Greetings Pelican 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 send you information about your closing floor meeting and I will send an email out later this week with all of the RA closing meetings, in the event you aren’t able to attend your RA’s meeting.

Closing Deadlines
Residents are expected to check out with a Resident Advisor 24-hours after their last final or by 3pm on Friday, May 7, whichever comes first. Those who have extenuating personal circumstances can request a Late Stay. Requests for extended stays must be made by 12:00 p.m. on Tuesday, May 4. I will review your request and communicate an approval or not approval within a three business days of your request. Residents who are graduating or assisting with 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 12. If you find yourself in a situation where you would need to stay later than Friday, May 7, please email me so I can send you the Late Stay and Transition Housing Request Form.

Check-out Sign-up
Residents will need to schedule a check-out appointment online here. You must schedule an appointment at least 24 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. You can have up to 2 additional people, who can be family members or others, assist you in moving out during your 60 minute time slot. You will check in at the front desk and let the desk know they are there to help you move out.

Room Check-out Process
Once your personal items have been completely removed from your living space at the time of your scheduled check-out appointment, you will need to go to the front desk with your room key and completed move out checklist to check out. The Desk Receptionist will have you complete the proper checkout paperwork, verify you haven’t left any items in your space, and collect your key. Later that evening, a Resident Advisor will come to your room to ensure your personal items are removed, that your space is clean, and that it is free of damage. If you have left any items or if there is any damage, you will be charged based on the amount of items left behind and the damage. Roommates need to communicate and develop a plan for how they will clear and clean all shared/common spaces.

DO NOT REMOVE COMMAND STRIPS! Our facilities team will be removed those after you are checked out of the space. You will not be charged for leaving the command strips on the wall, but you will be charged for any damage resulting in not properly removing the command strips.
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 front desk in bags. 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 opens on April 1. 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 Late Stay and Transition Housing Request form, so please email me so I can send you that form.

Lastly, you can review this information on your bulletin boards. Again, be sure to attend your RA’s closing meeting with any questions you have.

Ileana Garcia

Ileana Garcia, M.Ed.
Residence Coordinator, Pelican Hall
She/her/hers
910-962-0628
UNC Wilmington - Department of Housing & Residence Life
Love Where You Live

---

*Emails sent and received in the course of university business are subject to the N. C. Public Records Act (N.C.G.S. §132-1 et seq.) and may be released to the public unless an exception applies.*