

License Extension

You must be approved by your RLC for a late check-out. Late Check Out Approvals are required for any resident who needs to remain in the Residence Halls beyond the official closing date, Thursday, May 25th, 2:00 PM. All residents requesting to remain are required to complete a "Request for License Extension" Form. No extensions will be granted past 5:00 PM on Thursday, May 25th, except for those participating in SJSU graduation who can request until 5:00 PM on Saturday, May 27th.

Late Check Out will only be offered to those residents who: 1) Meet at least one of the criteria and 2) Complete the necessary paperwork, and 3) Are approved to stay.

Failure to complete these actions prior to the dates noted will result in you being required to check out on Thursday, May 25th by 2:00 PM. Failure to check out by 2:00 PM will result in a \$50 improper check out fee and \$100 per night "Failure to Move" assessment.

**FORMS MAY BE PICKED UP AT THE
CAMPUS VILLAGE 2 HALL DESKS
BEGINNING MAY 3RD**

For any resident who is granted a "License Extension" privilege, please be aware of the following expectations:

- You are not permitted to have any overnight guests on any day past May 25th after 2:00 PM.
- The Residential Life Staff reserves the right to ask you to check out immediately for any policy violation outlined in your Residence Halls Community Living Handbook.

License Extension Criteria

Make-up/Late Finals

Submit a "Request for License Extension" form to your Residential Life Coordinator by **May 10th at 4:00 PM**. You must have a verifying signature from your professor/teaching assistant.

Commencement Volunteers

Submit a "Request for License Extension" form to your Residential Life Coordinator by **May 10th at 4:00 PM**. You must attach "Proof of Participation" (such as a note from someone in charge) with the request. Your Residential Life Coordinator will work with you to determine your new check out time.

Travel

Submit a "Request for License Extension" form to your Residential Life Coordinator by **May 10th at 4:00 PM**. You must attach your flight information/itinerary with the request. Your Residential Life Coordinator will work with you to determine your new check out time.

**HAVE A GREAT
SUMMER**



UNIVERSITY HOUSING SERVICES

Final Check Out Procedures for Campus Village 2

Thank you for choosing to live in the Residence Halls for the 2016-2017 academic year.

The following information is provided to assist you with the end of the year Residence Hall check out process.

If you have questions after you have read this summary, please feel free to contact your Residential Life Coordinator at Tanya.Ardalic@sjsu.edu, 408-795-5684 or Troy.Franklin@sjsu.edu, 408-795-5682 University Housing Services at uhs-frontdesk@sjsu.edu or 408-795-5600 for questions.

SJSU SAN JOSÉ STATE
UNIVERSITY

Final Check Out Procedures

The 2016–2017 license agreement period ends at 2:00 PM on Thursday, May 25th. Students are encouraged to check out 24 hours after their last final or on May 25th by 2:00 PM whichever is sooner. All residents must be checked out no later than this time. **If you are not officially checked out with an RA, an improper check out fee of \$50.00 will be assessed** unless approved for late check out (info on back).

How to Check Out

Failure to complete these steps will result in a \$50.00 improper check out fee.

1) *Sign up for Check Out*

- Go to the Front Desk to sign up for an appointment
- Sign up for a check out time starting May 10, 2017. Appointments must be made 48 hours prior to check out.

2) *Follow this Checklist**

- Close/lock the windows in your room
- Remove all personal belongings from room
- Return all furniture to original location
- Vacuum carpet
- Wipe clean desktops, dressers, drawers, and shelves
- Remove locks from restroom lockers and remove contents
- Remove all trash/recycle to the outside dumpsters
- For bunked beds they must be returned to their original position prior to check out.

3) *Meet with an RA for Final Check Out*

- Submit key and access card
- Review and sign inventory form
- Go online to complete mail forwarding info

***RAs will refuse to complete a student's checkout if checklist is not completed.**

Things You Need To Know...

24 Hour Quiet Hours

24-hour quiet hours officially begin on **Tuesday, May 16th at 10PM through Thursday, May 25th at 2PM**.

Please respect the community members around you. If you need assistance with a noise related problem, contact the person making the noise or the RA on duty if necessary. Violations of Quiet Hours during this time may result in your release from Housing. DVDs, pool equipment, ping pong, and foosball equipment will not be checked out during 24 hour quiet hours.

Mail Forwarding

Please change your address with those who need to know your summer address. Go to www.housing.sjsu.edu and click **Mail Information** on the **Quick Link** section. Go to the bottom of that section and complete the **Mail Forwarding Form**. Only first class mail will be forwarded for up to 3 months. **All mail will be returned to sender if no mail forwarding address is on file**. Packages will be held for pick-up for a few days and if not retrieved, will be returned to sender. Magazines will not be held or forwarded.

Bicycles

Don't forget...If you have a bike locked to one of the many racks around the residence halls, you will need to take it with you. If you have a Bike Cage key, you will need to return it, or you will be charged \$75, during your check out. **UHS will not store your bike over the summer!**

Trash Removal & Cleaning Supplies

Trash bags and cleaning supplies will be available at your residence hall front desk on Friday, May 12th.** Please use the bags provided. You are responsible for taking your trash and recyclable materials to the trash room.

Access Cards

Return your access card when you check out. For those returning next year you will receive a new card when you arrive and check in.

Roku Box Return

If you have received a Roku box you **must return it to the CVB first floor Computer Lab** during their operating hours. Please note that the lab will be open regular hours through May 10th with special hours **5/11–5/24: Sunday-Friday Noon-1:00AM, and Saturday Noon-6:00PM**. Failure to complete this process will result in a replacement charge of \$175.

Laundry Cards

Retain your WASH laundry card if you are returning next year. If you are not returning, please use the money on the card and return it at check out. If you have with more than \$10 on the card the Hall Desks will have information on how to request a refund.

Tower Card / Meal Card

You do not return your Tower/meal card because this card also serves as your ID. Keep it in a safe place; replacement of student ID cards cost \$5.00.

Last Meal in the Dining Commons

The last meal for the 2016-2017 academic year is Lunch on Thursday, May 25, 2017, closing at 2:00PM.

Parking

All parking rules remain in place during move out. *Let's work together...once you load your car, move it to a location away from the residence halls.* **UPD will be ticketing those vehicles parked in fire lanes, blocking University Housing Staff spots behind the brick halls, or blocking the dumpsters. PLEASE do not park in these spaces.**

Failure to Move

There will be a fee for failure to move by May 25th at 2:00PM. UHS has the authority to assess charges after May 25th (\$100 per night) if a late check out is not approved. This fee is in addition to the \$50 improper check out fee & daily room rate.

