

ELMIRA COLLEGE

OFFICE OF RESIDENCE LIFE

May 17, 2023

Hello Everyone,

Hope you are having a happy Term III and getting ready for summer. Here are a few updates on end of year move outs for all student who are not seniors.

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, June 1 at the latest.

All seniors and graduating students must move out by Sunday, June 4 at 5:00 p.m.

To Move Out:

Move outs will happen between Thursday, May 25 - Thursday, June 1. Student have two options for their move out process:

- For 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.
- To utilize our express checkout option: 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, June 4 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 you are charged for damages. RAs and ProStaff will be in attendance completing walkthroughs as desired, if you wish to do the express option you simply drop off your key at the CC Info Desk prior to leaving campus.

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.

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

If you are planning on staying on campus during the summer, you must submit the summer housing form as soon as possible to ensure you are approved. Here is the form: [Summer Housing Request](#)

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

Thank you,
Office of Residence Life