

Residence Lifeline

Final Exams

As the Spring semester quickly draws to a close, here are a few points to remember:

May 3rd is the last day of classes. 24-hour quiet hours are in place during reading days and final exam week to ensure that the residence halls are conducive to studying and sleeping. 24-hour quiet hours will begin on Friday, May 3rd at 11:59PM and will remain in effect through Saturday, May 11th. Each night, from 9:00PM until 9:30PM, a stress release break is permitted. Please do not abuse this opportunity to release a bit of stress and re-energize. Use good judgment and show consideration for others. Remember that all University policies remain in effect. Students will be held accountable (including, but not limited to, a mandatory fine) for excessive noise and other violations. If you have any questions regarding 24-hour quiet hours, please contact your Resident Advisor.

- Friday May 3rd is both the last day of classes and the beginning of 24-hour quiet hours.
- All Residence areas close on Friday, May 10th.
- Be sure to follow all check-out procedures with your RA.
- All damage inquiries must be received in writing by June 14th.
- **Return your room/apartment key to an RA or Public Safety before leaving campus to avoid a \$100 fine.**

Departure

The residence halls close at 9:00PM on Friday, May 10th.

As you begin to pack and make travel arrangements for the end of the semester, please keep the following information in mind:

All students are expected to depart from campus within 24 hours of their last exam.

If your last exam is on Friday, May 10th, you must depart by 9PM that day. All campus residence areas will officially close on Friday, May 10th at 9PM.

If you need consideration to remain on-campus until 10AM on Saturday, May 11th, you must email us at Residencelife@wne.edu by 4:00PM on May 9th in order to request late departure.

Any student in housing without authorization after 9PM on Friday, May 10th will be assessed, at minimum, a fine of \$50.00 and may be required to depart immediately.

Please plan ahead and keep these dates and times in mind as you make your final travel arrangements. If you have any questions, please contact your Resident Advisor or the Office of Residence Life.

Summer Housing

Information about summer housing in Southwood can be found on the Residence Life webpage under Break Housing. In order to be eligible for summer housing, you must meet one of the following criteria: 1) be enrolled in summer classes at WNE—2) be an international student—3) be a full-time campus employee over the summer—4) have a full-time internship over the summer. Applications are due by April 29th.

Fall 2019 Housing

Be sure to complete all steps of the online housing selection process in THD. You and your roommates (if you paid your housing verification payment on time) should be selecting a room between now and April 11th. If you are using the select a bed option, you must do so between April 12th and April 19th. After your group has selected a room, you should be able to see your room and roommates for Fall 2019 in THD. Contact Residence Life with questions and concerns. You must complete the process by April 19th to secure a room.

Change in Status?

If you are not planning to return to Western New England University for the Fall of 2019, you will need to schedule a complete exit interview. Please contact the Office of First Year Students and Students in Transition at 413-782-1312.

Check-out Procedures

The check-out process consists of two steps:

- 1) **Return your room key to a Resident Advisor before you depart from campus.** Failure to return your room key before you depart from campus will result in an automatic assessment of a \$100 fee to change the lock and prepare replacement keys. Key inventories are completed immediately after closing. Keys returned via mail after closing will not be accepted. If you cannot find an RA when you are leaving campus, return your key to Public Safety. They are open 24 hours.
- 2) **Complete a room check-out with a Resident Advisor.** This includes signing off on your room condition form. While important, this is a preliminary check by the RA. Building supervisors and Facilities Management will conduct a thorough inspection of all residence areas and their expertise may identify necessary repairs not evident to an RA at the time of your departure.

NOTE: Scheduled check-out times for your building/area will be posted on your RA's door and throughout your building/area. Staff is not expected to be available around the clock or without advance notice. Please be sure to plan ahead and check-out during the posted hours. If you are not able to check-out during the posted hours, please contact your RA in advance to set up an appointment.

We also have an **express check-out** option available for students who would prefer a quicker process, or who cannot check-out during posted hours. To utilize the express check-out option, see the staff in your area the week before closing to obtain an express check-out envelope, and then just follow the instructions on the envelope.

