As we say goodbye...

Dear River Crossing Residents:

We have reached the end of another year. *We hope you all had a great year living in Housing* and that we helped you find new friends, enjoy events, and have some great experiences on campus.

*We also want to congratulate fellow graduates.* We are all excited to see what lies ahead for everyone. After all your hard work, we hope you reward yourself with a wonderful summer!

Please read the rest of this newsletter if you have any questions about the move-out process. We will be here to help you every step of the way, and we thank you for a wonderful year!

Best wishes,

The Housing and Residence Life RAs

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**Important Dates in May**

- Quiet Hours......................5/1-5/9
- Contracts End....................5/9
- Commencement ....................5/13
- Summer Move in Day ............5/16
- Summer Session 1 Begins ........5/19
Travel Abroad– Costa Rica!

by Hailey Hennessy

This past March I had the opportunity to study abroad in the marvelous Central-American country of Costa Rica. It was a ten day trip that was jam packed with adventure and excitement! After waking up at 3am and flying through the sky for several hours, one would usually relax in their hotel room and catch up on their rest. Not this group! Hot off the plane with fresh ink still drying on our passports, we drove up the side of a lush mountain to hike through the rain forest. This set the pace for the rest of our trip. We zip-lined, surfed, danced, kayaked on the ocean, swam beside a waterfall, lounged in the hot springs, and ate more fruit than some of the creatures we saw on our night hike!

"Take the time to check out the study abroad opportunities available and just go! I promise you will not regret it."

Laced into our fun, believe it or not, was decent amount of education. We used our Spanish-speaking skills first hand. The history of the 1400’s was at our feet and in front of our eyes. Costa Rican culture was our new best friend with so much to offer. New foods, new landscapes, new animals, and new friends. This trip was more than any of us could have asked for. It brought 23 strangers together and made us friends. Now that we are home, the group makes an effort to spend time with one another and reflect on the memories of a country that changed us for the better. Studying abroad teaches you the things that can never be brought into a classroom and build relationships that are irreplaceable. Take the time to check out the study abroad opportunities available and just go! I promise you will not regret it.
Housing will close on Friday, May 9, 2014 at 5pm.
If you haven’t already done so, please make ALL necessary arrangements (travel or otherwise) now.

CLOSING INFORMATION

The houses/buildings close **FRIDAY, MAY 9, 2014 AT 5:00PM.** No Exceptions.

If a student is living here over the summer, they will be emailed information concerning their summer space and space changes that will take place between the 15th and the 20th of May. They will need to have turned in a signed summer housing contract and the prepayment BEFORE 5pm on Friday, May 9th to be able to stay once the spring contract ends. There will be SOME flexibility with moving timelines but our goal is to get all students moved to Whitewater as soon as their spaces are done being cleaned. Students staying for summer should get their personal items packed up and ready to space change. If students are staying for summer and already live in Whitewater they MAY be able to stay in same room. They can refer to their summer housing assignment email for more information.

YOU MUST LEAVE 24 HOURS AFTER YOUR LAST FINAL.

QUIET HOURS

24-hour quiet hours begin Thursday, May 1, 2014.

Residents violating the 24-hour quite hours will be documented. If a resident is documented twice, they will be required to meet with the Residence Coordinator. The student(s) finals schedule will be reviewed, and there will be a discussion about when the student plans to check out. If the student continues to be documented, they will meet with the director and will be referred to the Office of Student Conduct.

CHECK-OUT DATES

Residents who have not signed summer contracts **must** move out by Friday, May 9 by 5pm or 24 hours after their last final, whichever comes first.

Residents who are graduating must submit a written request to living@iusb.edu; they are permitted to stay until Wednesday, May 14th at 5pm. We have limited information about who is graduating; students must provide this to us and it will be verified.

Non-graduating residents who are requesting permission to stay late (or graduating students wanting to stay longer than May 14) are subject to a $25/day fee and need to complete a Request for Extended Stay form at the office by Friday, May 2 at 5 p.m. The request will be reviewed and residents will be contacted by the Assistant Director of Housing if it is approved. Residents should not assume their request is approved until they are contacted.

Mail Forwarding

Don’t forget to forward your mail when you leave for the summer....

- Come to the front desk to pick up a change of address form
- Go to the USPS webpage: https://www.usps.com/manage/forward-mail.htm#2

Have a Great Summer!
CHECK-OUT PROCESS

Residents planning on doing a traditional check out should sign up for a checkout time on the schedule available with a Resident Assistant by 5pm the day prior to their check out day. If a resident is not signed up for a checkout slot by that time, they will have to sign up on another day, wait until a staff member is available, or do an express check out.

RAs will be taking down the next day's check out schedule from their door at 5pm each day, in order for housing staff to prepare for the next day's checkouts.

