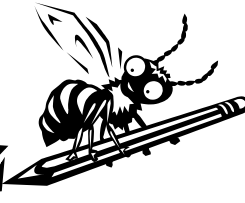


The Buzz



May 2011

Closing and Moving Out Information

The Residence Halls will be closing on Tuesday, May 10, at 10:00 am. You must check out of your room with Resident Life Staff **24 hours after your last final and no later than May 10 at 10:00 am.** Only students who have been approved for a college related obligation are permitted to stay after closing.

Steps to follow when moving out:

1. Remove **all** belongings from room **
2. Remove all clothing from wardrobes, closets and/or drawers
3. Remove all food and trash from room (trash must be taken to the dumpster outside of each building)
4. All room furniture must be placed in its original position
5. Beds, if disassembled, must be reassembled and debunked
6. Floors must be swept and free of debris
7. Clean bathroom (suites)
8. Windows must be closed and locked
9. Turn off AC unit (suites)
10. Turn off lights and lock door
11. All rented refrigerators must be cleaned out, defrosted and returned on the designated date and time
12. If you have borrowed an Ethernet Splitter or Comcast Cable Box, they must be returned in their original box
13. Remove all items from door
14. Complete/sign "We're Outta Here" and hang on outside of door
15. Empty mailbox
16. Checkout with the duty RA (sign paperwork, inspect room, turn in keys) or use Express Check-Out

** Please move your vehicle into a parking area immediately after loading to allow others the space for loading.

Regular Checkout Schedule

Hours and Locations

Tuesday, May 3 – Friday, May 6 & Monday, May 9
11:00 am – 1:00 pm: meet with a member of the resident life staff
1:00 pm – 5:00 pm: visit the designated check-out areas of the building
7:30 pm – 11:00 pm: meet with the RA on duty

Saturday, May 7

1:00 pm – 5:00 pm: visit the designated check-out areas of the building
7:30 pm – 11:00 pm: meet with the RA on duty

Sunday, May 8

1:00 pm – 3:00 pm: visit the designated check-out areas of the building
7:30 pm – 11:00 pm: meet with the RA on duty

NOTE: You will need to allow a certain amount of time for check out process to be completed. Allow a minimum of 15–20 minutes. **Peak times may take longer!**

When you are ready for an RA to check you out:

- Residents of St. Brigid, Siena, & Loyola: Go to the Loyola Hall conference room to request a duty RA to assist you. Alexandria hall residents: Go to the Conference Room (#131) to request a duty RA to assist you. There will be a sign-up sheet for checking out. You will be assisted on a first-come, first serve basis.

- Resident Life staff will be available to assist with check out from 11:00 am to 11:00 pm, according to the schedule above.

Please note that students who do not check out with an RA or by Express Checkout are subject to a \$25.00 processing charge along with key charges.

If you are unable to check out during those times or wait for an RA to assist you, you may take advantage of our **EXPRESS CHECKOUT.**

Express Check-out

Resident Life will be offering an alternative to regular check out for those who are unable to check out at the designated times or who are unable to wait for an RA to process their check out. Express Check-out Envelopes will be available outside of the resident life offices in Loyola and Alexandria Halls. The Express Check-out Envelope must be completed, signed and keys (room key, mailbox key and other issued keys) must be placed in the envelope and sealed. Slide your completed Express Check-Out envelope by sliding under the doors of:

- Main Complex (St. Brigid, Siena and Loyola Halls) #130 Loyola Hall
- Alexandria Hall #131 Alexandria Hall

We're Outta Here

"We're Outta Here" forms will be posted on your room door. All items on the list must be completed and the form signed by each resident in the room. This form **MUST** remain attached to the outside of the room door.

Ethernet Splitters

Residents who signed out an Ethernet splitter for their computers are reminded that these must be returned when checking out in order to avoid being charged. Please be sure to disassemble all components and return in the original box.

Comcast Cable Box Return

All Comcast Cable boxes must be returned in their original condition & box prior to moving out of the residence halls by the resident who signed out the box. Failure to meet this requirement will result in a monetary fine. Please check your email and the resident life website for additional information.

However, if you have an upgraded digital subscription with Comcast Cable, you must make arrangements with Comcast to disconnect your service and return all devices directly to Comcast by the end of the year. ***They cannot be returned to the Office of Resident Life.***

Items for Pick Up

Anyone who had candles, halogen desk lamps, coffee pots, or other items removed from their rooms during the last Health and Safety inspection (spring break) may pick them up in Loyola 132 to take home when you leave. Items not claimed at that time will be discarded.

