



# The Pickle Connection



UNCSA Housing Office 2010 End-of-Year Closing Newsletter

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May 2010

All UNCSA residence halls & apartments will close on Saturday, May 29th @ 4 p.m.!

For more information on closing and other housing-related topics, please visit the Students Information & Forms website at <http://www.uncsa.edu/students/forms.htm>

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## YEAR END CLOSING

It's hard to believe that the year is almost over! It seems like just yesterday that we were welcoming students to campus and handing out keys. Now it is time for those same students to leave our halls for fun summers and exciting futures. The following is the official residence hall and apartment closing schedule and check out procedure guide. Non-graduating students are expected to completely check out of their rooms within 24 hours of their last exam and no later than the date indicated below.

When you depart your room/apartment, review the Check Out form. Check the "to do list" on the sheet to make sure you have completed all the items listed. Sign the sheet as you depart from your room/apartment and return it with your key to your Resident Assistant (RA), Residence Hall Coordinator (RHC), Resident Manager (RM) or a Residence Life Programs staff member. We hope that you have had a wonderful experience while residing in the UNCSA residence halls and apartments!

### Quad Office Hours

**May 26**  
Noon—Midnight

**May 27 – 28**  
8 a.m.- Midnight

**May 29**  
8 a.m.—4p.m.

The following is the official residence hall end-of-year closing schedule:	
ALL non-graduating students (High School & College )	Must check out within 24 hours after last final exam
Graduating students	Must check out by 4 p.m. on May 29, 2010

Please be aware that these date(s) and time(s) are **FIRM**. So, please make travel arrangements accordingly. No extensions for late stays will be granted. A \$25 fee will be assessed for each hour students remain in their rooms.

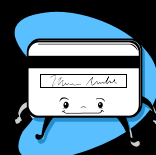
### Center Stage Office Hours

**Weekdays**  
8 a.m. - 12 p.m.  
1 p.m. - 5 p.m.

**May 29**  
8 a.m.—4 p.m.

### One Card Reminder !

Please remember you keep the same One Card as long as you're enrolled as a student. Put your One Card in a safe place so you'll remember to bring it back in the Fall. Failure to do so will result in paying \$10 for a replacement card.



- As long as you are a student, the balance on your One Card Debit plan will carry over from term to term and year to year.
- Upon graduation or withdrawal from UNCSA, any debit account with a balance of \$25 or higher will be eligible for a refund provided you complete a One Card Refund Request form. You must apply in person with the One Card Office for a refund at the end of term in which you graduate or at any other time during the term if you officially separate from UNCSA. Refunds will not be received until all school fees are paid in full. All refund checks will be mailed to the payee. Refunds take approximately 2 months for processing. One Card Refund Request Form - <http://www.uncsa.edu/onecard/RefundRequest.pdf>

**ROOM/ APARTMENT CONDITION**

The final check-out service provided by Residence Life staff is extremely important to you for both financial and for convenience reasons. Each RA, RM, College Life Coordinator or Residence Hall Coordinator will conduct a pre-closing meeting to provide specific instructions. *Please make sure to attend!*

To prevent damage billing or trash removal charges you must see an RA, RM, College Life Coordinator or Residence Hall Coordinator prior to your departure to have your room inspected and to rectify any items noted on your Room Condition Report. However, the *Housing Office staff makes final billing decisions* for damage or trash removal in individual rooms and apartments. Billing for common areas such as bathrooms, hallways, lounges, etc. will be equally divided among residents if the parties responsible are not identified. *Common area charges are not subject to appeal.* Billing will be sent out during the summer.



**BAILEY STREET & CENTER STAGE APARTMENT RESIDENTS**

The checkout procedures for the Bailey Street and Center Stage Apartments is different than checkout procedures in the residence halls. *There will be no regular check out procedure in the apartments due to the nature of the facilities.* The apartment check-out policy is that each student will complete an Express Checkout. This means you will put your key in an envelope, sign the envelope and leave the envelope & check out procedure sheet with a staff member. All apartments will be inspected after the last resident has checked out of the apartment.

You will be responsible for damages to your bedroom and will have a shared responsibility for the common areas. *Common area charges are not subject to appeal.* If you feel that there may be excessive damages to your apartment or would like an estimate of what the damage charges will be, you may arrange a pre-checkout meeting with the residents of your apartment, Resident Managers, College Life Coordinator or Center Stage Manager (*CSA residents only*).

It is difficult to inspect the apartments. The process is made more difficult when there are pictures, posters, etc., on the walls. We have a number of examples where the first student leaving indicated the other apartment mates would clean the area or were responsible for damage and then the other residents disagree. Doing check out for everyone at the same time will place all residents on notice that they are equally responsible for the final overall condition of the apartment.

**Dining Services**

*The last meal served in the Pickle Jar will be brunch on Saturday, May 29th from 7 am to 1 p.m.*

**Bicycle Removal**

Please take your bike with you when you leave. The Residence Life Programs & Housing Office is not responsible for bikes left on the bike racks. All bicycles left behind are considered abandoned and will be removed on Wednesday, June 2, 2010.

24 hour quiet hours begin on May 23rd at 10 p.m.



**Transportation**

*Listed below are posted times for shuttle runs to and from the GSO Airport.*

*Buses depart 20 minutes after each exam.*

*There will be no shuttle service on Friday*

<b>Tue. May 25th</b>	11:20 a.m.; 3:20 p.m.; & 5:50 p.m.
<b>Wed. May 26th</b>	11:20 a.m.; 3:20 p.m.; & 5:50 p.m.
<b>Thurs. May 27th</b>	10:20 a.m.; 12:50 p.m.; 3:20 p.m. & 6:20 p.m.

