Closing Notice
Spring 2010

Important End of Semester Dates

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<td>Apr 30</td>
<td>Interim Housing Applications Due</td>
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<td>May 3</td>
<td>Classes End</td>
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<td>May 4</td>
<td>Reading Day</td>
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<td>May 5</td>
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<td>May 7</td>
<td>Final Exams Begin</td>
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<td>May 13</td>
<td>Final Exams End</td>
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<tr>
<td>May 14</td>
<td>Residence Halls Close at 10:00 am</td>
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<td>May 15</td>
<td>Interim Housing Begins</td>
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<td>May 16</td>
<td>University Commencement</td>
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<td>May 17</td>
<td>Interim Housing Ends 10:00am</td>
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Closing Dates and Times

All residents must vacate their university housing space within 24 hours of their last exam. Residence halls close, on Friday, May 14 at 10:00 am.

Interim Housing

Students (graduating seniors, summer residents that live 3 hours away) who need to remain on campus after Friday, May 14 must complete a request for an extension by April 30th. Requests must be made in the Office of Residence Life, Kanbar suite 317. Interim Housing will be located in Independence Plaza, Franklin & Madison Buildings, Townhouses and certain Alden Park apartments.

Checking Out of Your Room

There are two ways to check out of your room:
Express Checkout or By Appointment

Express Checkout: Express checkout conveniently allows a resident to drop off their keys and sign a waiver stating they accept the condition of their room as inventoried by a Residence Life Staff member. Inventories will be completed within 24 hours of the student’s departure date. Once you have completely moved out of your room, and your room is cleaned and returned to its original condition, insert your key into the Express Checkout envelope and slide it under the Residence Coordinators office door. Express Checkout envelopes are available by the RC office or by asking a RA.

By Appointment: Sign-up sheets will be posted outside the Residence Coordinator Office. The staff will review and document changes in the condition of your room with you. A complete checkout requires:
• Making an appointment 24 hours in advance
• Cleaning and returning your room to its original condition
• Completing your inventory and turning in your key to a staff member
• Completely vacating your room by Friday, May 14 at 10:00am or 24 hours after your last final
If you do not complete all parts of the checkout process, you may be assessed a $25 improper checkout fee, $100 for each key not returned, plus any damage identified in your room/apartment.

Non-returning Students: Please return your ID card and residence hall sticker during checkout. Express checkout—please place ID in envelope, By Appointment—please give ID to RA.
Damage Charges
The Office of Residence Life reserves the right to conduct a final check of all rooms and apartments after residents have checked out to assess additional damages. If damages are assessed to your room or apartment, you will be sent an email indicating the nature and amount of the damages, as well as the appeal procedure for contesting charges. This email will be sent to your PhilaU email account and is the only notification you will receive about damages.

Summer Housing
Students assigned for Summer Session 1 may move in Monday, May 16, 2010. Move out for Summer Session 1 is Saturday, June 26, 2009. Students assigned for Summer Session 2 may move in on Sunday, June 27, 2010. Move out for Summer Session 2 is August 7, 2010. Students assigned to housing for the full summer term may move in May 16, 2010 and must move out by August 7, 2010. Extensions or early arrivals outside of the designated summer housing period will be limited and are subject to approval by the Director of Housing. Any exceptions made for housing outside of this time period will require additional fees for housing and must be applied for separately. Assignments will be made beginning the week of April 26 and continue on a rolling basis. Residents are responsible for the proper checkout of their current assignment. Summer housing will be held in the Independence Plaza, Franklin Building. Students that wish to remain on campus over the summer can complete a Summer Housing Application in the Office of Residence Life. Summer housing prices are set as: one session: $700 both sessions: $1300.

Cleaning and Maintenance
Trash bags will be provided in each building lobby. Please clean up any trash left in your room, take trash out to the dumpsters and clean your refrigerator. Students will be assessed a damage fee to discard carpet, non-university furniture, or if your room or apartment requires extra cleaning. Charges will be added directly to your account. Recycling bins should be used for paper waste, glass, cans and plastic.

Dining and Retail Operations
Residential dining in the Ravenhill Dining Hall ends on Thursday, May 13 at 6:30pm. The Common Thread will move to summer hours on Tuesday, May 18th.

Parking
Parking regulations will be enforced for the remainder of the semester, including final exam week. If you have questions regarding parking regulations please contact Safety & Security or visit their website at http://www.philau.edu/security/parking/.

Summer Storage
PhilaU does not provide summer storage, one local company is School Storage. Students are welcomed to contact them via their website: www.schoolstorage.com. Students must make their own arrangements with the company for pickup and delivery.

Security
The potential for thefts and other security problems increases during finals as students are moving out. Remember that it is important to keep your room locked at all times and to never leave valuable personal belongings unattended in your car or room. It is important to be continually aware of the need to be security conscious during this time. Report all suspicious behavior to the PhilaU Safety & Security at 951-2999 and follow-up with a Residence Life Staff member.

24 Hour Quiet Hours
24 hour quiet hours will begin on Tuesday May 4, 2010 at 8:00 am and will continue until the end of final exams on Thursday, May 13, 2010 at 8:00 pm. Each building staff has the option of planning a half-hour study break during the days when 24 hour quiet hours are in effect. Please contact your Residence Coordinator for more information.
Philadelphia University
Office of Residence Life

Ronson Hall & Fortress Hall
Parking will be provided in front of Ronson Hall and alarms will be deactivated in Fortress Hall ONLY during the times listed below:

- Sunday May 9th 12-4pm
- Monday May 10th 12-4pm
- Tuesday May 11th 12-8pm
- Wednesday May 12th 12-8pm
- Thursday May 13th 9am-7pm

Good Luck with Finals!
Have a Safe and Relaxing Summer!