

ELMIRA COLLEGE

OFFICE OF RESIDENCE LIFE

May 6, 2024

Hello everyone,

Hope you are having a happy Term III and getting ready for summer. Please see below the guidelines for the End of Year Move Out process.

All students not graduating have 24 hours after their last final to move out.

All students not graduating must move out by noon on Thursday, May 16 at the latest.

All seniors and graduating students must move out by Sunday, May 19 at 5:00 p.m.

To Move Out:

Move outs will happen between Thursday, May 9 - Thursday, May 16. Students have two options for their move out process:

- **Room walkthroughs:** you **must** sign up for an appointment here: [Scheduling a Walkthrough](#). You will be able to return your key and do a walkthrough of your room. This is the only way you can appeal any damage charges you may receive. If you have a roommate, you may choose to sign up for a timeslot together. Please note your room must be completely cleared in order to schedule a walkthrough, especially any wall decorations in order for us to perform an accurate assessment of your room.
- **Express checkout:** once you are completely moved out, you **must** drop off your key in the drop box at the Information desk in the Campus Center prior to leaving campus. Envelopes will be provided at the drop box. Be sure to write your name and room number on the envelope before dropping it in the box. With express checkout, you will forfeit the option to appeal any room damage and/or key replacement fee, if lost.

For Seniors:

End of year closing will be from 1:00- 5:00 p.m. on Sunday, May 19 at the Information Desk in the Campus Center. Seniors may request a room walkthrough or do to express checkout. Doing the walkthrough is the only way to appeal if any damage charges. RAs and ProStaff will be in attendance completing walkthroughs, as desired. If you wish to select the express option, you simply drop off your key at the CC Info Desk prior to leaving campus before 5:00 p.m. on Sunday, May 19.

Tips For Move Out:

If you have roommates, to save time, you can sign up for walkthroughs together. Sign up as soon as possible, as availability is limited, and we may book up on a desired day quickly.

If you have a MicroFridge, you must leave it in your room so the company can pick it up after closing.

You **must** take any pets you may have on campus home with you.

You may not leave any items behind to be picked up later by another resident. Any items in the rooms will be disposed of so make sure you make arrangements with your friends prior to leaving campus.

If you are using our express checkout option, prior to handing in your key make sure:

- all belongings are moved from your room
- no trash is left behind
- windows are closed and locked
- do some light cleaning to avoid a excessive cleaning charge being added to your account
- command strips and tact is removed from walls
- report any existing damage to your RA as soon as possible

As always if you have any questions or concerns, please let us know.

Best,
Office of Residence Life
Campus Center
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