

Mudge Closing Floor Meeting 2025

Prep before your meeting:

- Read entire agenda
- Plan a closing reflection activity for the end of your meeting
- Prepare to write questions down and defer to Athena about summer housing/extensions, etc
- Send recap email to your floor

Objectives:

1. To get residents prepared for the check out process and for moving out of Mudge
2. To give residents a chance to start or continue reflecting on the year
3. To give you a chance to reflect on your floor community

Length: ~30 minutes: Meetings should take place between April 18-27

Overview:

1. Introductory Remarks
 2. Check Out Process
 3. Whatever Drive
 4. Communal Events
 5. Goodbye (RAs choice)
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Introductory Remarks - 5 min

As always, people may be a bit late. Feel free to have some chit chat about finals/summer. Who is doing the coolest thing on your floor? Great opportunity for an opening circle.

Check Out Process - 10 min

Students should be vacating their rooms 24 hours after their last final, and all houses will close on Wednesday, May 7, at Noon. The only exception is for those who have been approved for an extension or summer housing. Action is needed for approved extensions.

[Your Plans Form](#)

Students are asked to complete [this form](#) by April 25, indicating what their planned move out date is. This will help Residential Education staff plan appropriately for move-out. It is a good idea to use time in this meeting to enable students to complete the form in real time.

Check Out Extensions

Extensions will be limited to Graduating seniors with a final graduation term of Spring 2025 (as listed on the "Enrollment Status" page in SIO), and those with critical extenuating circumstances. All students wanting an extension, including graduating seniors, must complete the Extension Request Form on the [Housing Portal](#) (starrez.andrew.cmu.edu) through **May 5th at Noon**. No extension requests after May 5 will be accepted, nor will any extensions be approved past Noon on May 12 for non-summer students.

Students transitioning to summer housing will have an extension until their move date, May 17. ***Based on summer construction schedules some buildings may not have extension requests available. You, as RAs, cannot grant extension requests.*

Prepare Your Room for Check-Out

- Clean your bedroom and the living room/kitchen/bathroom in the suites/apartments. Empty refrigerator, wipe surfaces, etc.,.
- Return and reassemble all furnishings to their proper locations, including bunk beds. The furniture must be in move-in condition.
- Remove all personal belongings. Check dressers, closets, and desks to ensure items are removed. Items left in rooms will be discarded at the resident's expense.
- Remove all garbage from your room to the **dumpsters outside, not** the small hallway trash cans! Large items/excess trash left in the room will result in a charge.
- Close all windows, lower blinds and turn off water faucets.
- If you have rented a microfridge, please unplug and defrost. Be attentive that it will leak a good amount of water. Defrost it in your bathroom or use towels.
- Complete the self-checkout form in the Housing Portal.

Fees will apply if the room is not left in good condition. Each room will be inspected after you move-out.

If you need a red cart you can check one out at the front desk of Residence on Fifth. You can also check one out at Morewood Gardens, but these are limited times. Those times are:

- April 30 - May 2: noon - 8pm
- May 3 - May 6: 9am - 8pm
- May 7: 9am - noon

Complete the Self-Checkout Form

Residents do NOT have to check out with an RA; BUT all residents must complete the Self-Checkout Form in the [Housing Portal](#) when they depart campus at the end of the semester so that Housing staff knows who is still in residence for safety and security purposes. The form will be available starting on April 25. If your travel plans change (i.e. delayed or canceled flight) after you have completed the form, email rmassign@andrew.cmu.edu and your Housefellow to let them know of the change.

Storage

[Dorm Room Movers](#) (dormroommovers.com) provides an easy way to store or ship your stuff. Visit the Housing Services [website](https://www.cmu.edu/housing/resident-services/amenities.html) (<https://www.cmu.edu/housing/resident-services/amenities.html>) for more information on Dorm Room Movers and other local self-service storage options. (*On-campus storage is not available.*)

Summer Housing

Summer Housing is available! Please review the [summer housing website](https://www.cmu.edu/housing/apply-for-housing/summer.html) (<https://www.cmu.edu/housing/apply-for-housing/summer.html>) for details and application instructions.

Deadline to apply is May 1.

Important Dates:

- By April 27 - Attend closing meeting with RA and complete Your Plans Form ([Google](#))
- May 1, Noon - Deadline to apply for Summer Housing (in the Housing Portal)
- May 5, Noon - Deadline to request an extension of Spring Housing beyond May 7 (in the Housing Portal)
- May 7, Noon - Move out deadline for majority of students (no extensions); complete Self-Checkout Form (in the Housing Portal)
- May 12, Noon - Move out for non-summer housing related extensions
- May 17 - Transition day for spring to summer housing

Whatever Drive - 2 min

You may have things that you are not interested in taking with you to wherever you are going next. The Whatever Drive happens each Spring at move-out as an effort to avoid good items going to landfills. Students can donate unwanted items that are in good condition to the Whatever Drive from Wednesday, April 23 - Monday, May 12. **In order to donate items, you must plan ahead!**

Let your residents know if they have things in communal spaces (especially kitchen or laundry room), they will be donated if not picked up by Wednesday, May 7th.

Communal fridges: If you are staying until May 17 for summer transition housing, you **MUST** label your food with your name and date or it will be trashed on Wednesday, May 7th.

MUDGE specific:

- Fan drive!! If you do not want your fan, please clean it and consider donating it to Mudge for a student next year
- Unopened, unexpired food donations are welcome in the donation bin labeled in A tower

Important Details:

- **Dates and times vary based on preferred location. (Listed on next page) Please visit this website for most up to date information:**
<https://www.cmu.edu/student-affairs/slice/civic-engagement/annual-events/index.html#whatever-drive> (will be updated soon!)
- **Donations should only be taken to Donation Locations, not left in the hallway, lobby or room.**
- **We are specifically looking for clothing and shoes, kitchen goods, small appliances and electronics, books, office supplies, mini-fridges, unopened food, and bicycles.**
- **All items should be clean and in still-working condition. Only donate items that can be reasonably carried by one individual. Please do not donate trash.**
- **Please do not donate large furniture, open food, foam, pillows, or stained clothing.**
- **The CMU Pantry** will be accepting donations of *unopened* non-perishable food items and other small kitchenware items (bottle openers, hot water kettles and rice cookers in clean and working condition, etc). Those items can be dropped off at the Pantry during shopping hours, or left in the blue cart outside the Pantry outside of Pantry shopping hours, which can be found on the Pantry:
<https://www.cmu.edu/student-affairs/resources/cmu-pantry/>

Communal Events - 5 min

Wrapping up the year - last chance to get involved in Mudge things!

- Consider being a [mudge mentor](#) next year. [Sign up here!](#)
- Last chance to buy a mudge sweatshirt

We are going to be having finals week events! Stay tuned for more. There is also Almost Midnight Breakfast on April 29 (note Wednesday is reading day). Go over finals events for your building if you have them. Discuss any end of the year floor events/ celebration. Talk about a healthy approach to finals!

24 Hour Quiet Hours Starting Friday, April 25 at Midnight and extend through May 7th

[List of finals week events!!](#)

Goodbye - Some Minutes

Take some time to address your residents with some words of wisdom! You may not see them for a bit so don't be afraid to break out the tissues :) give them some space to reflect on the floor and year, who knows what people might say!

This section is largely up to you.

Wish them luck on finals, and a happy summer!!!