



SPRING 2024 RESIDENT CLOSING INFORMATION

IMPORTANT DATES

- Spring semester ends Saturday, May 4
- Spring Housing contracts end on Saturday, May 4 at 12PM (noon)
- Schedule an Express checkout online in the **Housing Portal**
- Damage charges will be applied to student accounts within 30 calendar days of checkout

CLEANING YOUR SPACE

Please note that all residents are required to leave their space clean prior to their departure. There will be cleaning kits and vacuums available at your residence halls front desk location prior to check out for a limited amount of time beginning April 21st.

Before your scheduled checkout date and time, complete the following to avoid any cleaning fees:

- Remove all trash- take to trash room or dumpster
Clean out garbage cans
- Remove all personal belongings from your room and/or unit
- Remove items on walls that were added as decorations, including tape, posters, etc.
- Clean all surfaces
- Un-bunk beds and place furniture back in the position it was in when you moved into your room (as it applies)
- For suites, clusters, and apartments - cleaning expectations apply to common areas such as kitchens, bathrooms, hallways, and any other common areas within the unit
- Clean kitchen, kitchen cabinets, counters and oven/stove (apartment residents)
- Empty and clean refrigerator, stove and microwave (apartment residents)
- Clean bathroom, toilet, and shower. Should be free of mold and mildew (cluster, suite, and apartment residents)
- Close windows
- Turn off lights
- If you rented a Microfridge from Bedloft: clean, unplug, defrost, and leave door open

Donation bins: Available beginning April 29- May 2

Look for donation bins Monday, April 29 to Thursday, May 2 at EAO and TBH from 9am-5pm to donate to UIC's Sparky's Closet, the UIC Great Stuff Exchange Free Store, Chicago animal shelters, and more!

Items that can be donated include:

- clean, gently used clothing
- gently used paired shoes (no singletons!)
- unopened toiletries
- clean towels
- UIC merch
- Unused notebooks and folders, and gently used writing and art supplies
- gently used books
- Clean kitchen supplies such as bowls, plates, utensils, mugs, cups, pots and pans, etc
- containers and storage bins
- electronics

Interested in volunteering some time for the move out donation drive? Contact recycling@uic.edu

Mail & Package Delivery

If you are ordering packages close to the end of the Spring semester, be aware that they may not be delivered prior to the closing of the residence halls. Packages delivered to residents that do not have an active room assignment will be returned to sender.

Mail will not be forwarded by Campus Housing. Change your address with the US Postal Service to have your mail appropriately forwarded. We also recommend updating your mailing information with the University through your student account.

Storage

Campus Housing does not offer any storage options during the summer. If storage options are needed, students are encouraged to research local options. A popular option used by Campus Housing residents is [Dorm Room Movers](#).

Bicycles

All bicycles and similar personal transportation devices must be removed from each residence hall upon checkout. Items left behind after May 6 will be considered abandoned and disposed of by Campus Housing.

End of Semester Schedule a Check-Out

Residents are required to checkout within 24 hours of their last Final.

All students must schedule an Express checkout date and time via the [Housing Portal](#).

To schedule an express check out date and time, please follow the directions below.

1. Sign up for an Express checkout is done by visiting the [Housing Portal](#) and selecting Express Checkout Sign-Up from the menu or navigation bar.

- Residents should consider their final exam schedule and plan ahead, as checkout within 24 hours after their last final is policy.
- Interim housing is only available to residents that have applied for 4 week or 12 week Summer school. Students must apply for summer housing no later than April 11. Applications received after this date will be charged an additional \$50 fee.
- Residents can cancel and reselect a new Express checkout timeslot, if needed.
- No cancellations or reselections will be allowed 24 hours before a resident's selected Express checkout timeslot.

2. Please schedule a checkout date and time by clicking the date and time on the calendar. Times available are from 8AM – 8PM, except for on Saturday, May 4, as contracts end at 11:45 AM. If your timeslot is not available, email our office at least 24 hours prior to your checkout at: housing@uic.edu . The last day for checkout is Saturday, May 4th at 12 Noon.

Interim and Summer Housing Information

All residents must be officially checked out of their Spring 2024 room assignments by 12PM (noon) on Saturday, May 4, unless they have applied for and have a confirmed Interim Housing assignment.

Interim Housing (May 4 and the beginning of the summer session term beginning on May 13) is only available for students that have signed a Housing Contract for 4 week or 12 week summer housing. These students will remain in their spring space at the end of the spring semester and will be required to move into their summer space May 11 & 12 between the hours of 9am-5pm.

Summer Housing applications are available beginning March 15, 2024 in the [Housing Portal](#) for 4, 8, and 12-week session terms. Residents should apply for Summer Housing no later than April 11, 2024.

Summer Housing contract options:

- 4-week Session May 11, 2024 -June 7, 2024
 - 8-week Session June 9, 2024- August 3, 2024
 - 2 week Session May 11, 2024- August 3, 2024
- Move-in begins at noon on first day of contract term, check-out is at noon on last day of contract term.

Day of Checkout

Be ready at the time of your scheduled Express checkout. Once you remove all your belongings out of your space, please follow the directions below.

Please note if you did not previously schedule an Express checkout date, you may be charged an improper checkout fee of \$150.

1. Stop at your residence hall's front desk location and get an Express checkout envelope from the desk staff.
2. Fill out the Express checkout envelope and place your keys inside the envelope.
3. Turn the Express envelope in at your residence hall's front desk drop box location upon departure.

Note: By completing the Express checkout, you declare that you have permanently vacated the unit and assume responsibility for any charges or damages assessed upon inspection at a later date by staff. Express checkout envelopes that are not labeled or not in the drop box location at your residence hall's front desk are considered lost and will require replacement and re-core charge.

- Any belongings left in your space will be discarded.
- You will be charged \$50 per bag of trash left in your space in addition to a \$150 improper check out fee.

We will not accept late keys mailed to Campus Housing.

Inspections & Damages

Room and unit inspections will be conducted by Campus Housing staff. Inspections are very thorough and may result in damage being found. Excessive trash found will result in a \$50 fee per bag, plus \$150 improper checkout fee. Any damage or excessive trash found and/or assessed during this time will be noted and billed to your student account.

***\$50 per bag of trash/abandoned belongings will be charged for any belongings left in a unit. These belongings will be disposed.**

Graduating Seniors

Graduating seniors wishing to remain on campus until May 5, 2024 at 12 Noon, must log into the Housing Portal no later than April 11, 2024 to request the extension.

**Campus Housing
wishes you a safe
and restful
summer break!**