ALL RESIDENTS MUST LEAVE HOUSING NO LATER THAN 24 HOURS AFTER THEIR LAST FINAL EXAM
*RESIDENTS GRADUATING FROM FMU MUST CHECK-OUT NO LATER THAN 2:00 PM COMMENCEMENT DAY

FALL SEMESTER
Residents who are returning in the spring semester and STAYING IN THE SAME ROOM they were assigned to at the end of the fall semester:
• DO NOT NEED TO COMPLETE A CHECK-OUT
• MUST LEAVE WITHIN 24 HRS. OF THEIR LAST FINAL EXAM
• MUST NOTIFY THEIR RA WHEN THEY DEPART (in-person, call, text, or email)
Residents who are returning in the spring, but are MOVING to a new room, different than the room they were assigned to at the end of the fall semester:
• MUST COMPLETE A CHECK-OUT BEFORE THEY LEAVE CAMPUS
• MUST LEAVE WITHIN 24 HRS. OF THEIR LAST FINAL EXAM
Residents who are *Graduating or Withdrawing from Housing:
• MUST COMPLETE A CHECK-OUT BEFORE THEY LEAVE CAMPUS
• MUST COMPLETE A WITHDRAW FROM HOUSING FORM
• MUST COMPLETE A CHECK-OUT BEFORE THEY LEAVE CAMPUS

SPRING SEMESTER
ALL RESIDENTS— those RETURNING to Housing in Summer/Fall Semester, WITHDRAWING from Housing, or *GRADUATING:
• MUST COMPLETE A CHECK-OUT BEFORE THEY LEAVE CAMPUS
• MUST LEAVE WITHIN 24 HRS. OF THEIR LAST FINAL EXAM
• MUST COMPLETE A WITHDRAW FROM HOUSING FORM

RCR CHECK-OUT PROCESS:
• Remove all belongings/trash from your living space (room, bathroom, kitchen, etc.)
• Visit the Housing Office and request an RCR check out — you WILL BE PRESENT when Housing Staff check for damage in your living space
• Turn in you room and mail key to Housing Office

EXPRESS CHECK-OUT PROCESS:
• Remove all belongings/trash from your living space (room, bathroom, kitchen, etc.)
• Visit the Housing Office and request an EXPRESS check out — you WILL NOT BE PRESENT when Housing Staff check for damage in your living space
• Turn in your room and mail key to the Housing Office

ANY EXCEPTION TO THESE POLICIES MUST BE APPROVED, IN WRITING, BY THE DIRECTOR OF HOUSING (NOT RAS), IN ADVANCE. RESIDENTS MAY BE BILLED FOR ITEMS/TRASH LEFT IN ROOMS.