

MOVE-OUT

Autumn Semester Departure Checklist

The following are tasks to be completed prior to your departure:

Phase 1

- ☐ Pick your departure timeslot in the Housing Portal

Phase 2: Prepare your room for Move-Out

- ☐ Empty and clean microfridges/refrigerators.
- ☐ Take any personal items you need for the break. This includes valuables, medications, plants, fish, and text books/course material(s).
- ☐ Remove any personal items from the floor and move any items away from the heater.
- ☐ Unplug all electronics except microfridges/refrigerators.
- ☐ Take all trash, compost, and recycling to designated areas.
- ☐ Close and lock all windows.
- ☐ Set thermostat to 65 degrees in auto when leaving.

Phase 3

- ☐ During your departure timeslot, log into the Housing Portal and complete Express Check-Out.



go.osu.edu/housingportalx

PLEASE NOTE

- If you live in an academic year building, you must notify Housing of your intention to stay over winter break by December 16 in order to retain access to your residence hall over the winter.
- If you have a vacancy in your room/suite, you may get a new roommate for spring. Please plan accordingly and move your belongings to one side of the room.
- Housing and Residence Education will check all vacancies and all room/suites in closed buildings.
- Fees may be incurred if any damages or cleanliness issues are found during this time.
- Students in closed buildings will not have BuckID access to their residence halls.
- Spring Semester Contract Dates are January 11 – May 6, 2026. Halls will close at 2 p.m. on May 6, 2026.
- One person must remain with vehicle when parking in a loading zone at all times during Move Out.

FOR MORE INFORMATION, CONTACT

Email: housing@osu.edu

Website: housing.osu.edu



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE
Housing and Residence