

End of Semester Information Fall 2009

1. If I am not returning for spring semester, when do I need to move out?

You should first make sure the Residence Life Office is aware that you are canceling your contract. You must check and move out no later than Friday, December 18, 2009 at 12:00 p.m. **YOUR ID WILL BE TURNED OFF AT THIS TIME.** Combinations will be changed after closing.

2. What do I need to do to check out?

FOR STUDENTS NOT RETURNING TO THE RESIDENCE HALLS FOR SPRING 2010

Option 1: Express Check-Out

1. Get an express Check-out form from your hall office or RA/CA, complete it and return it to the hall office.
2. You are responsible for arranging your own furniture, cleaning your share of the living space and turning in your mailbox key.
3. A residence life staff member will recheck your room after the halls have closed. The final damage assessment will be done at this time.

Option 2: Check-Out by your RA/CA

1. You must make an appointment for a check-out time with your RA/CA. Do not expect the RA/CA to come to your room. You should go to your RA/CA's room at your appointment time. Appointments must be made at least 48 hours in advance.
2. You are responsible for arranging your own furniture, cleaning your share of the living space and for turning in your mailbox key and room key (Redwood/Oak Halls)
3. Your RA/CA will examine the condition of your room against your original Room Inventory Form and note damages. (We suggest that all residents of the room be present at checkout times to discuss any questions of responsibility for damages and cleaning.)
4. A residence life staff member will recheck your room after the halls have closed. The final damage assessment will be done at this time.

Failure to do one of these will result in a \$25 fine.

RESIDENTS NOT RETURNING SPRING 2010 - Where Will My Mail be sent?

Change your address now with friends, family, magazine companies, credit card companies, etc. NJIT will NOT forward any of your mail. It is your responsibility to change your address with the individuals or companies sending you mail. All first class mail will be returned to sender.

Mail for Residents over Winter Break

During the winter break mail will be sorted and put in mailboxes when the offices are open. If necessary, you should contact your creditors to give them a winter break address. This is the only way you can assure that you will receive mail on time.

24-hour Quiet Hours

Begin December 9th @ 10:00 pm UNTIL December 18th @ 12:00 pm

To ensure that everyone has the ability to study without interruption during the exam period the following 24 hour quiet hour's policy will be in effect until December 18 @ 12:00 pm:

1st offense: Judicial meeting with the residence coordinator within 24 hours

2nd offense: Loss of housing for the remainder of the exam period

Spring 2010

WHEN YOU RETURN FOR SPRING 2010 REMEMBER TO CHECK IN WITH THE STAFF.

Meal Plans for Spring Semester begin Monday, January 18 – Dining Hall – 3:00pm-9:00pm & C-Store
3:00pm-1:00am

Monday, January 19 follows a holiday schedule.