



To: ALL RESIDENT STUDENTS  
From: Office of Housing and Residential Life  
Date: April 22, 2024  
Re: **SPRING SEMESTER 2024 EXITING PROCEDURES**

Please be advised that all residence areas will close for the spring semester at 7:00 PM, Friday, May 10. The Dining Hall will close at 3:30 PM on Friday, May 10.

In order to provide the best possible study environment for final exams, guests are not permitted, and twenty-four-hour quiet hours are in effect for the rest of the semester beginning April 28, 2024, at 5:00 PM.

**ALL NON-GRADUATING STUDENTS MUST VACATE THEIR ROOMS WITHIN 24 HOURS OF THEIR LAST FINAL EXAM OR BY 7:00 PM FRIDAY, MAY 10, whichever comes first.**

Please begin planning your departure arrangements now to avoid last minute travel complications. Final exam schedules are available in the Registrar's Office, Donnelly Hall Room 193, or [online](#). Your timely departure will enable the remaining students to prepare for exams in the best possible atmosphere and will also allow the residential life staff to complete closing procedures.

### EXITING PROCEDURES

**Room Check-Out:** Begin planning your departure arrangements *now* to avoid last-minute travel complications. Students are strongly encouraged to check out using the Express Check out procedure. The Express Check Out packet will be distributed by your RA. Students can return their completed Express Checkout Form and room key packet to one of the following drop box locations:

Champagnat Hall: Key Drop Box in the Champagnat lobby.

Leo Hall: Key Drop Box next to the Leo Residence Director Office.

Sheahan Hall: Key Drop Box next to the Sheahan Security desk.

Marian Hall: Key Drop Box next to the Marian Security desk.

Midrise Hall: Key Drop Box next to the parking lot exit.

Foy/Upper and Lower New Townhouses: Key Drop Box outside of Upper New H1.

Lower West Cedar Townhouses: Key Drop Box located outside of Lower West P5.

Upper West Cedar Townhouses: Key Drop Box located outside of Upper West V5.

Lower Fulton Townhouses: Key Drop Box located in the 9-block archway.

Upper Fulton Townhouses: Key Drop Box located outside of 1E.

Ward Hall: Key Drop Box located in the lobby of Ward Hall lobby.

Lavelle Hall: Key Drop Box located in the lobby of Lavelle Resident Assistant Office.

O'Shea Hall: Key Drop Box located in the lobby of O'Shea near the main exit.

McCormack Hall: Key Drop Box located in the lobby of McCormack near the main exit.

***Prior to your departure, you must do the following:***

- Clean your room! (sweep/vacuum floors & wipe down surfaces)
- Remove all trash and bring it to a trash room or dumpster. Failing to remove your trash or leaving it in common areas will result in a fine and/or priority point loss.
- Remove all rugs and bring them to the dumpsters outside.
- Ensure that all the college furniture is present and in the correct location. (A bed, mattress, dresser, desk, and desk chair for each resident)

- Remove all your personal belongings from the room prior to check out.
- Close and lock your windows.
- If you have any damage in your room, fill out a *Damage Responsibility Form* to avoid an additional fine of 25%. (available on myMarist).
- Report a lost or stolen room key to your RD.
- Drop your completed express checkout packet, including form and key(s), in the applicable drop box in your residence area.

You must inform your RA of any changes regarding your check out plans. "Check out" means you are ready to return your room key and leave. If you are unable to complete any of these tasks, please see your RA **PRIOR** to your check out. This will save you time and eliminate unforeseen issues. If any of these tasks are not completed prior to your departure, ALL roommates/ suitemates will be subject to charges for Improper Check Out and/or loss of priority points.

Students who wish to complete a supervised check out must sign up with their RD before Friday May 3, 2024. This room checkout should take place after your last exam and just prior to your departure.

**Trash:** All trash should be brought outside to the large dumpsters provided by the college. Trash should not be left in trash rooms, hallways, rooms, or apartments. Trash rooms in North End Housing will be locked beginning May 3, 2024.

**Common Area Charges:** Common area charges will be posted Monday May 6<sup>th</sup> and updated as needed. These postings will include all common area damages and cleaning fine charges separated by wing, floor, suite, building, apartment, etc. where appropriate.

**Micro Fridge Rental Return:** Campus Specialties Inc. will be picking up Micro Fridges on May 11, 2024. Please leave your Micro Fridge in your room, emptied, defrosted, and cleaned ready for pick-up. More information will be sent to those students that rented from Campus Specialties Inc.

**Summer Housing:** Limited housing is available for non-graduating, undergraduate students *involved in college sponsored co-ops, internships, students having secured full-time employment, or living an unreasonable travel distance.* Occupancy for the summer will begin Wednesday May 15 until Friday, August 2. The cost for summer housing is \$140.00 per week beginning May 20, 2024.

**Senior Week Housing:** All seniors participating in senior week are permitted to remain in campus housing and may keep their keys until Commencement Day checkout. Seniors must check out by 7:00 PM Saturday, May 18. All seniors need to follow the express check out procedures as listed above. Please contact your Resident Director for more information.

Non-seniors needing to stay on campus past 7:00 PM, May 10 for on-campus employment, travel distances, or summer housing must submit this request by Friday, May 3, 5:00 PM. Requests **MUST** be submitted using the Late Departure Form located on myMarist. E-mail requests will not be accepted. Those staying for employment must be on a list submitted by their employer to the Office of Housing and Residential Life.

**NON-SENIOR Residents currently living in Upper Fulton and Lower Fulton will not be permitted to stay past 7:00 PM, Friday, May 12. Non-Seniors who have permission to stay past 7:00 PM Friday, May 10 for athletics, work, or summer housing in these areas may be asked to relocate.**

All requests to stay are subject to approval by the Housing Office. If you have any questions, please feel free to contact the Office of Housing and Residential Life at 845-575-3307.

**Semester Sweepout! (May 8-11)**

Do you have extra food, clothing, shoes, or sneakers that you do not plan to bring home at the end of the semester? Once again, Marist College, in its effort to promote a more sustainable campus, will be collecting these items as you leave for the end of the year to help those in need.

Please look for more information regarding collection dates, times, and locations through the Office of Housing and Residential Life section of the MyMarist website, posters in your residence hall, and the Semester Sweep Out Instagram @semestersweepout.

***Have an enjoyable and safe summer.***