

Dear (student name),

As hard as it is to believe it is time to begin thinking about spring closing and your departure from the residence halls. These are the guidelines of how to do that and ensure the process goes smoothly for all involved. We encourage you to read it all carefully; otherwise, you may check out incorrectly and incur fines or delays in your attempt to leave campus.

Check out steps to make sure you follow:

1. Make plans to be officially checked out of your room 24 hours after your last final or no later than 7:00pm on Friday May 13th, 2022. Only those who are graduating or have received approval from the Office of Student Housing will be permitted to stay past this time, including those actively participating in a commencement ceremony (graduating, serving as an usher, etc). Those approved for Extended Stay will need to be checked out by 5:00pm on Saturday, May 14th, 2022. If you need to request an extended stay until Saturday May 14th, 2022 you must complete the request no later than 4:30pm on Wednesday May 11th, 2022:
 - The form will open on Friday April 29 at 12PM.
 - Go to your housing self service portal in your MyMoreheadState account.
 - Log in using your MSU ID and MyMoreheadState portal password.
 - Select "Applications" at the top of the screen
 - Click on Extended Stay Request form
 - Read the Agreement
 - Sign your name in the box provided
 - Click continue
 - Answer the question
 - Click continue
 - You will receive a confirmation on the following page
2. When you are ready to check out, please make sure:
 - The room is cleaned
 - Floors are swept and mopped (do not sweep dirt and dust out into the hallway)
 - Remove all trash
 - Empty closets, desks, and drawers
 - Wipe out any dirt or dust in closets, desks, and drawers
 - Beds are un-bunked and furniture is properly assembled (there will be a charge for beds that are left un-bunked or taken apart).
 - All personal belongings are removed and unwanted items are taken to the dumpster
 - The door is locked
3. When you are ready to turn in keys and leave campus, you will use an express check out envelope located at the front desk to return your keys. Express envelopes can be found at the front desk of your building. When you are ready to leave, lock your room door, put your keys in the envelope, seal it, fill out the information and turn it into the white drop box next to your hall office.

4. In an effort for the Office of Student Housing to be as transparent as possible below are charges that can be easily avoided:
- Improper check out cost: \$100
 - How to avoid: Use the express envelope to notify staff of your departure and return keys.
 - Lost keys \$150:
 - How to avoid: return both room and mailbox keys
 - Cleaning charge: \$50 per hour
 - How to avoid: Sweep and mop your room/bathroom. Clean out the sinks, wipe off counters, etc.
 - Un-bunked beds charge: \$50
 - How to avoid: Un-bunk the beds
 - These are not the only fees that can be charged, but are the most frequent and easy to avoid.

Best of luck as we prepare to close out the spring semester and begin a hopefully relaxing summer!

Dr. Alan M. Rucker
Director
Office of Student Housing