Dear 2015s 2016s, 2017s, and 2018s,

Your active participation in the move-out process is required to minimize frustrations, delays, fines, and fees.

First, a quick note about why move-out logistics are so important:

- the College houses parents and family members of graduating seniors in Willets dorm, as an inexpensive alternative to area hotels. In order to get these spaces cleaned and prepped for families, your on-time move-out is required

- College support services begin to end after non-senior move-out; CAPS and Worth Health Center cannot see non-seniors past May 17th. On-call and Dean’s Office support services are also limited during this time.

Second, please read through this important message (the entire message!!!), and feel free to forward to parents or others who may be helping you in the move-out process.

The important information below will help ensure that you have a stress-free move-out (and help ensure that you avoid fines and end of year frustrations). Read, digest, and ask questions sooner rather than later. Since you only move-out once a year, a little reminder about the rules and procedures never hurts.

It is time to begin to think about moving out of your residence hall:

MOVE-OUT DEADLINE:

First-Years, Sophomores, and Juniors: Your move-out deadline is Monday, May 18 @ 8am. This means that you should plan on moving out NO LATER THAN 8am on 5/18/2015 (ideally, by the end of day on the 17th). Students receiving academic extensions are not able to receive housing extensions. If you have worked out an academic extension with your professor, please make arrangements to move-out no later than the morning of the 18th, and take the time to account for travel in your extension request. All non-grading students must vacate the dorms by this time. It is too late to request a move-out extension (see the reasons above); please understand that we plan for EVS and Facilities staff to be in the buildings as soon as possible before the deadline hits in order to prepare the dorms for Alumni Weekend and Summer Housing for approved students. We cannot, at this time, approve any additional late move-out requests.

Seniors: Your move out is Monday, June 1st @ 8am, after Commencement. Most seniors will move out on Sunday, May 31st after commencement.
WHAT DO I DO WITH ALL OF MY STUFF?

**Option 1: PACK-UP:**
Take all of your stuff home. It is wise to take as many things home that you do not need at College considering that dorm storage will be ending in Fall 2015.

**Option 2: TRASH2TREASURES:**
Take your stuff and donate it to Trash2Treasure (only good Condition/clean items and only items you do NOT want back).

**Option 3: PRIVATE STORAGE:**
Store items in an off-campus location, not College-sponsored. You may wish to utilize a private service that will pick up your items, or you may wish to utilize your own private storage unit.

**Option 4: SECURE STORAGE:**
Secure Storage is on a first-come, first-serve basis. Students must pre-register their request for storage using the form located on the Office of Student Engagement Website. Students who are approved may store up to three boxes in Old Tarble Secure Storage during the summer terms. Secure Storage is only open during limited days/times in both the Spring and Fall Semesters. Please do not store anything valuable (you should take any item with significant value home with you). Please do not store anything that you will absolutely need your first week in the Fall (such as bedding or pillows) as Secure Storage will only be open on a limited basis in the Fall (and may not be open the day or first few days you return). If you are an early return, please plan wisely. Students may store up to 3 regular size boxes, but may not store: furniture, musical instruments, area rugs, bicycles, fridges, or assembled floor lamps. Each box must be secured and labeled with your name and class year. Secure Storage and Regular Dorm Storage are only available as long as the storage rooms have remaining space. Students should store their items as early as possible, and not wait until the last minute.

**Option 5: DORM STORAGE:**
There is a limited amount of space available in dorm storage. Please note that DORM STORAGE is ending at the end of the Summer, and all items kept in Dorm Storage MUST be retrieved during the first few days you return to campus, no later than September 6, 2015. IF YOU ARE STUDYING ABROAD OR WILL BE ON LEAVE FOR FALL SEMESTER, YOU ARE NOT ALLOWED TO USE DORM STORAGE. Also, if you have any items in Closed Dorm Storage Locations, they need to be retrieved and taken home or move to an open dorm storage location.

