

# Checkout Registration Guide for Spring 2020

At the bottom of your home page you will see the Spring 2020 Checkout from your residence hall.



## Student Information



## Messages

- There are no important messages.



## Room Selection

No room selection processes to list.



## Room Assignments

Housing  
Assignment

Spring 2020

Spring 2020 Checkout from Lansdowne Place

Students must register to checkout from housing during a specific day/time from those available. Only a limited number of spaces will be available each hour in order to observe social distancing per CDC recommendations.

None Selected ▼

Update My Time



Click on the drop down menu and select the date and time you would like to register for. Click on the “Update My Time” button.



### Messages

• There are no important messages.

### Room Selection

No room selection processes to list.

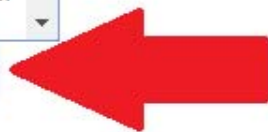
None Selected

- 3/20/2020 9:00 AM to 3/20/2020 10:00 AM
- 3/20/2020 10:00 AM to 3/20/2020 11:00 AM
- 3/20/2020 11:00 AM to 3/20/2020 12:00 PM
- 3/20/2020 12:00 PM to 3/20/2020 1:00 PM
- 3/20/2020 1:00 PM to 3/20/2020 2:00 PM
- 3/20/2020 2:00 PM to 3/20/2020 3:00 PM
- 3/20/2020 3:00 PM to 3/20/2020 4:00 PM
- 3/21/2020 9:00 AM to 3/21/2020 10:00 AM
- 3/21/2020 10:00 AM to 3/21/2020 11:00 AM
- 3/21/2020 11:00 AM to 3/21/2020 12:00 PM
- 3/21/2020 12:00 PM to 3/21/2020 1:00 PM
- 3/21/2020 1:00 PM to 3/21/2020 2:00 PM
- 3/21/2020 2:00 PM to 3/21/2020 3:00 PM
- 3/21/2020 3:00 PM to 3/21/2020 4:00 PM
- 3/22/2020 9:00 AM to 3/22/2020 10:00 AM
- 3/22/2020 10:00 AM to 3/22/2020 11:00 AM
- 3/22/2020 11:00 AM to 3/22/2020 12:00 PM
- 3/22/2020 12:00 PM to 3/22/2020 1:00 PM
- 3/22/2020 1:00 PM to 3/22/2020 2:00 PM

None Selected

Update My Time

Spring 2020



If the date and time you have selected is available you will see “Your time slot has been updated” displayed. If it says date/time is unavailable please select a different date/time.



**i Messages**

• There are no important messages.

**Room Selection**

No room selection processes to list.

**Room Assignments**

Lansdowne Place L303D  
RApartment - Spring  
Box #: 303  
1/21/2020 - 5/11/2020

**Spring 2020**


**Your time slot has been updated.**

Spring 2020 Checkout from Lansdowne Place

Students must register to checkout from housing during a specific day/time from those available. Only a limited number of spaces will be available each hour in order to observe social distancing per CDC recommendations.

3/20/2020 9:00 AM to 3/20/2020 10:00 AM

Update My Time

A large red arrow pointing from the right towards the text "Your time slot has been updated."

After moving all of your belongings out of your room return to your MyHousing account and click on the “Complete Express Check Out” button.



## Messages

• There are no important messages.

## Room Selection

No room selection processes to list.

## Room Assignments

Housing  
Information

Spring 2020

You are authorized to express check out.  
When ready, please click below.

Complete Express Check Out



The Express Checkout from Housing agreement will be displayed. Click the drop down menu and select “Yes, please finalize my check out” then click on “Confirm My Check Out.”

## Express Checkout from Housing

Checkout dates and times will take place Friday, March 20 through Tuesday, March 24 between 9AM and 4PM. Students should complete their checkout within 60 minutes. Students may only checkout of their room during their selected checkout time. In accordance with CDC guidelines a limited number of students will be allowed to checkout each hour. Students are asked to limit the number of people assisting them with move out to no more than two other people. After following the steps listed below, students must return their residence hall key(s) to the Residential Engagement staff member at your residence hall's front desk.

- Students are responsible for their entire room; damage charges are split evenly among residents in a room/apartment/suite UNLESS a student takes responsibility in writing via email to Housing Operations
- Remove all personal belongings, trash, and recycling from the room
- Ensure all furniture is emptied and in the same condition it was in when you checked in
- Remove all adhesives from all surfaces in the room
- Ensure microfridges, refrigerators, stoves, and ovens are emptied and thoroughly cleaned
- Return the room to the condition it was in when you checked in by cleaning all furniture, sweeping the floor(s), and removing all marks from room surfaces
- Apartments/Suites: Ensure bathrooms and common areas are thoroughly cleaned and cleared of personal belongings

**I understand that my room will be inspected by residence hall staff after my apt/suite/room has been vacated. I acknowledge that damages to my apt/suite/room will be split evenly among each resident of the space UNLESS a student takes responsibility in writing via email to Housing Operations. I understand that I may be billed for discrepancies from my Room Condition Report (RCR) at check-in and acknowledge that failure to have reviewed my RCR at check-in will not be considered during the Damage Appeals process. I understand I will be charged the lock change fee for each apt/suite/room key not returned at \$100 per lock and \$10 per key.**

Yes, please finalize my check out ▾

Confirm My Check Out



Once the message below is displayed, you can return your room key(s) to the staff member at the front desk before departing campus.

Your check out has been completed.

[Return to Main Menu](#)



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