



MOVE OUT INSTRUCTIONS

1. Choose your checkout*:

- a. Traditional Check Out: Contact a residence life staff member (RA or CA) before you plan to move out. Residence Life staff will be available in the Bruske, Gelston, Newberry, Mitchell, and Wright Hall lobbies from 10 am – 5 pm on March 13. Students checking out after this time should contact a staff member 24 hours in advance to schedule your check out. This person will meet you at your room at the arranged time to complete your check out.
- b. Express Check Out: Pick up a checkout envelope from the residence hall lobbies. Complete all of the checkout steps on the envelope, place your key in the envelope, then return the envelope to the key return box in the lobby. Envelopes and key return boxes are available in Bruske, Gelston, Newberry, Mitchell, and Wright Hall lobbies.

2. Complete checklist of items below

- a. ALL trash disposed of
- b. Room cleaned (swept, surfaces wiped down, etc.)
- c. All personal belongings removed from room
- d. Windows closed/locked
- e. Curtains closed
- f. Lights out/ Door locked

3. Drop off envelope (with keys inside) to the Express Checkout drop-box located in your experience OR with the staff member assisting with your traditional checkout.

4. Depart campus – you're all set!

*Students living in small/Greek housing, Wright Avenue, and the Opera House may choose either checkout option and should work with Junior/Senior experience staff in the Wright Hall lobby if they wish to do a traditional checkout.

Please contact Residence Life with any questions at residencelife@alma.edu!