

Attention! If you are leaving campus for the remainder of the semester, you are required to follow the below instructions.

Before you leave:

1. If you need to stay on campus through 10:00am on Saturday, November 21, please **submit a Late Stay Request on STARS** to seek approval.
2. Make arrangements with your RA to retrieve any needed luggage from the luggage closet 48 hours in advance.
3. Close all windows and blinds.
4. Empty your room of all trash.
5. Remove all food items not stored in a sealed container.
6. **Clean and defrost your refrigerator.** Unplug and leave the door open.
7. Remove all belongings from in front of the heating unit and keep at least 3 feet away on all sides.
8. Unplug all electrical items.
9. Clean/sweep/vacuum your room
10. Lincoln/Washington – turn the fan to the OFF position.
11. Corbin/Olson (if vacating) – turn the temperature to 65 degrees
12. Take home all fish.
13. Turn off the lights in your room.
14. **Lock your door.**
15. **Turn in your key.** If you fail to turn in your key, your room will be re-cored at your expense.

Failure to complete the items above could result in charges.

Other information you need to know:

- **Pest Control:** Your building may be treated for insects while you are gone, please cover any food items.
- **Rooms will be inspected** for safety purposes. Any violation of University/hall policy discovered at this time will be reported and the appropriate billing or conduct action will be initiated for both occupants of the room.
- If you are expecting mail, please know we will hold your packages and **will not be forwarding mail** after Friday, November 20. Please plan accordingly.
- If you are choosing to leave campus for the rest of the semester, you must vacate the buildings by 7 p.m. Friday, November 20. **Only with late stay approval** may you stay until 10:00 a.m. on Saturday, November 21.
- On Saturday, there is a train to Chicago leaving at 7:00 a.m.

What if my roommate is staying on campus for the remainder of the semester?

1. You must still turn in your key.
2. Please coordinate with your roommate and take care of your belongings on your side of the room. Your roommate will be responsible for closing the room when they leave, however failure to complete the items above before you both leave could result in charges to the both of you.