



Spring Check Outs

McMurry University Residence Halls

MCM.EDU



Sign-Up Sheets

Posted on RA's door on Monday,
May 1st.

Taken down from RA's door on
Wednesday, May 3rd at 5pm.

Failure to communicate
preferred checkout
appointment before May 26th =

- Warning on Thursday
- \$50 Fine on Friday

Improper checkouts = \$150

Resident Check-Outs

- Residents needing to leave sooner, must notify RD and still go through a proper check out.
- Residents may move their time up, only at the RAs convenience but not back. Having to move it back will result in a fine.
- Residents may only sign up for a Saturday or Sunday time through special permission with the RD.
- -Graduation (if not a senior) is a preference, not a necessity. You will not be able to stay because of graduation.
- -Sports that are still in season need to communicate with RD about extended stay.

Check-Outs

Residents will need to ensure they have everything they need before they leave because they are not allowed back in!

- Suggest they have their car packed up before room check!
- Hall Access will be removed once checked/walked out!
- If resident is not ready for check out during their time, they will be fined \$50 for having to move their time back.

Check-Out (All Students)

- Wipe down all surfaces
- Vacuum carpet/sweep floors
- Tidy all living spaces
- Unplug ALL appliances/electronics
- Unplug & Defrost fridge completely by final check out
- Throw away opened food items & perishables
- Lock windows & close blinds
- Take all trash out
- Bathroom should be cleaned
- Turn off AC/heater

Check-Out (All Students) Cont.

These are additional to last slide tasks

- All personal belongings must be removed from room.
- All room furniture must be arranged correctly (don't stack desks or beds)
- Bed must be waist height (unloft/unbunk)
- All drawers must be cleaned and wiped down
- Adhesive and decoration removed from walls & windows
- Key returned (if applicable)

Fine for damages or instruction not followed.

Kitchen and Common Areas

Kitchen and common spaces will be completely cleaned out by staff by a set date.

- Cleaning out the fridge will mean that everything will be thrown away whether there is a name or not!
- Varies per hall so email your RD or RA to see when your kitchen will be cleaned!

Coming Back in the Fall?

Be sure you have submitted your housing application at mcm.erezlife.com, use your McMurry Credentials, make sure your “applicant profile” is updated, and submit your application!

Any questions? Email ortega.ailin@mcm.edu or residencelife@mcm.edu

Want to Apply Accommodations or Off-Campus Living?

For accommodations: Email shaw.jason@mcm.edu

For off campus living: Update your “applicant profile” to say you are applying off campus or email ortega.ailin@mcm.edu for help!

Any questions: Feel free to ask your RDs! We will find an answer for you if we don't already know.

What About Centennial Commons? (New Apartments)

We are so excited for our NEW Centennial Commons to open up in the Spring of 2024!

In order to apply for the new apartments, you **MUST** live off campus for the Fall of 2023.

You will not be able to transfer over from the dorms to the Centennial Commons.

Questions? Email residencelife@mcm.edu