Checkout Registration Guide for Fall 2020

	Nestor Owl	
X	A00001839	
i Message	s	
There are no im	portant messages.	
🖌 Room Se	lection	
No room selectior	n processes to list.	
🔒 Room As	signments	
New Hall 320	A	
New Hall Sing	gle - Fall	
Box #: 2003	549	
DUX COULDU.4		

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.

None Selected

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11/16/2020 9:00 AM to 11/16/2020 11:00 AM 11/16/2020 12:00 PM to 11/16/2020 1:00 PM 11/16/2020 1:00 PM to 11/16/2020 2:00 PM 11/16/2020 2:00 PM to 11/16/2020 3:00 PM 11/16/2020 3:00 PM to 11/16/2020 4:00 PM 11/16/2020 4:00 PM to 11/16/2020 5:00 PM 11/16/2020 5:00 PM to 11/16/2020 6:00 PM 11/16/2020 6:00 PM to 11/16/2020 7:00 PM 11/17/2020 10:00 AM to 11/17/2020 11:00 AM 11/17/2020 11:00 AM to 11/17/2020 12:00 PM 11/17/2020 12:00 PM to 11/17/2020 1:00 PM 11/17/2020 1:00 PM to 11/17/2020 2:00 PM 11/17/2020 2:00 PM to 11/17/2020 3:00 PM 11/17/2020 3:00 PM to 11/17/2020 4:00 PM 11/17/2020 4:00 PM to 11/17/2020 5:00 PM 11/17/2020 5:00 PM to 11/17/2020 6:00 PM 11/17/2020 6:00 PM to 11/17/2020 7:00 PM 11/18/2020 10:00 AM to 11/18/2020 11:00 AM 11/18/2020 11:00 AM to 11/18/2020 12:00 PM None Selected

Update My Time



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.



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

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 are November 17, 2020 through November 22, 2020. Students are able to complete their checkout at a time convenient for them. If students have family and/or guests assisting with their checkout they should plan to complete their checkout within 60 minutes. In accordance with CDC guidelines all students and their guests are required to wear face masks and maintain social distancing. 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) by placing them in their provided key envelope and submitting them in the "Key Drop Off" identifed by the mailboxes in your residence hall.

- · 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 of personal belongings 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 damage and cleaning charges 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 replacement needed.

No, Do Not complete the check out	•
Confirm My Check Out	
Return to Main Menu	

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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Nestor Owl

A00001839

Messages

There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

New Hall 320A New Hall Single - Fall Box #: 2683 Box Combo:4549 9/2/2020 - 12/22/2020

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

Complete Express Check Out

