FALL 2013
End-Of-Semester Procedures (All room keys will be collected.)
Residence Halls close Wednesday, December 11th (4:00 pm).

Instructions for RETURNERS (Spring 2014 residents living on campus):

1. Sign up with your RA for a time to check-out being sure to turn in the room key (keep your GSC ID).
2. Let your RA know you are leaving for the holidays (clean unit/take out trash, lock windows, doors and take valuables; treat this the same as a 3-4 week vacation)
3. Check your Gordon Email accounts for updates on grades, room assignments, roommate information for Spring 2014, etc.
4. Know that you can return on January 7th (8 am) but classes don’t begin until January 8th
5. Meet the payment deadlines for Spring 2014.

Instructions for ROOM CHANGER (These are pre-approved by the Business and Housing Offices):

1. Confirm available room and follow directions given to you by the Village Student Housing Office.
2. If the room you want to move to is empty before 12/9, you will need to complete the old to new room move before leaving for the holiday break. *Refer to steps 2-6 of the Non-Returners Process.
3. If the room you want to move to is NOT empty before 12/9, you will need to remove all personal belongings, return keys and GC ID before 12/9. You will move into your new room on January 7th.

Instructions for NON-RETURNERS (not planning to live on campus for Spring 2014):

1. Complete a Room Reassignment Request Form or Buyout/Cancellation Form via Banner Web Housing. For Reassignments, confirm that you have a reassignment (a new applicant/traditional resident) to fill your spot before withdrawing from school, or moving off-campus. If an applicant IS CONFIRMED, room/meal charges will be removed your from account and the $250 deposit is forfeited. If a applicant IS NOT CONFIRMED, you will be responsible for the Spring 2014 charges and may want to continue using the room (if applicable) rather than being responsible for two rooms (on and off-campus).
2. Notify the Resident Assistant of your intended move-out date and time by making an appointment on the designated move-out schedules. (Sign-up sheets will be posted on all RA doors.)
3. Before the move-out appointment with the RA, remove all personal belongings from your room.
4. Clean room. Floors should be swept/mopped, trash removed, sink and mirror cleaned, arrange and replace all furnishings in its proper location and all drawers and closets wiped out.
5. Meet with the Resident Assistant at the designated time to inspect room, return room key, GSC ID and sign the room inventory form.
6. Vacate the room and building before or by the designated closing time. Residents will be assessed damage charges if the published move-out procedures are not followed. Residents will also be billed for damages to the room via Facilities, failure to return room keys, or failure to check out with Residence Life Staff.