

End of Semester - MOVE-OUT GUIDE

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 (see check-out instructions to right)
- MUST LEAVE WITHIN 24 HRS. OF THEIR LAST FINAL EXAM

Residents who are *Graduating or Withdrawing from Housing:

- MUST COMPLETE A WITHDRAW FROM HOUSING FORM
- MUST COMPLETE A CHECK-OUT BEFORE THEY LEAVE CAMPUS (see check-out instructions to right)

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 (see check-out instructions to right)
- MUST LEAVE WITHIN 24 HRS. OF THEIR LAST FINAL EXAM
- MUST COMPLETE A WITHDRAW FROM HOUSING FORM (for WITHDRAWING or GRADUATING residents only)

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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 @ 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 you room and mail key @ the Housing Office