



The Office of Residential Life staff wish you all the best with the end of the semester coming up in a few weeks. As you make plans for the summer break, please remember the following details.

Pontchartrain Halls will close on Saturday, May 20, 2023, at Noon.

Only graduating seniors and those with extenuating circumstances can request to leave after closing.

[Spring 2023 Check out Extension Request form.](#)

Complete no later than May 8, 2023.

Note: Students who remain in Pontchartrain Halls after 12 PM on Saturday, May 20 will be charged a fee and be required to move to approved spaces for summer housing. South Hall will close for the Summer 2023 term; however, summer housing will be available in North Hall.

MANDATORY CLOSING FLOOR MEETINGS (4/28 - 5/7)

RA are having meetings to discuss the closing process. Look around your floor, check your email, or ask your RA on your specific floor's date, time, and location. Attendance is required.

It is vital for you to be there to best understand the closing process. If you cannot attend, touch base with your RA. It is your responsibility to understand the closing process and avoid any fees up to \$200+.

HOW TO CHECK OUT SUCCESSFULLY

Step One: Complete each checklist item and sign the sheet outside your suite.

Failure to properly check out can result in a fee of up to \$200.

Remove all items from your space; bring all trash to the trash room. Large items must be brought to the outside dumpster. Additional dumpsters will be available.

- Don't forget to take your bicycle. Abandoned bicycles and those that have not been registered will be removed on June 5, 2023.
- Remove all trash from common areas, your room and bathroom.
- Double check all drawers, closets, vanity storage and common areas for personal items.
- Turn off all lights.
- Close and lock all doors and windows.
- Pull the blinds up halfway.
- Return your room key (via the express check out envelope available at the front desk)
- Ensure your student ID is with you when you leave, you will need it for future semesters.

Step Two: Returning your key and completing the check-out process

Located at each front desk is an express check out envelope you must fill out. Place your bedroom key (if issued) inside. Failure to complete this process will result in the following fees: \$200 improper checkout fee and a \$50 lost key.

It is not required for your Resident Assistant to be present; however, if you wish for them to be there, schedule a time with them directly.

Create a Sustainable Check-Out and Give Back to UNO and New Orleans

- Support your Privateer Pantry: Boxes will be available at both front desks to collect shelf-stable food and personal care items. Donations should be unopened and not have expired.
- Goodwill: Household items (e.g., appliances, electronics, decor, clothing, etc.) can be left in your respective kitchens. Beginning May 15 a Goodwill truck will be staged in the Pontchartrain Hall parking lot for you to drop your item(s).

SUMMER 2023 HOUSING

Complete the Pontchartrain Halls Summer 2023 application on the Residential Life app via myapps.uno.edu. Summer housing begins Friday, June 2 and ending at noon on Saturday, July 29, 2023. Please remember limited services will be available on campus during the break between semesters.

FALL 2023 HOUSING

If you have not completed your Fall 2023 Pontchartrain Hall application, be sure to complete it as soon as possible. Login to the Residential Life app via myapps.uno.edu to access your application.