

Senior Checklist For Vacating The Mills College Campus

- **Make an Appointment with your R.A. to Check Out of your Residence Hall:** At this time you will fill out your room condition form with your RA, give your housing key to your RA and follow all procedures necessary to check out of your room. The last day to check out of your room is **Sunday, May 13th**, at 12:00 noon.

OR

- **Express Check Out:** You do not need to have an RA present at the time you check out of your room. You need to get an Express Check Out form, which will be located outside of your RA's room. Please read and follow the procedure for check out written on the form. Once completed, place your form in the envelope posted on the door of an RA in your building and return your housing keys to HMDS in Sage Hall. The last day to complete check out is **Sunday, May 13th**, at 12:00 noon.

Next

- **Key Returns During Campus Work Hours:** Return all Mills College Campus keys in your possession, i.e.: lounge keys and campus classroom (Art, Music, etc.) keys to **HMDS in Sage Hall 138**, M-F between the hours of **8:30 am & 5:00 pm**. Make sure that you receive a receipt for all keys returned to keep for your records. **Return** your *residence hall keys* to your RA after you have *completed the check-out* procedures for your dorm room. All keys must be returned to HMDS by **Sunday, May 13th**, to avoid any key fines.
- **Key Returns After Campus Work Hours (Includes Express Check Out):** You will need to obtain a key envelope from HMDS, Sage Hall, Room 138, or from your RA. You can place ***ALL*** of your Mills College keys into the key envelope and seal it. On the label you will *list all the keys* placed in the envelope by the key # located on the key. Also, please fill in your *name*, and *Mills I.D. #*. Please make sure that your envelope is properly filled out and tightly sealed so the keys don't fall out of it. Once the envelope is properly filled out, you can place the envelope in the *night drop box* located outside the right side, front entry to **Sage Hall**. Please note that until HMDS has verified that all keys have been returned, your key record has not been cleared. Only return your keys after completing your room check out. All keys must be returned to HMDS by **Sunday, May 13th**, to avoid any key fines.
- **P.M. Boxes:** Student residents are responsible for filing a Re-Mail Form or a Hold Mail Form with the Mail and Copy Center. Mail will be re-mailed or held only for the period of time set forth in the respective form. Unclaimed mail will be returned to the local Post Office endorsed as "undeliverable." Fees are applicable to each service; please see each respective form for the accurate fee.
- **Change of Address Form:** Go to the M-Center located on the first floor of Carnegie Hall (next to Sage Hall). This form must be filled out so the College can continue to get in touch with you post graduation.

[Updated: Feb. 24th, 2012]