18 Notifications ……. About End of Term April 2013

Ways in which students were advised (points 1-6) and then reminded (points 7-18) that they need to leave residence by 12 noon the day following their last exam…..

ADVISED

1. On line Residence Application required students to indicate that they had read and agree to the terms of the Residence Agreement prior to allowing them to apply - Residence Agreement indicates dates of residence occupancy and when students are required to leave at the end of term http://www.brocku.ca/residence/residence-admissions/residence-agreement-2012-13
2. Townhouse Guide outlines on page 3 as part of Important Dates to note, April Check Outs *(only applies to Village & Quarry View)*
3. In the BUSU day planners/agendas given out to students in September
4. End of Term notice posted on Residence website (February 2013) http://brocku.ca/residence/policies_procedures/eot#eot_Apl_2013
5. Email to all residence students *on March 1* advising them end of term was fast approaching and to refer to the End of Term Notice posted on the website
6. Email to all residence students *on March 12* advising them of their last exam date and time, along with a reminder that they are required to vacate their room no later than 12 noon the day following this exam. Again a link to the full End of Term notice was provided.

REMINDED

7. Announcements by Dons at House/Hall/Court/Block meetings.
8. Postings on whiteboards at the Service Desks regarding End of Term. This was continually changed so that the various aspects would be highlighted as reminders.
9. Email reminder sent on March 25 about End of Term Notice and to take advantage of the four remaining weekends, especially the Easter long weekend, to take things home.
10. As part of the March/April inspection email (sent March 18 to townhouses/March 25 to traditional), the following paragraph was inserted as a reminder.

As the term is coming to an end in just a couple of weeks, this is a good time to start preparing for your departure in April by starting to take items home that you no longer need. Remember, you are required to leave residence no later than 12 NOON the day following your last exam, so start planning how you'll manage that now.
Please refer to the End of Term Notice posted on our website at http://brocku.ca/residence/policies_procedures/eot#eot_Apl_2013 to learn more about what condition your room/unit needs to be left in and the common repair, replacement, and/or cleaning costs that you will incur if unacceptable conditions are found in your room and/or unit.

11. Event reminder posted on the DoR home website page regarding moving out of residence
12. Writing on the windows along main corridors of residences.
13. Email sent on April 9 from the Manager Residence Facilities & Finance reminding students about exam quiet hours and guest policy as well as extended dining hall hours. Also included information on food/clothing donation bins and e-waste bins.
14. Information is posted on the Brock student & staff portal.
15. Residence home page on website has a link to all policies and emails sent *www.brocku.ca/residence*
16. Message on Facebook regarding residence closure
17. Tweets will be sent out via Twitter by BrockResLife and re-tweeted by Brock University
18. A couple of days prior to their move-out day, a Final Reminder notice is delivered to each student's door reminding them of their required check out date/time, as well, as tips on things that needed to be taken care of before they leave their room/unit.