

Check In/Out Procedures

- Students are required to check into their residence hall space by presenting a photo ID or their Cougar Card to Student Housing & Residential Life staff.
- Upon checking in, students will receive a room condition report, room key, and mailbox key or combination.
- At checkout, the student must schedule a time to meet with a staff member who will check the student out of their room. The student's room key and mailbox key must be returned at checkout.
- Residents will be responsible for returning their room to the original condition at checkout (i.e., floors mopped, dusted or vacuumed, furniture back in place and dusted, and trash removed). Residents will be responsible for damages and will be assessed charges, as applicable.
- Residents who vacate the halls are responsible for removing from the building and premises any property which they own or used during their occupancy. Failure to remove excess property will result in charges for removal by the university. In addition to regular cleaning charges, which are assessed for a dirty room at checkout, removal charges will be assessed for property such as tables, chairs, sofas, refrigerators, street signs, bricks, lumber and similar items that by their nature cannot be disposed of through the normal university trash disposal system or require extra effort to remove.