

Dear,

The sign up process for move out-times currently remains open. You can log in to your [Housing Portal](#) now to select your 90 minute checkout window.

90 minute checkout windows will be available between 10am-10pm on May 12th, 13th, & 14th. On May 15th there will be checkout windows available from 8am-2pm. **SIGNUPS MUST BE COMPLETED BY MAY 7, 2021.**

Dining Plan Information:

Please be aware that the last meal being served in the dining hall will be dinner on Friday, May 14th during regular hours. At this time you will be able to pick up a “to go” breakfast for the following day but the dining hall will not be open on Saturday, May 15th

The Inn Between will be open until 10:00pm on Friday, May 14th

Please review the previously communicated information below as you make your move-out plans.

Planning to Move out May 12 - May 15 at 2:00pm

- Students planning to move out during these days will have an opportunity to schedule a 90-minute checkout window in their Housing Portal.
- There are limited numbers of slots available per checkout block, per building, but ample options will be available throughout each day.
- You will be permitted to have two helpers come to the residence hall to assist with your move out during your 90 minute checkout window. All helpers must follow all interim policies, including wearing a mask and maintaining appropriate social distancing. A helper should not come to campus if they are feeling ill.
- Start a packing plan and timeline so that you are packed and ready to load out your items at the start of your 90 minute checkout window.
- Specific checkout instructions will be communicated in the coming weeks regarding cleaning, resetting room furniture, and returning your key. Please remember that you will need to plan on setting your room to its original setup as it was when you moved in.
- Failure to move out properly will result in an improper checkout fine.
- Extensions will not be granted after the final move-out period (12:30pm-2:00pm) on Saturday, May 15, 2021.
- Please have your plans in place before May 7, 2021. Your RA will be checking in with you to ensure you have made plans for checking out and signed up for a time.

Planning to Move Out Prior to May 12, 2021:

- Students planning to move out prior to the morning of May 12, 2021 must email jcureslife@jcu.edu before May 7, 2021 at noon.
- You will receive a signup form and specific instructions for moving out early.

Seniors:

- Seniors can opt to remain in campus housing through Commencement.
- Seniors will receive additional instructions on utilizing their Rapid Checkout Form to checkout by May 23, 2021 at 7pm, returning it to the bin outside the Office of Residence Life in the Student Center.

Summer Housing:

- Students seeking Summer Housing can apply via the [Summer Housing Application](#).
- Summer Housing Students remain in their Spring housing assignment until they move to Bernet Hall on Friday, May 21, 2021.

Donation Program:

- The Office of Residence Life & the Sustainability Committee are partnering with Goodwill to collect donations in the Student Center Atrium starting May 7th-May 15th. Information will be posted around campus on what items can be donated.
- As a reminder, there is no storage available on-campus over the summer, so you may wish to consider if there is anything you wish to donate if not taking it with you instead of throwing it away.

Please continue to check your JCU email for more information about the move-out process. Please contact our office if you have any questions at jcureslife@jcu.edu. We are so grateful to have you on campus this Spring and look forward to finishing this semester together in our residential community!

Targeted Email to Students Not Signed Up:

Good morning,

As of 9:00 am on Thursday, 5/6/2021, you have not yet signed up for a move-out time. Please be sure to log-in to your Housing Portal and follow the sign-up instructions below prior to Friday, 5/7/2021 to ensure you check-out of your housing assignment properly.

NOTE: If you are a graduating senior remaining on campus until commencement, a student-athlete participating in competition, an RA, or planning to transition to summer housing, you **DO NOT** need to sign-up to move-out at this time.

Instructions for signing up for a move-out date and time:

Please feel free to utilize [this video tutorial](#) or the step-by-step instructions below:

- To sign up for a move-out time
 - Log-in to your [Housing Portal](#)
 - Scroll down to the “Room Assignments” tab
 - Underneath your spring room assignment, you should see a “[HALL] CHECK OUT” (i.e. if you live in Dolan Hall, “DOLAN CHECK OUT”; if you live in Murphy Hall, “MURPHY CHECK OUT”; etc.)
 - Read the move-out instructions completely
 - In the drop-down menu, select a move out time
 - Click “Update My Time”
- To check-out of your housing assignment
 - During your selected check-out time, log in to your [Housing Portal](#)
 - Scroll down to the “Room Assignments” tab
 - Click “Complete Express Check-out”
 - note: if you see a message that says “you are not authorized to check out or you do not see “Complete Express Check-out” it is either too early to check out or you did not check-out during your chosen time
 - On the next page, from the dropdown menu, select “Yes, please finalize my check-out”
 - Click “Confirm my check-out”
 - You should see a confirmation page
 - If you do not see a confirmation page, your check-out is not complete

Thank you for your patience as we have all navigated this challenging time. We wish you much success as you complete the end of the academic year!