CHECKING OUT OF YOUR RESIDENCE HALL ROOM

There are two options available for you to conveniently check out of your room:

1. Complete an in-person check out with a Resident Assistant (RA) between the hours of 8am to 6pm, now until Sunday, April 5, 2020 at 6pm
   a. Weekends included
   b. Able to complete paperwork in person

2. Complete an Express Check Out Envelope and turn in to your residence hall mail slot at any time before 6pm on Friday, April 5, 2020
   a. Can be completed at any time
   b. No need for in-person contact

In-Person Check Out Process

1. Remove all personal belongings from your room

2. Prepare room for departure
   - Close and lock windows
   - Set thermostat to “3”
   - Take trash to dumpsters located outside the halls
   - Don’t forget your bike

3. After your belongings are removed and your room/side is clean, come to the front desk of your residence hall to check out with an RA
   - Desks will be open for in-person check outs from 8am to 6pm until April 5, 2020, including Saturdays and Sundays
     Note: There is no need to schedule your check out time in advance. You can simply come to the desk during the above hours to find an RA to help you in your check out
   - If the desk is closed between 8am and 6pm, a phone number will be provided for residents to call for an in-person check out

4. During your in-person check out, the RA will check your room and also take your mail key and ResNet cable at this time. If you do not turn in your mail key, you will be charged

5. Once your mail key has been turned in, you are completely checked out and free to leave
Express Check Out Process

1. Remove all personal belongings from your room

2. Prepare room for departure
   - Close and lock windows
   - Set thermostat to “3”
   - Take trash to dumpsters located outside the halls
   - Don’t forget your bike

3. After your belongings are removed and your room/side is clean, come to the front desk of your residence hall to pick up an Express Check-Out Envelope
   - Leave your ResNet cable in your room on your desk
   - Complete the information on the outside of the envelope
   - Put mail key inside of the envelope and seal
   - Note: Please do not lick the envelope. Tape will be available at all desks for closing envelopes
   - Turn sealed and completed envelope into the mail slot of your residence hall

4. Once your completed envelope has been turned in, you are completely checked out and are free to leave.

FORWARDING MAIL

1. Log into your WyoWeb account and verify your off-campus mailing address. Residence Life and Dining Services will forward your mail to that address for a month.
   - Note: If you expect mail to arrive later than a month after your move out date, submit a Change of Address with USPS