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 Saturday, May 18, 2019 at 10 a.m.

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 10 a.m. on Saturday, May 18. Go to the Residential Life website at https://housing.binghamton.edu/apps/latestay.aspx 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 10 a.m. on Monday, May 20, 2019.

24-Hours Quiet Hours will be in effect from 11:59 p.m. Friday, May 10 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 a student staff member check you out of your room. Please see the hours posted on the RA or Building Office for times staff will be available to check you out of the hall.

Students checking out prior to May 10 should schedule a check-out with their RA/SR.

Students checking out May 13 – 17 during a time outside the hours posted when a staff member is available will need to complete an express check out. Envelopes for express check outs can be found at your RA/SR or Building office.

When you check out with a staff member, you will be provided with a Room Checkout Receipt and will include any damage billing charges. 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 student staff members 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.

For students who observe the Sabbath: Students with early exams should be able to take their exam and get home by sundown if they plan ahead (i.e. take everything except for the bare essentials home before finals, so they can be ready to jump in the car as soon as their exam is over). For students with later exams and/or who have a significant distance to travel exceptions will be made on a limited basis - complete the late stay request: https://housing.binghamton.edu/apps/latestay.aspx

TURN IN YOUR KEY BEFORE YOU LEAVE: You will be billed immediately if you leave without turning in your key(s). 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:

- 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 19, 2019 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.