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<tr>
<th>Open Dorm Storage Locations</th>
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More Storage information located on the OSE Website:
[http://www.swarthmore.edu/living-swarthmore/storage](http://www.swarthmore.edu/living-swarthmore/storage)
**ALUMNI WEEKEND:**

If you have been hired to work for Alumni Weekend, please note that housing will be arranged through that office. **You may not stay in your original dorm room if you have been hired for this weekend.** It is LIKELY that you will be consolidated into rooms in MARY LYONS, and will have a roommate that you do not know in advance. If you have are hired by Alumni Weekend, specific housing information will come directly from that office.

**SUMMER HOUSING:**

If you have secured Summer Housing, please note that the move-in for Mertz and Parrish will occur after 3pm on Monday, May 18th--you may stay in your Spring room until the afternoon of the 18th. The Office of Student Engagement will be in touch with all students who have been approved for Summer Housing with detailed instructions on moving into their Summer room.

**SUMMER SUBLETS:**

Please remember that if you are subletting an apartment in Swarthmore Borough, we are not able to provide interim housing. Move-out for all non-graduating students is no later than 8am on Monday, May 18th--make contact with your landlord now to makes sure that date works.

**RETURNING COLLEGE PROPERTY:**

If you have anything in your possession that belongs to the College, please take a moment to return to the appropriate College office. All keys MUST be returned to Key Central to avoid being charged. If you have anything from Sharples in your room (plates, cups, cutlery) please return to Sharples before you leave. **DO NOT** place items in your dorm kitchen and do not place in the T2T donation bins...to help keep costs down these need to be returned directly to Sharples before you leave. If you have borrowed anything that belongs to the Office of Student Engagement (board games, art supplies, recreational equipment), please return to the OSE (Parrish LL76 or outside of the office if closed). If you notice anything in your dorm lounge that looks like it belongs to the college, be a good Swattie and return it on behalf of your floor 😊. Library books and equipment belonging to the Media Center or your academic department also needs to be returned.
**MOVE-OUT CHECKLIST AND ROOM CONDITION:**

What do you need to do in order to officially "move-out"? You need to:

a) **COMPLETELY clean out your room**
b) All furniture that belongs in the room needs to be in the room
c) Remove any trash and place in the appropriate location (do NOT leave trash in your room, take to the appropriate common trash receptacles in your building)
d) Take all T2T donations to the appropriate location (do not leave it in your room or in the hallway)
e) Sweep out or vacuum your floor
f) Double-check your closet to make sure nothing is forgotten (it happens!)
g) **DO NOT LEAVE ANYTHING IN YOUR ROOM!**
h) Complete the Room Checkout Form at [http://tiny.cc/swatmoveout](http://tiny.cc/swatmoveout). *If you do not complete this checkout form, this will result in an improper checkout fine!*
i) Inform your RA (or another RA in your dorm) that you have checked out and are leaving. An RA can be available to look through your room with you, should you request it. If you cannot find an RA, please contact the Office of Student Engagement and inform them that you are moving out (610-957-6113) or ithomas1@swarthmore.edu.
j) Check our mail one last time, turn in your mail key to the College Post Office
k) Turn in your dorm room key to Key Central.

Your room should be returned to a clean condition. This means that all original furniture should be in the room and accounted for. Remove all trash and trash-bags before you leave. LOCK YOUR DOOR...do not leave your room unlocked when you leave.

***BOOKCASES:*** If you moved your bookcase (the regular bookcase and not the desk hutches) please place these items back on the floor. EVS staff should not be expected to move furniture after move-out, so please help us with this small item.***

**KEYS:**

Turn in your key directly to KEY CENTRAL in the Facilities and Services Building. The Facilities and Services Building is located across the street from the Fieldhouse, and Key Central is located on top of the loading bay. **Failure to return dorm key will result in a minimum charge of $50.00 per key.** Key Central is open during normal business hours, however there is a 24-hour key drop-box, or if you would like a receipt please turn your key in during regular business hours.

**FALL MOVE IN:**

The residence halls open for the Fall 2015 term on **Friday, August 28th**! Please plan on arriving on or after that date.