

# SPRING 2023 MOVE OUT TUTORIAL



Tulane



# HOUSING & RESIDENCE LIFE

## MOVE-OUT INFORMATION

Tulane



# IMPORTANT DATES

- Mid-April – May 5 – Students submit End of Semester Plans
- May 5 – Deadline to submit Extended Stay Request
  - *If your student needs to stay on campus after 5/12 for any reason, they must submit this form!*
- May 12 at noon – Residence halls close for students not graduating
- May 21 at noon – Residence halls close for graduating students



# CAN MY STUDENT STAY LATE?

- Students must check out 24 hours after their last final to ensure that students still taking finals are able to focus on studying and resting.
- Most students will not be permitted to stay in the residence halls after May 12<sup>th</sup>.
- Students who are participating in a University-sponsored activity or are facing extreme circumstances must complete the extended stay request form by May 5.
- Graduating seniors who are registered for commencement should submit an extended stay request.



# HOW DOES MY STUDENT CHECK OUT?

- Students should work with their roommate(s) to complete the move out checklist.
- Students should plan for their departure in advance, including plans for all personal items, as they cannot stay in the residence halls over summer.
- When ready to leave campus, students with a key must complete an Express Checkout envelope and turn it in at the Housing and Residence Life office.
- Students who live in Monroe, Wall, and Weatherhead must complete their self check-out in the Housing Portal and should **not** use an Express Checkout envelope.
- Students who do not follow checkout instructions, including self-checkout, will be charged \$100 for an improper checkout



# DOES MY STUDENT NEED TO CHECK OUT?

## Yes.

- All students must officially check out when they leave campus.
- Students who do not checkout will be charged the \$100 improper checkout fee in addition to any fees for unreturned key(s).
- All items – except those scheduled for pick-up by USS – must be removed before the student checks out. Fees will be assessed for trash or personal belongings left behind.



# TRASH 2 TREASURE

## **Did you know Trash 2 Treasure is a Tulane organization that collects items for donation?**

- Rather than students discarding items they no longer want, we encourage them to donate all usable items to one of the four Trash 2 Treasure collection locations throughout campus.
- Locations, dates, and times of collection can be found in student communication and on the move-out website.





# SUMMER STORAGE

UNIVERSITY AND STUDENT SERVICES

Tulane



# APPROVED STORAGE VENDOR

- University and Student Services (USS) is a nationally recognized company focused on providing high quality products and services to colleges and universities nationwide.
- USS is the same vendor who assists us with delivering student packages to student rooms before fall move-in.
- For information on services and pricing, visit the USS website listed to the right.



[uandss.com/tulane](http://uandss.com/tulane)  
[info@uandss.com](mailto:info@uandss.com)  
1.888.877.1113



# SUMMER STORAGE

- USS is the only Tulane approved vendor to provide summer storage to on-campus students. USS is selected to provide a variety of service options, and are required to adhere to University standards.
- USS is provided space on campus to distribute box kits and sell other materials.
- USS works with Housing & Residence Life to access spaces to pick up items from the student's room, then deliver stored items directly to the student's Fall room assignment for their approved check-in date.



# SUMMER STORAGE NEXT STEPS

1. Register on the USS website. Students can pick up boxes and kits from the USS tent setup on McAlister (outside the LBC) from April 24<sup>th</sup> through May 12<sup>th</sup>. Additional boxes will also be available for purchase.
2. Your student should pack up all belongings per instructions on the USS website, then leave the items in their room upon checking out.
3. USS will be escorted by Housing and Residence Life staff to pick up the belongings after move-out. Items will be stored in a climate-controlled facility for the summer.
4. Before your student returns to campus, USS will work with Housing and Residence Life staff to deliver stored items to student rooms by their approved check-in date.
5. Students who are moving off-campus for the next semester should contact USS to update their fall delivery address.



# SUMMER STORAGE FAQs

## **What's in a box kit?**

5 boxes (18x18x24) and packing tape.

## **What does the storage and pickup / delivery cost?**

All prices are on the USS website: [uandss.com/tulane](http://uandss.com/tulane)

## **What about storage of larger items?**

Large items – like furniture, suitcases, and plastic drawers – can also be stored by USS. Price per item may vary, depending on size.

## **More FAQs are available on the USS website**

Visit [uandss.com/Tulane](http://uandss.com/Tulane) for registration, pricing, and storage guidelines.



# UNAPPROVED STORAGE VENDORS

- If a student uses a company that is not the University approved vendor, the student assumes full responsibility for the actions of the vendor and their staff while they are on campus.
- These unapproved vendors are treated as guests of the student and will not be permitted inside the residence halls unescorted.
- It is highly encouraged that students and their families thoroughly research any company they choose to use.



# NEED TO SHIP SOMETHING?

- The FedEx office opens a second location in the Pederson Lobby of the LBC, offering shipping for students. They also sell special boxes for items like flat screen TVs, bikes, and musical instruments.
- Avoid the rush and ensure your student gets what they need! Order or pick up shipping supplies early!
- Specific dates, hours of operations, and more information about their services and supplies can be found at [mailservices.Tulane.edu](http://mailservices.Tulane.edu).



**Visit [housing.tulane.edu](https://housing.tulane.edu)**  
**for more information**

