All residents are expected to vacate their rooms 24 hours after their last exam. Based on the final exam schedule this means most Students will need to vacate their rooms by Thursday, May 19, 2016.

If you have a final exam scheduled on Thursday, May 19, your deadline to vacate will be 11 AM on Friday, May 20, 2016.

**Commencement Housing:** If you are graduating, working for the University during the commencement weekend, are a sibling of a graduate, or have permission to walk in the ceremonies, you may request to remain in residence after 11 AM on Friday, May 20. Go to the Residential Life website at [https://housing.binghamton.edu/latestay](https://housing.binghamton.edu/latestay) and submit a late stay registration form. You will then be notified if you have permission to remain in residence.

The check-out deadline for graduates and others with permission to stay during the weekend will be 11 am on Monday, May 23, 2016.

**Quiet Hours 24/7** will be in effect from 11:59 p.m. Wed., May 11 through exam week. Please be considerate of your neighbors!

**Check-out Instructions:** Once you have removed all your belongings from your room, you must have an RA check you out of your room during the hours listed below:

- **Friday, May 13**
  - 9 a.m. – 5 p.m. by appointment with an RA
  - 8 p.m. – midnight RA Office
- **Saturday, May 14 and Sunday, May 15**
  - See hours posted at your RA Office
- **Monday, May 16 – Thursday, May 19**
  - 9 a.m. – midnight RA Office
- **Friday, May 20 with prior approval**
  - 8 a.m. – 11 a.m. RA Office

Students checking out prior to May 13 should schedule a check-out with their RA.

Students checking out May 13 – May 20 outside of the listed hours will need to complete an Express Check-out. Envelopes for express check-outs can be found at your RA office.

**When you check out during one of the scheduled times,** you will be provided with a Room Checkout Receipt and will include any damage billing. You should keep this for your records. You will also have an opportunity to complete an Additional Information Assessment Form. This form is designed to give you the opportunity to provide information to identify damage in your room that you are responsible for.

**If you check out at a time that is not posted** or do not have an appointment with a staff member, you are asked to complete an Express Check out and to please use the Key Drop Box to return your keys.

Please be aware that the Resident Assistants are assessing damage in student rooms. The cost associated with the assessed damage has been predetermined in consultation with the Binghamton University Department of Physical Facilities. Charges for excessive cleaning, removal of personal property, and loss or damage caused by residents are billed directly to the resident responsible. In the event that two or more residents occupy the same room, suite, or shared bathroom and it cannot be determined who is responsible for the damage the assessment will be to bill equally.

**Keys:** You will return your key during your check out. Keys not returned appropriately will result in a re-keying charge. Do not hand in your ID card. Make sure to keep your copy of the Room Checkout Receipt.

**Billing:** You will want to check your account on BU Brain regularly throughout the summer (even if you are not returning to Binghamton) as damage assessment and other charges may be billed to your account.

**Security:** Be especially alert during this time since the rate of thefts tends to increase at the end of the semester when people are leaving the campus and community. Keep your doors locked and items secured.

**Reminders:**
- Summer Storage is still available. Please check the Residential Life website for additional information.
- A forwarding address card can be completed at the campus Post Office
- Deposit all dishes and silverware belonging to the Dining Hall in the appropriate bin
- Return all library books
- Close and lock your windows, lower your blinds, and lock your door when leaving

**Returning in the Fall:** The halls open at 8 a.m. on Monday, August 22, 2016 for returning residents. Returners will not be permitted into the hall prior to that day unless they are approved to return early through Residential Life.