 p.m. on Tuesday, May 4, 2021. I will review your request and communicate whether or not your request is approved within three business days of your request. Residents who are graduating or assisting with a graduation ceremony will still need to make a request for an extended stay, but are automatically approved. Residents approved for an extended stay must check out on or before 10am on Sunday, May 9, 2021. If you are requesting to stay late, please fill out this form: https://forms.office.com/r/BP7zUUwLpb.

Check-out Sign-up
Residents will need to schedule a check-out appointment with an RA using the link in a subsequent email that will be sent this week. You must **schedule an appointment at least 48 hours in advance** of your desired check-out time. You must be available and present in your space for the appointment. While you are booking a specific check-out time, keep in mind staff may be running from appointment to appointment. Pick a time where you are available for up to a 30 minute period should they run behind. Please contact RA in advance if you have any questions about this process.

Check-out Process
Once your personal items have been completely removed from your living space, a Resident Assistant will come to your room at your scheduled check-out appointment time to conduct the check-out process. During the check-out the RA will ensure your personal items are removed, that your space is clean and that it is free of damage. If you are not prepared (all personal items removed and the space cleaned), staff member will stop the check-out process until it is properly prepared. Roommates need to communicate and develop a plan for how they will clear and clean all shared/common spaces. Cleaning supplies are available for check out at Belk and Graham-Hewlett desks.

You will need to finish your check out by returning your room key to the front desk and completing the yellow card you filled out upon receiving your key.
Trash, Recycling and Item Donations with “Closet Cleanout”
Should you have new or gently used items such as clothes or food then we hope you consider donating it. **UNCW Closet Cleanout**, a collaboration between your Sustainability Stewards, Catholic Campus Ministry, Office of Student Leadership & Engagement, and Residence Hall Association takes new and gently used items to be repurposed to assist those in need. Non-perishable food and clothing items may be donated at the boxes in Belk and Graham-Hewlett. Other donations can be left in the “Closet Cleanout Donation” PODS. Donation bags will be distributed by the RA and service desks for any clothes, shoes and beddings.

For trash, large roll-off containers are distributed around the residential areas to handle large items and the large volume of trash. We ask that you place move-out trash in these dumpsters. Recycling will be handled similar to the regular academic year.

**Summer Housing Information**
The online application for Summer Housing is open. Summer Housing will be in Seahawk Crossing. Summer Session I move-in will be on Sunday, May 16. Additional details about Summer Housing can be found at [https://uncw.edu/housing/students/summer-housing-information.html](https://uncw.edu/housing/students/summer-housing-information.html). If you need housing between spring closing and opening of summer housing, you can request transition housing using the Extended Stay link above.

Thank you,

**Kelly Hook, M.Ed.**
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