# Important Tips to Help Save You Money!

## Apartments (Bailey Street & Center Stage)

- ◆ Sweep and mop kitchen and bathroom floors.
- ◆ Clean kitchen stovetop, oven, microwave, sink, counters, cabinets, refrigerator and chairs.
- ◆ Clean out all kitchen cabinets.
- ◆ Clean washer & dryer, including lint filter
- ◆ Clean out & empty desks, dressers, and closets.
- ◆ Clean tub, toilet, bathroom sink, counter, cabinets, tile, and mirrors.
- ◆ Vacuum all carpeting.
- ◆ Return all furniture to its original location.  
(For example, desks in bedrooms, sofa and chairs to living room.
- ◆ Remove ALL belongings by the 4 p.m. deadline on May 29th. Items cannot be stored by Housing Office.
- ◆ Do not remove alterations that you have made to your apartment such as decals, stickers, graffiti, signs, etc. Although you will be charged for these alterations, your removal of them may actually cause additional damage for which you will be responsible. Do not repaint over murals or paint walls.
- ◆ Remove all trash & place in outside dumpsters!
- ◆ Prior to vacating your apartment make sure all windows and doors have been secured, ovens/stoves, lights and water are turned off.
- ◆ If you live in Bailey Street, return key to Resident Manager's office or the Residence Life Programs & Housing Office .
- ◆ If you live in Center Stage you may return your key to the Center Stage office. After office hours please deposit key in slot located on the office garage door.



## Residence Halls A-F

- ◆ Sweep and mop room.
- ◆ Clean sink and vanity counter.
- ◆ Clean mirror.
- ◆ Clean out & empty desks, dressers, closets and underneath sink area.
  - ◆ Remove ALL belongings by the 4 p.m. deadline on May 29th. Make sure all items are out of your room. Items cannot be stored by the Housing Office.
- ◆ Prior to vacating your room, make sure all windows and doors have been secured and lights are turned off.
  - ◆ Open all blinds.
- ◆ Remove all trash and place in outside dumpsters!
- ◆ Do not remove alterations that you have made to your room such as decals, stickers, graffiti, signs, etc. Although you will be charged for these alterations, your removal of them may actually cause additional damage for which you will be responsible. Do not repaint over murals or paint walls.
- ◆ Return your key to Quad Office.

## Residence Halls Moore & Sanford

- ◆ Sweep and mop room.
- ◆ Clean sink and vanity counter.
- ◆ Clean mirror.
- ◆ Clean off & empty desks, dressers, closets and underneath sink area.
  - ◆ Remove ALL belongings by May 29th. Make sure all items are out of your room. Items cannot be stored by the Housing Office.
- ◆ Prior to vacating your room, make sure all windows and doors have been secured and lights are turned off.
  - ◆ Open all blinds.
- ◆ Remove all trash and place in outside dumpsters!
- ◆ Do not remove alterations that you have made to your room such as decals, stickers, graffiti, signs, etc. Although you will be charged for these alterations, your removal of them may actually cause additional damage that you will be responsible. Do not repaint over murals or paint walls.
- ◆ Return your key to Connector Building front desk.

# Damage Billing Information

As residents checked in this past Fall, they all completed and signed a Room Condition Report (RCR). This RCR stated the following:

*"I understand that I am responsible for the condition of this room and for any damage or loss that may occur during my occupancy, unless excused from such by the Roommate Release Form. I also understand that residents are held collectively responsible for damages in common areas of the building. I further realize that if I leave without checking out properly, all damages will be assumed to be mine."*



The following prices are examples of charges that you could be assessed for damages. Depending upon the degree of damage, your charges could be higher or lower. **Please note:** This list is not comprehensive.

During the final room inspection conducted at each scheduled check-out appointment, RAs, College Life Coordinators or Residence Hall Coordinators will use RCRs to do an initial assessment of each residence hall room. During this initial assessment, the RA, College Life Coordinator or Residence Hall Coordinator will make note of any missing or damaged furniture, room damage, or failure to follow closing procedures, and residents will be asked to sign off on these items.

**Please note:** Resident Assistants do not have the definitive or final say regarding room damages or charges. Once the residence halls close, a final inspection will be done of each residence hall room and common area by a College Life Coordinator. It is the College Life Coordinator who makes final determinations regarding charges.

Individual room and common area damage charges will be assessed to student's accounts. A letter outlining all damages and associated charges will then be sent to the student's permanent address.

Any common area damages assessed to a student MAY NOT be appealed. However, if a student feels that he or she was incorrectly charged for individual room damage, the deadline to appeal that charge is August 3, 2010. All appeals must be written and signed by THE STUDENT. **The Housing Office will not discuss damages or damage charges over the phone.** Appeals postmarked after August 3, 2010 will be returned unanswered.

Repair and/or Replacement Charges	
Ceiling Light Replacement	\$57.00
Door (Room) Replacement	\$400.00
Lock Change <i>(Due to lost keys or improper checkout)</i>	\$50.00
Towel Bar Replacement	\$20.00
Window Glass Replacement	\$150 & up
Window Screen Replacement	\$100.00
Mattress Replacement	\$100.00
Remove Gel from Light	\$25.00 & up
Fines	
Unapproved Late Stay	\$25.00 per hour
Cleaning Charges	
Furniture/ Carpet Removal	\$ 50.00 per item
Removal of Personal Belongings	\$25.00 per bag
Trash Removal	\$25.00 per bag
Room Cleaning	\$25.00–\$200.00
Room Painting	\$100.00 per wall
Remove Stickers	\$10.00 per item