

IMPORTANT **RESIDENCE HALL** MOVE-OUT 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 residence hall move-out. If you have any questions, please visit your hall's Service Center.

HALL CLOSING

Halls will be closed and locked on **Friday, May 5, at 8 p.m. Owen Hall law students may stay until May 13.** Plan to leave the hall within 24 hours of your last final unless you have been granted a "Late Stay." To apply for "Late Stay" visit liveon.msu.edu/iLiveOn.

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. Visit liveon.msu.edu/iLiveOn, log in, and click "Begin the Checkout Process" to complete pre-checkout.

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

- Walls, floors, closet
- Fixtures, doors, windows, furniture
- Bathrooms (if applicable)

Beds must be reassembled and in the room. You do not need to reloft your beds, but all bed parts must be within your room to avoid charges. Current single rooms should have one set of furniture and current double rooms should have two sets of furniture.

The most common charges are due to failure to clean and reset your room, dirty bathrooms, 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 and lock your door
- Check out at designated location
- Remove all trash to the appropriate area

RESIDENTIAL DINING FINALS WEEK HOURS AND LOCATION

Please visit eatatstate.com for meal times and locations during Finals Week.

All dining halls will be closed at 2 p.m. on Friday, May 5 (with the exception of Riverwalk Market at Owen Hall, which will close at 7 p.m.). Brody Square will reopen at 5 p.m. and be cash only. (If you have any dishware, glasses, silverware, etc., from the dining halls, please return them as soon as possible. No questions asked!)

Parents and families are invited to dine in the residence halls (with the exception of Riverwalk Market at Owen Hall) **free of charge from Wednesday, May 3 through Friday, May 5 until 2 p.m.**

SPARTY'S FINALS WEEK HOURS

Please visit 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 28 through 8 p.m. on Friday, May 5.



BICYCLES

Bikes must be removed from bike rooms prior to checkout and outdoor bike racks by Sunday, May 7. Bikes that are not removed will be impounded by the MSU Police.

SUMMER STORAGE

MSU has recently partnered with Two Men and A Truck to offer moving and storage services to students during summer break. A discounted rate is available May 1 – Sept. 30, 2017. Services include scheduled pick-up and drop-off times at residence halls, free delivery of box kits prior to the move date and safe, secure, climate-controlled storage. For more information, visit liveon.msu.edu.

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
- Room key and/or loaner key (if applicable)
- Lounge key, bike room key, bathroom key (if applicable)
- MSU issued linen (if applicable)
- MSU issued mattress pad (if applicable)
- Temporary meal passes and/or loaner access cards in your possession

PARKING

Starting Monday, May 1, 20-minute parking is available in the parking loops for residents who are in the process of moving (a parking attendant will be working during busy move-out time). Vehicles parked longer than 20 minutes that are not actively engaged in loading may be ticketed. Beginning Saturday, April 29, lots 91, 89, 83 and 15 are complimentary (won't require a permit). these lots will continue to be complimentary throughout Summer 2017 Semester. Permits will be required starting at 7 a.m. on the first day of Fall 2017 classes.

PACK UP. PITCH IN. HELP OUT.

Recycle and donate items for spring move-out. Learn more about Pack Up. Pitch In. Help Out. by visiting liveon.msu.edu. Food (unopened and nonperishable), shoes, clothing and household items (in good working order) may be donated. Look for lobby drop-off locations. Check your hall bulletin boards for donation locations for wood, furniture, futons, electronics and carpet.

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. We are unable to ship to international addresses.

We look forward to seeing you in the fall!