IMPORTANT UNIVERSITY VILLAGE CLOSING INFORMATION

As the semester comes to a close, Residence Education and Housing Services extends best wishes to you as you prepare for your finals!

Below you will find important spring closing information and all you need to know about move-out. If you have any questions, please visit your service center.

UNIVERSITY VILLAGE CLOSING
University Village Apartments will be closed and locked on **Friday, May 2 at 8 p.m.** Plan to leave your apartment within 24 hours of your last final unless you have been granted a “Late Stay.” To apply for “Late Stay” go to iLiveOn/MyHousing at [www.liveon.msu.edu](http://www.liveon.msu.edu) and complete the form.

BEFORE YOU LEAVE
Please be aware that all on-campus residents must complete the pre-checkout process and provide a mail forwarding address to receive mail this summer. The process can be completed at [https://liveon.msu.edu/iliveon/login.html](https://liveon.msu.edu/iliveon/login.html) by clicking the “Begin the check-out process and/or request a May late stay” link.

You are expected to leave your apartment in **move-in condition** meaning that it should be as clean as it was when you moved in. Your apartment must be left in clean condition, including:

- Walls, floors, closet
- Fixtures, doors, windows, furniture
- Bathrooms
- Empty and clean refrigerator
- Empty and clean cupboards

The most common charges are due to failure to clean (dirty bathrooms, dirty kitchens), wall paint and damages. Your student account will be charged for cleaning and damages. Do not forget to:

- Check to be sure you have all your personal items
- Close your window, lower the blinds, turn off the lights
- Lock your door (bedroom and apartment)
- Check out at designated location

CHECK OUT
**Everyone is required to check out in person!** Failure to check out properly may result in charges for lock changes and mail not being forwarded. Your end of year check out card and change of address card are included in your check out packet at the designated check out area. Please turn in all items when you are ready to leave.

Please present your:

- MSU ID
- Apartment key, mailbox key, loaner key (if applicable)
- Any building keys key
- Loaner access cards (if applicable)

RESIDENTIAL DINING FINALS WEEK HOURS AND LOCATION
Please visit [www.eatatstate.com](http://www.eatatstate.com) for actual meal times and locations during Finals Week. **All dining halls will be closed at 2 p.m. on Friday, May 2** (with the exception of Riverwalk Market at Owen Hall which closes at 7 p.m.).
SPARTY’S FINALS WEEK HOURS
Please visit www.eatatstate.com for Sparty’s Finals Week hours.

QUIET HOURS
24-hour quiet hours will be in effect from 8 p.m. on Friday, April 25 through 8 p.m. on Friday, May 2.

BICYCLES
Bikes must be removed from indoor bike racks prior to check-out and outdoor bike racks by Monday, May 5. Bikes that are not removed will be impounded by the MSU Police.

SUMMER STORAGE
Store your belongings with the MSU Surplus Store and Recycling Center. For more information, visit www.msustorageservices.com or call 517-355-0364, Monday – Friday, 8 a.m. – 4 p.m.

STAYING IN UNIVERSITY VILLAGE THIS SUMMER
If you have a lease to stay in University Village for Fall 2014, you may stay in an assigned University Village apartment at a rate of $690 for the duration of the summer. Contact Kevin O’Donnell at odonne82@rhs.msu.edu to make arrangements.

PARKING
Starting Monday, April 28 through Monday, May 5, MSU Police will not enforce parking permit requirements for the lot around University Village. This will help as you move out, especially if you will need to use a non-registered vehicle for moving assistance. Beginning Friday, April 26, lots 91, 89, 83 and 75 are available for free for unregistered vehicles throughout the summer.

PACK UP. PITCH IN. HELP OUT.
April 14 – May 7, recycle and donate items for spring move-out. See the Pack Up, Pitch In, Help Out. 2014 guidelines for details, or go to www.liveon.msu.edu. Food (unopened and non-perishable), shoes, clothing and household items (in good working order) may be donated. Please recycle paper, plastics, glass and metals at the standard recycling stations.

STUDENT STAFF PAYCHECKS
Take self-addressed envelope(s) to the location where you pick up your paycheck. See your supervisor if you have any questions.

U.S. MAIL
Update your address with all the companies that you conduct business with. Only first class mail will be forwarded — complete the mail forwarding form included in closing packet.

BOOK BUYBACK
Spartan Bookstore — Book Buyback for 2014 Spring Semester

Hours:
- Friday, April 25, 10 a.m. – 3 p.m., Brody
- Monday, April 28, 10 a.m. – 4 p.m., Brody & Hubbard
- Tuesday, April 29, 10 a.m. – 4 p.m., Brody, Hubbard, Holden
- Wednesday, April 30, 10 a.m. – 4 p.m., Brody, Hubbard, Holden, Snyder
- Thursday, May 1, 10 a.m. – 4 p.m., Brody, Hubbard, Holden, Snyder
- Friday, May 2, 10 a.m. – 3 p.m., Brody

Thank you for Living On! Have a safe and fun summer.