

SPRING **MOVE OUT**

Checkout Steps

PHASE 1:

Departure Timeslot

1. **Sign up for a departure timeslot in the Housing portal.** You must have a timeslot for Express Checkout.

PHASE 2:

Prepare Your Room

Residence Halls close on
May 6 at 2 p.m.

1. **Pack your belongings** and follow the Moveout Checklist provided by your RA/CA.
2. **Clean** your room, apartment or suite.
3. **Donate any items** you don't want to take home in the lobby or throw them away in the dumpster.

PHASE 3:

Ready to Check Out

1. **Have your guests** park in designated 30-minute loading zones.
2. **Check out a cart** from the front desk and remove all items from your room.
3. **Express Checkout** or visit a front desk.
 - **Return your cart.**
 - **Log in to the Housing Portal** and complete Express Checkout (available starting an hour before your timeslot begins).

IMPORTANT: Your residence hall and room access will be removed IMMEDIATELY, and the checkout CANNOT be undone.

Key Return

Key(s) must be returned to a front desk or key drop box.

- Drackett
- Gateway Building A and B (drop box only)
- Houston
- Mansfield
- Morrison
- Morrill
- Neil
- Newark
- Nosker
- Park Stradley
- Wooster

For questions, contact
SL-HREDeskOperations@osu.edu



**For more information
access the Housing Portal.
Scan the QR code or visit**

go.osu.edu/housingportalx