

## SPECIFIC GRADUATION WEEKEND INFO

**Schedule Your Check-out at the link sent by your RD by May 2nd at 12pm.** After signing up you will receive a confirmation email. If you need to change your appointment time, you should cancel your original appointment at [messiah.edu/moveinmoveout](http://messiah.edu/moveinmoveout) and sign up for a different time through Wednesday, May 8. After May 8, please change your check-out time as needed **and** notify your RD that you have done so. Check-out times can only be changed up to 24 hours before the time you've signed up for.

ALL Residence Halls/Apartments/Houses will close at 10am on Sunday, May 12.

### WEEKEND CHECK-OUT HOURS

**Saturday, May 11**— Afternoon and evening **Sunday, May 12**—8am-9:45am  
Summer workers are to check out of their current space between 6pm and 9pm Saturday, May 10.

**Traffic** – Please anticipate long traffic lines and parking will be limited. We strongly encourage seniors to pack their vehicles **prior** to commencement to expedite the moving process. Seniors may also check out of their housing prior to commencement weekend if they so desire.

**Staying on Campus is a Privilege**—all policies apply until you have graduated and moved off-campus. Drinking on or off campus before then could result in forfeiting the privilege to live on campus, and could compromise a senior's ability to participate in graduation ceremonies.

**Packing**—Packing ALWAYS takes longer than you expect. To allow more time for commencement activities we recommend packing & cleaning before Sat. May 11.

**ALL CAMPUS HOUSING CLOSES AT 10:00 AM on SUNDAY, MAY 12**

## CHECK-OUT

[ important dates ]

- April 29 - May 9** Storage access begins (7-9pm each night)
- May 2** Last day to sign-up for a check-out appointment (8am)
- May 3** Last day of classes
- May 5** 24-hour quiet hours begin at 8am and end 5pm on May 9
- May 6 – 9** Final Exams
- May 9** Halls close at 5pm for non-grads
- May 11** Commencement
- May 12** Apartments/Houses/Halls close at 10am

- 
- August 23-26** Welcome Weekend/Orientation
  - August 27** First day of classes

## 2024 CHECK OUT INFORMATION

**When you check-out, your room or apartment should be clean and empty.** No items should be in the hallway. See your check-out door tag for specific instructions of what to do to prepare for check-out. You and your roommate(s) should divide the cleaning responsibilities so that the last person is not left to do all the cleaning. If tasks are not fully completed when a member of Residence Life staff reviews your RCI/ACI/HCI, you and your roommate(s) will have to complete listed tasks before fully checking out.

Unless you are a graduating senior, you are expected to move out 24 hours after your last final. If there is a legitimate reason you need to stay beyond that, please fill out an Extended Stay Form ([www.messiah.edu/ExtendedStay](http://www.messiah.edu/ExtendedStay)).

### USING THE LINK SENT BY YOUR RD

- Sign up for an appointment with your RA by 12 pm on May 2.
- **Even if you are leaving at the same time as your roommate, please sign-up for a separate appointment.**
- After signing up you will receive a confirmation email with a link that allows you to cancel your appointment. To change your appointment you'll need to cancel and then re-sign up.
- Changes may be made online through May 8. After May 8 contact your RD directly to make a change.

### THREE STEPS FOR CHECK-OUT –

1. Sign-up for a check-out time by 12 pm on Thursday, May 2.
2. Complete all tasks on the check-out checklist posted on your door. Apartment residents can request a walk-through by calling your building's On Clock number, if desired.
3. Take your room key to a key drop box and review RCI/ACI/HCI with Residence Life Staff. Note: failure to turn in your key will result in a \$75 charge.

**FURNITURE ARRANGEMENTS:** In the Residence Halls, all furniture should be pushed against the wall, with one of each item of furniture on each side. In apartments, 2 desks should be in each bedroom and all shelves and extra desk (if you have one) should be in the living room. All of the other furniture should be placed similar to how it was when you moved in.

### CHECK-OUT SCHEDULEM

- Monday, May 6 & Tuesday May, 7:** 3pm - 4:45pm
- Wednesday, May 8** 10-11:45 am, 1-4:45 pm, and 6-7:45 pm
- Thursday, May 9:** 10-11:45 am and 1-4:45 pm.

### CHECK-OUT STATIONS WILL BE IN THE FOLLOWING FOUR LOCATIONS:

- Fishbowl:** North Complex, Fry & Kelly & Special Interest Houses
- Naugle:** Naugle
- Mountain View Bridge Lounge:** South Complex & Special Interest Houses
- Witmer:** Witmer, Mellinger

After all occupants have moved out, the RD will do a final inspection. If the room/apartment does not pass final inspection and/or the resident(s) has (have) not completely followed the check-out procedures, the RD will assess any charges. All billing notifications will be sent to your Messiah email account from the Office of Res. Life and charges will appear on your billing statement from the Business Office.

