

SPRING 2017

ON CAMPUS

# MOVE-OUT GUIDE



## THANK YOU...

for being a campus resident this academic year! We hope you enjoyed your experience. As you prepare for finals, here is important information about closing that all students are responsible for knowing.

## MOVE-OUT

### June 5 - June 10

Residents must vacate their building within 24 hours after their last final exam.

## CLOSING TIMES

### 12PM SATURDAY, JUNE 10

All residence halls, residential colleges, and residential communities close

### 6PM SATURDAY, JUNE 17

Students granted late stay extension must move out of current assignments

Northwestern  
RESIDENTIAL SERVICES



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## PREPARING YOUR ROOM

All students must prepare their room for check-out by completing the following tasks.

- All personal belongings removed
- All furniture assigned to the room present (Furniture may be left in the configuration that it is currently in, as long as all furniture assigned to the room is present)
- Floors swept or vacuumed
- All surfaces dusted and/or wiped cleaned
- Trash/recycling emptied
- Blinds/curtains shut
- Tape/stickers/etc. removed from all surfaces
- Suite refrigerators cleaned and defrosted (where applicable)
- Your bathroom cleaned (where applicable)
- Windows closed and latched
- Heating/cooling turned to low
- Lights turned off
- Door locked
- Turn in key(s) at the neighborhood desk

## TO-DO

You will need to complete the **Residential Services Spring Check-out Form** to begin the check-out process. Mail forwarding addresses will be collected in the form, as well as your intended departure date and time from campus. Remember, you must check-out within 24 hours of your last final, unless approved to stay late.

## CHECK-OUT

Students will find Check-Out to be convenient, and should complete the move-out checklist posted on their doors. Afterwards, students should go to their neighborhood desk to turn in their key(s) and complete the Check-Out Form. Staff will check student rooms, at a later date, for damages.



More information on sustainNU on page 3

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## GARBAGE, RECYCLING, AND DONATING

During move out, boxes will be placed in the lobby/entry of each residential building to collect nonperishable food items, clothing, sheets, and small household items. Food will be donated to Campus Kitchens and other items will be taken to Goodwill. Recyclable goods will be taken by SustainNU. Learn more on the [sustainNU website](#).

Extra dumpsters will also be placed throughout campus near the end of the quarter. Once confirmed, a map of dumpster locations will be posted.

## OTHER INFORMATION

24 hour quiet hours begin at 5:00 p.m. on Friday, June 2, 2017, and end at 5:00 p.m. on Friday, June 9, 2017.

Please remember that NU parking policies remain in effect during move out periods. Please observe all signage and policies. Most lots require permits from 8:00 a.m. to 4:00 p.m. on weekdays. Some spaces are reserved 24 hours, and others have parking meters. Do not park in fire lanes while moving out.

The parking office will provide a limited number of free temporary permits for student move out. The permits allow free two hour parking for students/parents in regular spaces in NU lots to accommodate move out. They do not allow parking in fire lanes, no parking zones, traffic lanes, loading docks, or reserved spaces. These permits are for residential students only. A Wildcard must be presented at Parking Services to obtain a permit. Visit the [Evanston campus parking website](#) for more information about parking.

Information about meals during finals week and senior week will be available on [Northwestern Dining's website](#).

Please watch your email, the residence hall TVs, and bulletin boards for information about closing.

## MAIL

Mail delivery will end on Thursday, June 8. All USPS First Class mail received by July 1st will be forwarded to forwarding addresses provided during check-out. If no forwarding address is provided, mail will be sent to your permanent address listed in CAESAR. Any mail received after July 1st will be returned to sender.

First class mail does not include bulk mail, periodicals (newspapers, magazines, etc.) or items from private carriers (UPS, FedEx, etc.). Make sure to update your address information with banks, periodicals, and online shipping orders to continue receiving mail over the summer. Normal mail service for new students and returning residents will resume September 11th.

Complete the [Residential Services Spring Check-out Form](#) to provide your mail forwarding information.

## QUESTIONS?

Please contact your ARD, RD, or RA

## CONNECT

Be sure to like the [Residential Services Facebook page](#) to stay informed with the latest news, updates, and contests!