SPRING 2015—GREEK MOVE-OUT GUIDE

Closing of Buildings
- All Greek housing closes on Wednesday May 13, at 12 pm, unless your house has been approved to stay open.
- Graduating seniors are permitted to stay until noon on May 18.
- If you need to stay past May 13, visit www.cmu.edu/housing for details on how to apply for an extension request. Requests are not guaranteed.

Closing Procedures: Greek Quad
Students living in the Greek Quad are permitted to leave their belongings in their room, as long as it has been approved by the House Manager. Personal items cannot be stored in the basement. Please note that during Health and Safety inspections, rooms will be checked for any damages or safety hazards. Any damages will be billed as necessary. For questions, please contact your facility coordinator.

Closing Procedures: MMA Greek Facilities
Students living in the Margret Morrison Greek Facilities are permitted to leave their belongings in the rooms for the summer if they live in a Greek residence that has signed a lease (apartments 104 and 105 ONLY).

Students living in Margret Morrison Greek Facilities who are part of the Special Interest Housing must remove all personal belongings and restore the rooms and common areas to the way they were on move-in day. Rooms and common areas should be left in a clean condition. Any damages or excess trash found will result in a charge to your student account.

Health and Safety Inspections
Health and safety inspections will take place on May 14 beginning at 12pm. The inspection takes place throughout the entire facility, including all resident rooms.

Important Dates
April 15
Deadline to submit request for your facility to stay open for the summer. Must submit a summer roster to Housing Services with at least five confirmed member residents and a designated summer house manager.

Deadline for fall residents living in the Greek house to confirm their housing assignment through the Housing Services Portal.

May 1
Deadline to submit summer resident housing agreements.

May 14
Buildings close for summer at 12 pm, and Health and Safety Inspections begin at 12 pm.

May 15
Fall 2015 semester/academic year sign over forms due to Housing Services.

July 1
Last day to move any member into the Greek house from campus housing for fall 2015.

Moving Carts
Moving carts will be available at the Hill Service Center, Morewood Gardens, and Residence on Fifth service desks.

It is required that you leave a photo ID with the desk attendant. You will be responsible for the cart while it is assigned to you. Because the supply is limited, please use and return the cart promptly.

Staying for Summer?
Summer housing is available for periods equivalent to the summer school session between May 18 and August 8, and is offered in the Residence on Fifth and Shady Oak Apartments. Apply via the Housing website before May 15, 2015.

Fall 2015 Move-In
Returning students are not permitted to move into their 2015-16 housing assignment before Thursday, August 27, 2015, and early arrivals are not approved unless associated with a university office or an orientation activity. Students who arrive early without approval may be assessed a fee of $100 USD per night.

Housing Services will utilize the electronic kiosk check-in process for fall 2015. This requires the use of your Carnegie Mellon ID card and one of our centrally located kiosks.

Storage
The Office of Student Life oversees all storage locations within the residential halls. Storage locations, availability, and hours can be found on the Student Life website or by calling 412-268-2142. Only residents currently living in campus housing and returning to campus housing in the fall (signed a fall 2015 Housing License Agreement) are permitted to store items in campus storage. Storage PODs and containers are prohibited from being dropped in parking lots.

Bicycles
Storage is not available for bikes during the summer. Do not leave bikes in buildings or on bike racks around campus. Bikes left within residential buildings and surrounding areas after May 25 will be removed by University Police.

Campus Mail
Returning students: If you are leaving campus for summer, studying abroad, taking a leave of absence, or leaving campus for an extended period of time for any reason but plan on returning, please visit Carnegie Mellon Postal Services for its mail forwarding policies.

Graduating students: Your mailbox will be released once you have graduated. You must submit a mail forwarding form online by June 1, 2015, or your mail will be returned to sender. Visit www.cmu.edu/postoffice.

Questions? We are here to help!
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(412) 268-2139