

Summer Break Closing Information

by the Department of Residential Education and Housing

General Information

All residence halls will officially close for summer on **Tuesday, May 17, 2022 at 8pm**. All students, except those participating in Commencement or who have received prior approval to stay on campus, are expected to move-out 24-hours after their last final exam or by 8pm, May 17, whichever comes first. Any student who is not able to move out by these times should contact our office at housing@tcnj.edu as soon as possible. Please note that exceptions are rare and are only made for extenuating circumstances. Any students looking to stay on campus who may be experiencing housing insecurity should submit a CARE Referral to access resources through the *Dean of Students Office*.

Over the upcoming weeks, we encourage students to begin taking non-essentials home prior to the end of the semester, to ensure a more expeditious move-out at the end of the semester. It is also recommended that students begin organizing and packing items to prepare to go home or discarding items as needed.

Guest Policy

As a reminder, Guest Restrictions are still in place for students who live on-campus, however, during a student's final move-out, they will be permitted 2 helpers to assist with moving out of their residence hall.

Quiet Hours

The last day of classes is Friday, May 6, 2022, with 24-hour quiet hours beginning at 11pm that night for the remainder of the semester. Students who are found to be disruptive who do not have scheduled finals may be removed from housing for the remainder of the semester.

Moving Out

Below is the list of things to be aware of and to follow to ensure a proper check-out and to avoid unnecessary damage and lock change charges.

Clearing the Room

Rooms should be broom swept and private bathrooms/kitchens (Cromwell/Decker/Eickhoff/ Phelps/Hausdoerffer/Townhouses) should be cleaned. Remove all items from your room - trash can be brought to the dumpster outside/near your residence hall (trash chutes are not available starting May 16).

Anything left behind is not the responsibility of The College and will be discarded. Consequently, your room could be assessed as dirty and incur additional charges.

Remove all items from walls, doors and windows. Close and lock your windows, turn off the lights and lock your room door.

Before You Go

Check your mailbox for any items and ensure that you have picked up any packages you have received. Mail will not be forwarded.

Scan the QR code available in your residence hall to officially notify us that you have left.

Key Return

Keys must be returned prior to leaving campus. Keys can be returned to your area office or via the Express Check-Out Key return box located at:

- Eickhoff Hall Entrance closest to the C Store
- Centennial Office
- Decker Hall Entrance
- New Residence Entrance
- Townhouse East / South / West Office
- Wolfe & Travers Lobby
- Phelps & Hausdoerffer Mailboxes

All meal plan points will expire at the end of the day on May 17, 2022 and the last meal will be served on this day. To make sure leftover points are not forfeited, take advantage of Sodexo's Case Sale! Students will receive specific information about this in their closing email. An order form can be found on [Sodexo's website](#).