We hope you have enjoyed an outstanding semester at Southeastern! The University Housing staff thanks you for living on campus this semester and wishes you best of luck on your final exams! Please note that all Residence Halls will observe “24 hour Quiet Hours” to support your success on your final exams.

University Housing is excited to offer a quick checkout process to students living in the following Halls: Hammond, Livingston, Louisiana, Pride, St. Tammany, Tangipahoa, Taylor, Washington, Zachary Taylor, Cardinal Newman and Southeastern Oaks. Students living in these communities will be able to “express check-out” during the week of Finals without signing up for an appointment time with their Resident Assistant.

Students in these communities may still follow traditional check-out procedures of scheduling a walk through check out appointment with their Resident Assistant by signing up for an appointment time on the schedule by their RA’s door if they chose to complete a traditional check-out.

**How do I “Express Check-out?”**

- Sign up on your RA’s “Express Check-out Sign Up Sheet”
- Remove all belongings and clean your room.
- Fill out the Express Check-out form provided by your RA and submit the form and your keys (in the provided key envelope) to the University Housing Office in Pride Hall during regular office hours.

**University Housing Office Hours**

Monday thru Thursday: 7:30 AM– 5:00 PM
Friday: 7:30 AM– 12:30 PM
**Housing Academic Appeal Process**

In order to remain in University Housing for the Fall 2014 semester, students must maintain a 2.0 overall GPA or 2.0 on 12 hours or more during the Spring 2014 semester. Students who fail to meet this requirement may submit a University Housing Academic Appeal Form to the University Housing Office or on-line at www.southeastern.edu/liveoncampus.

Students wishing to submit a University Housing Academic Appeal Form must do so by Wednesday, May 21, 2014 at 5:00 pm. Appeals will not be accepted after this deadline. Appeals are reviewed by a committee of faculty, staff and students familiar with student academic requirements.

If the appeal is denied, the student will be notified via their University email account as soon as possible. Students whose appeal are denied will not be eligible to live on campus for the Fall 2014 semester. Students whose appeal are approved will be assigned to their Fall assignment based on their date of appeal approval.

Please note that students on University Academic Suspension or Probation must complete the requirements from their University suspension or probation as well as University Housing requirements.

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**Reminders:**

Did you check your mailbox and leave a forwarding address if necessary?

Did you have your beds bunked? Have you unbanked your beds and returned the bed pegs to University Housing?

Do you have a University Balance?

Did you Return your Textbooks?

Did you clean and remove belongings from the following:

- Closet
- Bathroom and vanity area
- Desk
- Chest of drawers
- Kitchen area
- Bed
- Commons Areas
- Floor

Did you check out properly and return your keys?

Are you planning to return to University Housing for Fall 2014? Have you completed your Fall re-application by paying your pre-payment fee by May 16?

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**Important Dates**

- May 12-16
  Finals and Checkouts
- May 16
  Final Day to Pay Re-application fee to maintain priority over new students.
- May 17
  Graduation
- May 21
  Housing Academic Appeals Due
- June 4
  Summer School Classes Begin
- August 20
  Fall Classes Begin

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**How Do I Check Out of my Room?**

**Step 1:**
Sign up for an appointment to check out with your Resident Assistant! Each RA has posted a check out schedule near their door. Be sure to sign up at least 24 hours in advance.

**Step 2:**
Remove all belongings from the room and clean it before your check-out appointment.

**Step 3:**
Be ready to return keys and sign out with your Resident Assistant at the time of your scheduled check out.

**Step 4:**
Check out with your Resident Assistant

**Step 5:**
Need to contest damage charges? Do so within 24 hours of checking out by emailing universityhousing@southeastern.edu

**Step 6:**
Enjoy your summer!

Check-out via express check out!
See page 1 for more information!