## **Sustainable Move-Out**

### **Donate Items to Community Aid and Bethesda Mission**

The Office of Sustainability is partnering with Mennonite Central Committee (MCC) for sustainable move out! The MCC will have trucks in four different parking lots **May 8th through 19th from 10 AM—6 PM**. Items collected include: Clothing (including stained & ripped clothing); household items (small appliances, kitchen utensils, etc.); furniture; cardboard, books, paper, magazines; shoes; electronics; unopened food; unopened hygiene and cleaning products. All donations will benefit MCC's development, relief, and missions work around the world.

Please do not add trash, opened pantry items, or other undesirable things to the donation boxes. There will be large dumpsters available near the following buildings: Bittner, Kelly, Witmer, Miller, and Naugle.

Volunteers will also be needed to help take full donation boxes in res halls to the box trucks, so please reach out to sustainability to sign up if you have spare time!

### **POTENTIAL CONSEQUENCES**

The reality is Messiah College has 2,000+ students checking out and preparations are being made for summer conferences. To save yourself from being fined, follow the checklist that the taped to your door.

*You will be charged/fined for the following during checkout:*

- **Missing or damaged furniture.**
- **Additional cleaning needed** (floor, walls, furniture) - divide the cleaning responsibilities so the last person is not left with all the cleaning; in apartments, chargers could accumulate up to \$800 per apartment if left uncleaned
- **Room damages** (walls, ceiling, floor/carpet, door, furniture etc.).
- **Key not returned/lost-** \$75 fine.
- **Staying past the end of your checkout timeslot-** \$75 for staying past the deadline plus \$25 for every hour.
- **Storage-**if you miss the storage open hours and need to place items into storage you will need to contact the RA on-clock where you are storing. You may receive a \$25 fine for missing the open storage time.

### **VISITATION HOURS**

Same as normal during check-out  
Summer visitation hours will be communicated at required meeting

### **24 HOUR QUIET HOURS**

### **STORAGE INFORMATION**

Please read the Summer Storage Policy on the Residence Life website ([www.messiah.edu/storage](http://www.messiah.edu/storage)). Some highlights from the policy:

- Storage is a privilege and not guaranteed as availability is limited.
- Summer storage is for students who live more than 300 miles away.
- Only up to 5 boxes can be stored (7 for international students). No furniture, carpet, lumber, lofts, tires, flammable liquids or room furnishings will be stored.

- Access will not be given to storage during the summer

When does the storage process happen?

- Take belongings out of storage: Mon, April 29 or Tue, April 30, 7pm-9pm
- Put belongings into storage for summer: Wed, May 1 until Thurs, May 9, 7pm-9pm

### **Process/Procedure**

1. Complete an online Storage Request Form at [www.messiah.edu/storage](http://www.messiah.edu/storage)
2. Pick up storage labels from the Office of Residence Life (Eisenhower 166)

You will store in the building you will live in for the fall, with the following exceptions:

- **All apartments & Special Interest houses** –Store in Mellinger
- **Fall Study Abroad,** –Store where you are currently living
- **On the waiting list**—Store in your current building (Naugle stores in Bittner)
- 3. Call the RA on clock for the building you where you need to access storage.
- 4. If you miss the storage open hours and need to place items into storage you will need to contact the RA where you are storing. There is a \$25 late fee to place items in storage outside of the open hours. To avoid the fine you MUST schedule a time that works for you and your RA/RD ahead of time .

### **RA on-clock Numbers**

Bittner—x4175                      Grantham/Miller—x4176      Hess—x4198  
Fry/Oakwood—x4177              Mt. View/Solly—x4178      Naugle—x4179

### **EXTENDED STAY**

All **non-graduating students who want to stay in on-campus housing more than 24 hours past their last final must fill out an Extended Stay Request Form online by May 2:** [www.messiah.edu/ExtendedStay](http://www.messiah.edu/ExtendedStay)

Students who meet one of the criteria below will be approved for an extended stay:

1. Relative of a graduating student
2. Helping with commencement in some way
3. Summer residents are automatically placed on the extended stay list

If you would like to request to stay for another reason, **you must ask your RD to email his/her special approval to [housing@messiah.edu](mailto:housing@messiah.edu).**

### **Your Last Meal is . . .**

**Non-graduating students** – Dinner on Thursday, May 5  
**Extended Stay students**—you or your sponsor are responsible to pay for meals  
**Summer Workers** – Summer meal plans begin Saturday, May 11  
**Graduating Seniors** – Meal plan can be used through Friday, May 10;  
Continental Breakfast, Saturday, May 11