Room Damage Responsibility Form

If damage has occurred in your room/suite over the course of the year (holes, hooks, paint damage, etc.) both/all roommates will be charged for damage unless both/all roommates agree that one person is responsible for a specific damage. Please use the Room Damage Responsibility form at check-out to take full responsibility for the damage. You do not need to submit this form if you will be sharing responsibility for any damages present.

Quiet Hours

23-Hour Quiet Hours began on Sunday, May 1, at 10:00 pm and will continue through the rest of final exams! Please be respectful of these quiet hours for everyone's academic benefit during this important time period. Quiet hours will not be enforced between 5:30 pm and 6:30 pm; however, please remember that courtesy hours are always in effect.

Refrigerator Rentals

The Melrick Company will be on campus Monday, May 2, from 1 – 2 pm at the St. Brigid Parking Lot. Students who rented refrigerators must return them at the designated time and location.

Final Exam Schedule

For your convenience, the Spring Final Exam schedule has been posted in the first floor lobby of Alexandria Hall and also in Loyola Hall next to the public safety offices. It is also available on-line at:

<http://www.gmc.edu/students/registrar/>

Good luck on all your final exams and projects!

Summer Housing

Anyone interested in summer housing must complete a housing application available outside of the Office of Resident Life (Loyola 130). Summer housing is available to students who will be taking classes on campus or working for a department on campus. The cost per week is \$150, payable in the Student Billing office. Students interested in summer housing should speak with a member of the Resident Life Staff.

Forwarding Mail

Students who have been approved for summer housing will continue to receive their mail over the summer months. **All other mail will be returned to the sender!** The college does not retain mail for anyone who is not currently residing at the college. In order to avoid losing mail over the summer months, you must notify the postal service of your change of address. This can be done in one of two ways:

1) Pick up a change of address packet at the Office of Resident Life. Complete the form inside and drop it in any outgoing mailbox (on or off-campus).

2) Log on to USPS.com. Click on household and then options for receiving mail. At this point you have two different options:

- a) Select change of address if you are not returning to GMC in the fall. Follow the instructions and enter your address.
- b) Select mail forwarding if you are planning to return to GMC in the fall. Fill in the address where you would like your mail delivered over the summer. Fill in the dates you will be at that address. At the end of this time period, your mail will once again be sent to GMC.

**** Attention****

HEALTH & WELLNESS CENTER

ALL requests for copies of physicals and immunizations MUST be in the Health & Wellness Center by Friday, June 3. The Health & Wellness Center is closed during the months of June & July. There will be no access to your records during this time, so plan ahead! Questions??? Call ext. 306.

Donation Boxes

As you pack up your room for the year, please consider donating any of your gently-used or new:

- Furniture
- Clothing
- Jewelry
- Tools
- Electronics
- Appliances
- Household items

Please place your gently used items in the donation boxes provided in St. Brigid and Alexandria Halls (near security). All donated items will be given to IMPACT Thift Stores, Inc.

GMC's 62nd COMMENCEMENT!

Honor's Convocation

Friday, May 13, 7:00 pm

Location: Gymnasium

Baccalaureate Mass

Saturday, May 14, 9:00 am

Location: Julia Ball Auditorium

Commencement

Saturday, May 14, 11:30 am

Location: Loyola Hall Parking Lot

For additional information on commencement events, please see the GMC web site:

<http://www.gmc.edu/graduation/>

Congratulations Graduates!



The Office of Resident Life would like to wish all of our students a safe, relaxing and fun summer!

Rick, John, Keisha, Jen, Michelle, Lori

Oh, the Places You'll Go!
by Dr. Seuss

Congratulations!
Today is your day.
You're off to Great Places!
You're off and away!

You have brains in your head.
You have feet in your shoes
You can steer yourself
any direction you choose.
You're on your own.
And you know what you know.
And YOU are the guy who'll decide
where to go.

You'll look up and down streets.
Look 'em over with care.
About some you will say, "I don't choose
to go there."
With your head full of brains and your
shoes full of feet,
you're too smart to go down any not-so-
good street.

And you may not find any
you'll want to go down.
In that case, of course,
you'll head straight out of town.

It's opener there
in the wide open air.

Out there things can happen
and frequently do
to people as brainy and footsy as you.

Counseling Services
Offers congratulations to
graduating students,
oh the places you will go!!!

And to all, have a happy and healthy
summer!

Jeanne McGowan ~ Counseling Services
2nd floor, Griffin Complex
215-641-5571