Condition of Your Room/Suite/Apartment

To expedite the check-out process, your room should be thoroughly cleaned and restored to check-in condition before are checked-out by an RA. However, if you have reconfigured University furniture, such as a loft, you should keep it as you now have it arranged. Trash bags will be available from the Residence Life staff leading up to and during exam week. All personal property must be removed from your room/suite/apartment. Items left behind will be discarded. Additionally, occupants will be charged a hauling/removal fee for any furniture or belongings left behind. All trash should be taken to the nearest dumpster, with the exception of electronic devices. Do not pile items in the corridors, suites or courtyard areas or leave trash next to overflowing trash cans. If this occurs, all residents sharing the common area will be charged a littering/clean-up fee. In addition, we ask that you not dispose of electronics, or anything with a power cord, on campus. Electronic devices (most notably televisions) contain hazardous materials. We ask that you take your electronic devices home with you. Students who leave electronic devices behind will be subject to cleaning and disposal fees, as you would be with any trash or items left behind after you check-out. Additionally, if electronic items are found in a dumpster, and the student(s) responsible can be identified, that student or students will also be subject to fines for disposal.

Damage Assessment and Damage Deposits

Any damage charges assessed will be communicated via WNE email after closing. If, upon receipt of your damage assessment email, you wish to question any charge, your appeal must be presented, in writing, to the Office of Residence Life. The Office of Residence Life must receive your appeal by **Friday, June 14, 2019**. Please be sure to include details to support your appeal, your Spring semester hall and room number, your student ID number and an email address so that you may be contacted should we have any questions. We will not be able to respond to telephone inquiries regarding damage billing. This process allows us to provide everyone with better service when it comes to damage billing appeals. Be sure to pay attention to the appeal deadline, appeals received after June 14th may not receive a response. Unless a student has accepted full responsibility for damages and signed off as such on a damage responsibility form at the time of check-out, all repair/replacement costs are equally divided among roommates/suitemates.

Housing damage deposits are automatically refunded after the check-out process and damage billing has been completed by the Office of Residence Life. Deposits will only be refunded if you are continuing at the University as a commuter student, not returning to the University or graduating. In those circumstances, the refund to you will be less charges accrued. We strive to complete this process by mid-June.

Summer Storage

Limited storage space is available to students who live a significant distance from the University and are living on campus again for the Fall 2019 semester. Preference is given to international students. Students living within driving distance of the University may not be accommodated. Items are stored at the student's own risk. All items must be boxed and labeled. Furniture and perishables may not be stored. Contact Patrick Rojas at Patrick.rojas@wne.edu to set up an appointment for summer storage or if you have questions regarding summer storage.

Public Areas

Resident students are collectively responsible for all public areas of their community, such as corridors, stairwells, bathrooms, lounges, courtyards, etc. Group billing will occur for littering or damages in these areas, unless the individual responsible can be identified.

Mail Service

The Campus Post Office forwards first class mail to your home address. Second class mail (magazines, etc) will be forwarded at your expense. Third and fourth class mail (newspapers, etc) will not be forwarded. It is your responsibility to inform the Campus Post Office of any requests contrary to the above procedure. Change of address cards are available there as well. If you are graduating or not returning to the University, please return your mail box key directly to the Campus Post Office - not the Office of Residence Life or your RA - before you leave campus. Keep in mind that the Post Office is only open Monday-Friday during business hours. **Students planning to leave on a weekend or at night must plan to return mailbox keys in advance.** When applicable, the cost for an unreturned mailbox key will be billed to your account.

**Western New
England University**

Office of Residence Life
1215 Wilbraham Road
Springfield, MA 01119

• • • • •
Phone: 413-782-1317
Fax: 413-796-2008

▶ The Office of
Residence Life is
located in the Campus
Center on the 2nd Fl.

University housing for returning students
opens for the 2019-2020 academic year
on Saturday, August 24th and Sunday,
August 25th.

Detailed information regarding Opening
Weekend will be posted on the Residence
Life website in July.

Notes

TO DO CHECKLIST:

- ⇒ Have you emptied all drawers, closets, desk drawers, etc?
- ⇒ Have you emptied your micro-fridge?
- ⇒ Have you vacuumed and taken out the trash?
- ⇒ Is your room clean and in good condition?
- ⇒ Have you planned ahead to check-out during the posted check-out hours?
- ⇒ To avoid a \$100 fine, return your key to the RA who checks you out before you leave campus. If you have to leave campus unexpectedly and you cannot find an RA, please return your key to Public Safety. They are open 24 hours.