Moving Out Deadline

Students need to check out of their rooms within 24 hours of their last exam, but no later than **Saturday, May 20th at 12:00 noon** (when residence halls officially close). Graduating seniors may stay no later than **Sunday, May 21st 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 1st garbage bags, brooms and dust pans will be available in the Quad offices. Also beginning May 1st, 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 you.

Need to stay past Saturday, May 20th?

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

- **Overnight Approval Forms** will be available beginning May 1st via the [Residential Life MyInvolvement page](https://www.albany.edu/housing).
- **Completed Overnight Approval Forms** must be submitted by 5 PM on Wednesday May 17th 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 21st 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.

www.albany.edu/housing

Textbook Rental Returns

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

**Friday, May 19, 2017** 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/](http://albany.bncollege.com/). You must make sure the textbook is with **UPS by May 19, 2017**

If your books are not returned by May 19, 2017 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
Online Reservation Form: (Click Link Below)
http://www.donsmovers.com/storage-reservation/

PICK UP SCHEDULE:

ALUMNI:
Tuesday May 16 1:00 PM—3:30 PM
Thursday May 18 1:00 PM—3:30 PM
DUTCH:
Wednesday May 17 9:00 AM—11:30 AM
Friday May 19 9:00 AM—11:30 AM
INDIAN:
Thursday May 18 1:00 PM—3:30 PM
Friday May 19 1:00 PM—3:30 PM
FREEDOM APARTMENTS:
Tuesday May 16 9:00 AM—11:30 AM

COLONIAL:
Wednesday May 17 9:00 AM—11:30 AM
Thursday May 18 9:00 AM—11:30 AM
STATE:
Thursday May 18 9:00 AM—11:30 AM
Friday May 19 9:00 AM—11:30 AM
LIBERTY TERRACE:
Tuesday May 16 1:00 PM—3:30 PM
Wednesday May 17 1:00 PM—3:30 PM
EMPIRE COMMONS:
Tuesday May 16 9:00 AM—11:30 AM

Shipping Boxes Nationally or Internationally

CONTACT: 866-269-4887 
customercare@collegeboxes.com 
www.collegeboxes.com
PICKUP TIMES: 
Wednesday, May 17 10am-4pm 
Friday, May 19 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 May 6th. Contact the bookstore at (518) 442-5690 for further details.
MicroFridge Returns

Drop Off Dates & Times

ALUMNI:
Saturday May 13  3:00 PM—5:00 PM

COLONIAL:
Monday May 15  11:00 AM—3:00 PM

DUTCH:
Monday May 15  11:00 AM—3:00 PM

INDIAN:
Sunday May 14  11:00AM—4:00PM

STATE:
Saturday May 13  11:00 AM—4:00 PM

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 2017

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 11th—19th
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
2017-2018 MEAL PLAN SIGN UP BEGINS ON JUNE 1st

- Non-freshmen living in residence halls for 2017-2018 are automatically assigned the myFlex Plan #2 with the option to change to any of the myUnlimited or myFlex plans by 9/11/2017.

- Students living in University Apartments or off-campus for 2017-2018 are NOT assigned a meal plan but can add a meal plan starting on June 1st.

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