Moving Out Deadline

Students need to check out of their rooms within 24 hours of their last exam, but no later than **Saturday, May 14th at 12:00 noon** (when residence halls officially close). Graduating seniors may stay no later than **Sunday, May 15th at 6:00PM**.

Prior to Moving Out

- Attend the Damage Billing Meeting that will give you important information on what to do to avoid being billed at the end of the school year.
- See your Residence Hall Director to discuss anything you or your suitemates/roommates could potentially be billed for (damages, mounted shelves/mirrors, missing items). Otherwise any damage charges noted after checkout will be applied equally to all occupants’ accounts.
- Attend the Closing Section Meeting to get all the need-to-know info regarding end of year closing.
- Beginning May 2nd, garbage bags, brooms and dust pans will be available in the Quad offices. Also beginning May 2nd, dumpsters will be available on your Quad for items you’d like to discard. Any large items you’d like to dispose of, such as furniture, carpets and lamps, must be thrown away at this time. You might want to remove these items while others are around to assist.

Need to stay past Saturday, May 14th?

If you are staying for graduation, UAlbany Dining, Five Quad or the Bookstore:

- Overnight Approval Forms will be available beginning May 2nd via the [Residential Life MyInvolvement page](https://www.albany.edu/housing).
- Completed Overnight Approval Forms must be submitted by 5 PM on Monday, May 9th via the [Residential Life MyInvolvement page](https://www.albany.edu/housing).
- Upon approval, students will be granted an extension to check out no later than Sunday, May 15th at 6 PM.
Moving Out Checklist

Prior to Quad Office Check-out

Please note that once you have checked-out you will NOT be able to re-enter the room for any reason.

Before reporting to the Quad office to check-out, make sure you have done all of the following:

- Closed all windows
- Removed all personal belongings and have taken all trash to the dumpster
- Removed all tape and residue from walls, ceilings, doors, etc.
- Double checked that all drawers and closets are empty

Quad Office Check-out

- Pick up an Express Check Out form at your Quad office prior to departure, make sure you fill it out completely and place your keys in and seal the envelope before submitting it to your Quad office.

- Turn in your keys! You MUST return your keys before leaving campus. They WILL NOT be accepted by mail. If you do not return your keys prior to check out, a lock change will be done immediately and you will incur a $90 charge. Students will also be charged for any illegal copies that are turned in.

- You are responsible for not only the condition of your bedroom, but also any living areas that you shared with suitemates, such as a bathroom and common area. If damage is assessed in these areas and the responsible party is unknown, cost of repair will be divided equally among the occupants who shared the space.

Textbook Rental Returns

If you have rented one or more textbooks from the University Bookstore this semester:

Friday, May 13, 2016 is the last day to return textbook rentals

Return your books early if possible to avoid long lines!

Remember you don’t get cash back on rental books; you received significant savings upfront.

If you leave campus with your textbook or left your rental at home, you can ship it to the bookstore with a prepaid shipping label available on the bookstore website: http://albany.bncollege.com/. You must make sure the textbook is with UPS by May 13, 2016.

If your books are not returned by May 13, 2016, you will be charged a replacement fee and a processing fee.
Moving & Storage

Attending Summer Session?
Need Temporary Storage / Storage for the Summer?

CONTACT: Glenn Coyne / glenn@donsmovers.com
518-462-0697 / www.donsmovers.com

PICK UP SCHEDULE:

ALUMNI:
Monday  May 9  1:00PM—4:00PM
Thursday  May 12  9:00AM—12:00PM

DUTCH:
Wednesday  May 11  9:00AM—12:00PM
Friday  May 13  9:00AM—12:00PM

INDIAN:
Thursday  May 12  1:00PM—4:00PM
Friday  May 13  1:00PM—4:00PM

FREEDOM APARTMENTS:
Tuesday  May 10  9:00AM—12:00PM

COLONIAL:
Tuesday  May 10  1:00PM—4:00PM
Wednesday  May 11  9:00AM—12:00PM

STATE:
Thursday  May 12  9:00AM—12:00PM
Friday  May 13  9:00AM—12:00PM

LIBERTY TERRACE:
Monday  May 9  9:00AM—12:00PM
Wednesday  May 11  1:00PM—4:00PM

EMPIRE COMMONS:
Tuesday  May 10  9:00AM—12:00PM

Shipping Boxes Nationally or Internationally

CONTACT: 866-269-4887
customercare@collegeboxes.com
www.collegeboxes.com

PICKUP TIMES:
Wednesday May 11 10am-4pm
Friday May 13 10am-4pm

Book Buyback
Get Cash Now!

End of semester book buyback has begun! As you know finals week is the best time to sell back books, but you can always bring your books in early. Please remember to bring your SUNYCard and ID number with you, and make sure you don’t sell back any rentals.

Graduation

Graduation regalia is now on sale! Stop into the bookstore to pick up regalia, a diploma frame and new Alumni merchandise. Regalia will be on sale at the Bookstore until April 29. Contact the bookstore at (518) 442-5690 for further details.

www.albany.edu/housing
MicroFridge Returns

Drop Off Dates & Times

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<tr>
<th>Location</th>
<th>Date</th>
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<td>COLONIAL</td>
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APARTMENTS:
Call 607-431-9525
To arrange pick up prior to Wednesday, May 11

FOR ALTERNATIVE PICKUP ARRANGEMENTS,
CONTACT: Refrigerator Leasing Co., Inc.
607-431-9525
www.refrigeratorleasing.com
refrigeratorleasingcompany@yahoo.com

Give & Go 2016
When you move out, don’t throw away your unwanted items that are still in good condition. Donate them instead!

COLLECTING:
- Furniture
- Working appliances
- Working electronics
- Non-perishable food
- Household items

WHEN? May 10th—13th
- 10:00AM—4:00PM

WHERE? All residential locations. Look for the specially marked collection bins and POD units.

WANT TO HELP? Contact the Office of Environmental Sustainability at gogreen@albany.edu

Preparing Your Unit for Return

Clean & defrost unit in your room. Use hair dryer to defrost freezer, do not use sharp objects to pry ice. Failure to clean / defrost will result in loss of deposit.

Clean fridge and microwave thoroughly, concentrating on the ceiling, sides, glass plate and inside of door.

All cleaned & defrosted units must be returned to the truck at times listed above. Assistance & handcarts are available with ID.

www.albany.edu/housing
Munch Money carries over for one academic year (summer to spring), as long as you remain enrolled; any remaining Munch Money at the end of the spring semester will be forfeited.

To always BE IN THE KNOW, follow UAS on Facebook, Instagram, Snapchat and Twitter or text UAS to 313131. Msg and data rates may apply. Contact your wireless provider if shortcode messages are blocked.

*The above policy has been instituted to maintain compliance with NYS tax law.

Finals Week Hours of Operation for the bookstore and UAlbany Dining: [http://www.albany.edu/uas/hours.php](http://www.albany.edu/uas/hours.php)

2016-2017 Meal Plan Information is now available online.
June 1 is the first day to switch your meal plan for 2016-2017.