Greetings Sandpiper 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. The meeting dates/times/locations will be shared with you by your RA. If you do not have an RA, you will still receive an invitation to one of these meetings.

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 through their Residence Coordinator (RC). Requests for extended stays must be made by 12:00 p.m. on Tuesday, May 4. I will review your request and communicate whether or not you were approved within three business days of your request. Residents who are graduating or assisting with the 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.

Here is the form you will need to fill out to request a late stay: https://forms.office.com/r/BP7zUUwLpb

Check-out Sign-up
Residents will need to schedule a check-out appointment online at SIGNUPGENIUS. 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. Please contact your RA in advance if you have any questions about this process. You are expected to sign up with your specific RA but after reviewing their availability you do not find an appointment that fits your schedule, contact your RA and they will help connect you with another staff member to sign up with them. Your specific RA will send you a personal link to their schedule. If you do not have an RA assigned to your pod, you will receive a link from your Residence Coordinator. An Express Checkout option will be made available to you at the front desk to fill out in lieu of a check out appointment with your RA if you are willing to waive your right to explain, dispute, or appeal any charges that you may accrue when housing staff assess your room after you turn in your key and leave.

Room Check-out Process
Once your personal items have been completely removed from your living space and you have cleaned the empty room, a Resident Advisor 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), your RA will stop the check-out process until your room is clean and empty. Roommates need to communicate and develop a plan for how they will clear and clean all the room.
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, and the Office of Student Leadership & Engagement takes new and gently used items to be repurposed to assist those in need. Non-perishable food and clothing items may be donated in the lobby of Sandpiper. Other donations like furniture can be left in the “Closet Cleanout Donation” PODS located outside. **Furniture must be placed directly into the PODS, NOT placed in the lobby.** Donation bags will be available at the front desk for clothing donations and furniture Pod locations will be displayed on flyers that will be posted in the lobby.

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. DO NOT leave your trash in any bathrooms, study rooms, lounges, in the lobby or hallways, etc. Trash needs to be disposed of properly.

**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. If you need housing between spring closing and opening of summer housing, you can request transition housing using the Extended Stay link above.

_Caitlin Grindall, M.Ed._
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_I'm an Ally, are you?_