

2011 Summer Closing and Express Checkout

University Housing would like to thank you for choosing to live on the campus of Oakland University this summer. It is our hope that we have served you well, and that you have found the experience to be an enriching one.

SUMMER HOUSING CLOSES AT 5 P.M. ON WEDNESDAY, AUGUST 17, 2011. ALL RESIDENTS WHO DO NOT HAVE A VALID FALL HOUSING CONTRACT NEED TO BE MOVED OUT OF THEIR ROOM OR APARTMENT BY 5 P.M. ON THAT DAY. STUDENTS WITH A VALID FALL HOUSING CONTRACT MAY MOVE THEIR BELONGINGS TO THEIR FALL RESIDENCE BEFORE LEAVING FOR BREAK (PLEASE SEE BELOW FOR DETAILS).

Please find the information you will need to properly check out of your current residence below. Should you have any questions or concerns, do not hesitate to contact us. Those living in the residence halls may stop by the University Housing office in 448 Hamlin, or call (248) 370-3570. Residents of the University Student Apartments may stop by the University Student Apartments office in 4000 USA, or call (248) 370-2582.

Again, we thank you for helping to make OU a wonderful place to call home. We hope to see you in the fall!

SUMMER EXPRESS CHECKOUT PROCEDURE

You will need to pick up a checkout envelope from the University Housing office (448 Hamlin) or University Student Apartments office (4000 USA) to participate in Express Checkout. Envelopes may be obtained from the desk staff, or next to the office drop box after hours. Students living in the residence halls should use a green envelope; students living in the apartments, a yellow envelope.

- Prior to your checkout, please clean and sweep your room/apartment and dispose of all trash and unwanted items. Trash bags are available at the Hamlin Desk. In the residence halls, filled trash bags are to be deposited in the trash room on each floor. Residents of the apartments may deposit filled bags in the dumpsters located in the parking lot. Please remember to empty your wastebasket, as well.
- Checkout may occur only after all of your possessions are removed from your room/apartment. Please take care in removing items attached to the floor, walls or ceiling to prevent any damage to the room. Moving carts will be available and may be signed out at the Hamlin Desk or in 4000 USA during regular business hours.
- Please note that all original room furnishings are to be properly assembled and returned to their original location prior to checkout.
- Students who have a valid Housing contract* for the fall semester may move their belongings into their assigned fall residence rather than take them home over break. Please contact the University Housing office or University Student Apartments office to make arrangements to pick up your new key, should you desire to take advantage of this opportunity. **For a contract to be valid, students must be registered for fall classes and may not have overdue accounts. Please note: all moves will need to be completed by 5 p.m. on August 17. Belongings may not be left in your summer room*

assignment after this time.

- Once you have removed all of your belongings from your living area, place your key in your checkout envelope, sign and date the front of the envelope, and seal it.
- The signed, sealed checkout envelope should be turned in to the University Housing office or the University Student Apartments office. After 5 p.m., envelopes may be placed in the drop box located outside of the office.

Please note that a fee may be assessed to an individual for missing room furnishings, damage to a room, or failing to properly complete the checkout procedures outlined here. As such, residents may, if desired, complete a Room Inventory sheet prior to checkout, and request that a staff member review the sheet and their residence before turning in their key. Residents taking this route should have the staff member sign both their Room Inventory sheet and checkout envelope to confirm the condition of the room/apartment. The Room Inventory sheet should be sealed along with the key in the checkout envelope. Contact the University Housing office or University Student Apartment office to schedule an appointment with a staff member if you are interested in completing an inventory and review.

EXCEPTION REQUEST PROCEDURE – LATE CHECKOUT

- For safety and security reasons, residents who cannot complete a proper checkout prior to August 17, 2011, will need to request approval for a Closing Exception.
- Closing Exception Request forms for late checkout may only be utilized by individuals with a final exam, graduation, or long distance travel conflict which would prevent them from leaving prior to closing.
- Closing Exception Request forms are available in the University Housing office in 448 Hamlin Hall and online at www.oakland.edu/housing.
- Completed Exception Request forms must be returned to the University Housing office prior to 5 p.m. on Friday, August 12 in order to receive consideration.
- The Housing office will notify individual students of exception approvals and checkout responsibilities.

EXCEPTION REQUEST PROCEDURE – STAYING OVER BREAK

- For safety and security reasons, residents who would like to remain on campus during the summer session break will need to request approval for a Closing Exception.
- Closing Exception Request forms for staying over break may only be utilized by individuals with work or long distance travel conflicts that would prevent them from leaving prior to closing. Documentation of work requirements will be required for students who work off-campus.
- Only students with a valid fall 2011 Housing assignment will be permitted to stay over the break between semesters.

- Closing Exception Request forms are available in the University Housing office in 448 Hamlin Hall and online at www.oakland.edu/housing.
- Completed Exception Request forms must be returned with appropriate documentation to the University Housing Office prior to 5 p.m. on Friday, August 12 in order to receive consideration.
- The Housing office will notify individual students of exception approvals and checkout responsibilities.

MEAL PLANS

- Summer meal plans will end at 2 p.m. on Friday, August 19, 2011.

MAIL DELIVERY

- Regular mail service in the residence halls and apartments will end at 5 p.m. on Wednesday, August 17, 2011.
- In order to receive mail that is delivered after checkout, you will need to fill out a white forwarding address card and return the completed card to the Hamlin Desk. Forwarding address cards can be obtained in the University Housing and University Student Apartments offices, and at the Hamlin Desk.
- The University Housing Office will forward first class mail based on the information received on the forwarding address card.
- The Hamlin Desk will re-open for regular business on Monday, August 29, 2011. Sporadic mail deliveries will be made to apartment residents throughout the break.