



SPRING 2020 ROOM CHECK OUT PROCESS

Residential Student:

You are receiving these instructions because you have been assigned a date and time to officially checkout of your assigned residence hall room at Louisburg College. Please be advised of the following directions that are necessary for you to participate and appropriately complete the checkout process.

1. You are required to speak with a Community Hall Director prior to your arrival on campus. You will be receiving a telephone call prior to your assigned time to be at Louisburg. If you do not receive a telephone call within 10 minutes of approaching Louisburg, telephone the Hall Director at 919-495-5127.
2. The Community Hall Director will administer to you on the telephone the Health Screening Questionnaire. This is a series of eight (8) questions related to COVID-19 that will assist the college in determining if it is safe for you to be present on campus during your scheduled check out. You will need to answer these questions to receive approval to be present on campus for check out purposes.
3. Once you are given clearance to drive on campus, you need to go directly to your assigned parking location. You are required to wear a mask during your entire time on campus, and you are only permitted to bring one (1) individual with you for move out purposes.
4. Be advised that you have been scheduled for 90 minutes to move all of your belongings and checkout of your residence hall room. You are required to use the assigned dumpster for all room trash that will be located near your assigned parking space.
5. Follow the instructions on the End of the Year Closing Checklist Form. This form has been emailed to you and is also posted on your residence hall room door. When you have completed the checklist, sign and date it.
6. There will be a small envelope attached to your Room Condition Form for your mailbox key. Place your Mailbox key, along with any other college keys you have in your possession, in the small envelope. If you are NOT returning to Louisburg College for the fall 2020 semester, also use this envelope to return your Hurricane Student ID Access Card.
7. Your Room Condition Form (RCF) has been placed in your room. You need to review the form and then sign & date the Check-Out section.

8. Students are not permitted to return textbooks prior to completing their final examinations. If you have been assigned a time prior to you completing your exams you can mail the textbooks back to campus at your expense.

You will have instructions attached to your Room Condition Form for Textbook Procedures. There will be a drop off location in the Jordan Student Center Multi-Purpose Room for students to leave textbooks. There will be a listing of all textbooks that you have checked out to you in your instructions. Take this form and all of your textbooks to the Multi-Purpose Room in the Student Center and leave your books on the table along with a copy of your textbook listing. Make sure to take a picture of your stack of textbooks with your paper on top to keep for your records. Once all textbooks are checked in you will be contacted if you are missing any items. Any non-returned textbooks will be charged to your student account. Contact Brandy Wood at bwood@louisburg.edu for more information.

It is expected of all individuals who are on campus during this time period to continue to social distance. Your observation of these standards are very much appreciated. If you have any questions at all related to the spring 2020 checkout process, email the Office of Housing & Residence Life at housing@louisburg.edu. During the time you are on campus, you can telephone the Community Hall Director at 919-497-5127.

We look forward to assisting you throughout this checkout process. Best of luck on your final examinations & GO HURRICANES!

Sincerely,

Office of Housing & Residence Life