ALL RESIDENTS must come to the community building at their scheduled time. RAs will be waiting at the front desk.

All personal items/belongings must be removed from the apartment before the checkout will occur – schedule at the time you will be ready to move out, not the time you are planning to start loading the car

A $50.00 improper checkout fine will occur for residents who are not prepared at the time of their scheduled checkout. Residents who are late or not prepared to checkout at their assigned time will need to wait until the next available time, sign up for a new time, or do an Express Checkout.

CHECK-OUT TYPES

Express Checkout:

Express Checkouts allow for flexibility of residents checking out quickly and not having to schedule a time to do a walk-thru with the RA present. The walk-thru is completed after the person vacates their space. The same care and attention to detail is handled during this checkout process as during the traditional checkout. Express Checkouts can be picked up beginning Monday April 28th from the front desk. If you need one sooner, let us know.

Residents choosing the Express Checkout option will need to come to the Community Building front desk to sign up and pick up an Express Checkout envelope.

Residents will need to fill out and sign the envelope and follow the instructions for making sure their spaces are properly cleaned and taken care of before they are ready to checkout.

When residents are ready to vacate their space they should lock their bedroom/apartment door and put ALL their keys inside the Express Checkout envelope.

Completed and signed envelopes should be dropped off at the Community Building front desk ONLY by 5pm on Friday, May 9 or within 24 hours after your last final. Whichever comes FIRST.

Traditional Checkout:

This type of checkout is done by signing up for checkout slot with an RA and a walk through will be completed together and paperwork signed and keys collected at that time.

Spaces should be cleaned and cleared and residents should be ready to vacate their space when the slot they signed up for takes place. Residents must come to the Community Building front desk for their checkout slot. **RAs will NOT come and track you down.**

Residents who are not ready to checkout during their time or are late will need to wait until the next available time, sign up for another time, or utilize the Express Checkout option. Schedules are tight and there is not flexibility to fit in another person, unless there is no one else scheduled.

PREPPING SPACES FOR END OF SEMESTER

Residents should work with roommates whenever it is necessary to make sure apartments are cleaned. **ALL** residents are responsible for the common areas in their apartment.

There will be a list posted (RAs bulletin boards) the week of April 28th listing expectations for cleaning and prepping spaces for residents to move out.

If there are any questions about potential cleaning or damage issues please contact living@iusb.edu.
DAMAGES

RAs DO NOT make decisions about damage billing. A follow-up inspection will occur by the Assistant Director of Housing who will have the final say on damage/cleaning amounts. The AD follows up BASED ON info given by RA.

This billing will be completed by the end of May. Residents will be notified of damage bill via IUSB e-mail. The e-mail will include information on appealing damage charges.

Simple work orders should be submitted now to fixit@iusb.edu

University Furniture

Please make sure all furniture that is supposed to be in the bedroom, common area and kitchen is there – you will be charged for any furniture that is missing, damaged or destroyed.

Suggestions for cleaning:

Wipe down all surfaces, including inside drawers and cabinets
Clean oven, stove and microwave
Clean out refrigerator, including washing shelves/drawer
Vacuum bedroom and common areas
Wipe down shower, and other bathroom/vanity areas

List of common damages and their amounts:

Bedroom key -- $50.00  Apartment key--$100  Mailbox key -- $25.00
Cleaning -- $25/hour  Carpet Cleaning -- $150 for apartment and $50 for bedroom
Removal of trash or abandoned items --$25 (minimum)

DONATION BINS

We have two donation bins located in the parking lots in student housing.

PLEASE utilize these, to help us continue to be as sustainable as possible!

TRASH

Please ensure that ALL trash is placed in outside dumpsters. Trash left in the hallways/entryways/porch/balcony will result in custodial charges. Same with sweeping/vacuuming your bedroom/common area, bathroom and kitchen.

STORAGE

There is no storage available for student belongings on campus. We also encourage residents to take home their bikes. If left they will be discarded and/or donated.

SUMMER

Residents who are staying for the summer will receive an e-mail confirming their new assignment with instructions for moving by May 2nd. They do NOT need to check out by May 9, unless they are planning to go home during the interim period.

Residents staying for summer should start preparing themselves to move into their summer spaces in WHITEWATER House. Moves into summer spaces will take place beginning approximately May 15th and residents will have a short window of time to get moved into their new summer spaces.

Summer Housing is available for residents who are:

Taking summer classes

Participating in University sponsored activities, including academic research and working at a campus job.

Summer sessions are $650 each or $1300 for both (for a 4 bedroom). Rates have not increased for the third year, great value to live on campus this summer

Prepayment is only $100. Please plan to turn in summer housing applications by April 30 to Bursar's Office to get quickest return on summer housing assignment and space-changing process.