



UNIVERSITY OF DALLAS

The Catholic University for Independent Thinkers

Room Check-In Notes for Residents

Any time that a resident moves into or out of a residence room on campus, a required 'Room Inventory Check-In Form' must be completed by **each individual resident**. Check-in forms are required by 'student' and not by 'room'. Roommate configurations can change during the year, so a pair living together at the start of the year may find themselves in the same room but with a different roommate at some point. That is why each student is responsible for their own check-ins and check-outs.

Completion of this form is for the benefit of each resident. It allows each resident to insert notes regarding any room/furniture damages. Upon move-out later in the year and visual verification by staff, notes regarding any damages or missing furniture are compared to those made during the check-in process. Any discrepancies between the two, other than normal 'wear-and-tear' are then billed to student accounts. Damages or missing furniture noted at check-in protect the resident against unwarranted charges.

The link to the check-in form is clearly printed on the outside of the key packet which the student picks up at the time of move-in. There is one form for hall residents and another for upperclassmen living in the campus apartments.

This is an online form that is readily available to residents. At the top of the form it is clearly stated that 'each resident' must complete the form. Upon successful completion of the form, a 'Thank you for your submission' message appears on the screen. If the student does not see this message, the form is incomplete and will not be accepted by the web site. There are 'required' fields on this form. Most often a student has missed one of these fields if they hit the 'submit' button but do **not** get the confirmation message. Simply scroll back up the page to find the missing entry.

At the start of the year, mass emails are sent to residents via their official UD email address with **a direct link** to the form just before the announced deadline date. Email is our primary means of communication with students so the responsibility to check UD email messages for official communications lies with the student.

After the announced check-in completion deadline, all results of the online check-in form are extracted from the University of Dallas web site. Residents who have not completed the form are then billed a \$25 'Improper Check-In Fine'.

The completion deadline for the fall 2011 term is Sunday, September 4, 2011.