

Final Move Out Email:

Email on Wednesday, June 4, 2025

Subject: FINAL MOVE OUT REMINDER

Hello, Seventh College Residents.

We wanted to share our final move out updates with you to assist with your move out plans.

QUIET HOURS

As a reminder per the UC San Diego Residential Life Community Standards: **Twenty-four-hour quiet hours are in effect in all residential communities during UC San Diego designated finals weeks.**

MOVE OUT PROCESS

According to your 2024-2025 UC San Diego Single Undergraduate Residential Housing Contract, you must move out of your apartment **no later than 3pm on Saturday, June 14, 2025**, or within 24 hours of the last final exam of Spring Quarter, whichever comes first. Residence Life Staff WILL be entering spaces starting at 3pm on Saturday, June 14, 2025, to complete room inspections to ensure that residents have moved out properly.

Please note that Seventh College will have a limited number of carts for move-out that will be checked out on a first come first serve basis, so we recommend that you start packing early and to plan accordingly. Carts will be available for checkout from 8am - 8pm from Monday, June 9th through Sunday, June 15th - the cart checkout station will be located in the small parking lot outside of Seventh West Building 2.

Please follow these steps for a successful move-out:

Step 1: Clean & Clear Your Space

- Once you have cleared your belongings from your room and common spaces of your apartment, please assess your space and make sure that it is left clean. You will be charged for any items/trash left behind.
- Moving carts are available for checkout through the Front Desk during our standard hours of operation. PLEASE NOTE these carts are limited in number and will be checked out on a first-come-first-serve basis for one hour at a time. Only Seventh residents are able to check out moving carts and you must provide an ID, other than your student ID, as collateral during your checkout (no high value items such as credit cards, passports).

Step 2: Bedroom Key Drop-Off

- 1. Collect Key Envelope

- Collect key envelopes from Seventh College Residence Office, located on the 2nd floor of Seventh College West - Building 2). There is a key drop off station next to the front desk that you can access AT ANY TIME by using your student ID to enter the Residence Life Lobby.
- 2. Complete Key Envelope Information
 - Please write in the following information listed on Key Envelopes:
 - Name
 - Student PID
 - Date & Time of Key Drop Off
 - Building, Room Number
 - Indication of Key Status **(NOTE: If you have lost your bedroom key, you are required to complete a key envelope, and indicate that you have lost your key).**
 - Signature
 - Please include in Key Envelope:
 - Bedroom Key **(if you do not return your key, you will be charged \$65 for a missing key).**
 - Temporary Keycard (if applicable - if your apartment access is NOT encoded on your student ID). Do not turn in your Student ID.
- 3. Drop Off Key Envelope
 - Key Drop Off boxes for Seventh West and Seventh East are located in Seventh West - Building 2 near the Seventh College Residence Life Office. You will ALWAYS be able to access the Residence Life Lobby by using your Student ID and PIN number, so you can drop off your key at any time.

Step 3: Complete the Express Check-Out form

- Once you have fully vacated your space, complete the Express Check Out form on your [Housing Portal](#).
 - Click the [Housing Portal](#) link and select the “Housing Portal” button on the menu at the top of the website.
 - Log in with your Student SSO username & password.
 - Click on the “Express Check Out” Link.
 - Fill out the form completely and submit! If you have trouble filling out the form, there will be a QR code posted by the Key Drop Off station where you can report the issue to our office to avoid any charges for an improper checkout.

MOVE OUT WEBSITE

Check out our [Move Out website](#) for all things move out. Be sure to read through all previous move out messages to ensure a successful move out experience. As a friendly reminder, the custodial and maintenance team **will not be available to move items for you and do not have tools available for students to borrow.**

PARKING

Due to move out and commencement, campus will have more traffic activity, especially around Seventh College.

- Scholars Drive North will be north bound only between Northpoint Driveway and Pangea Drive. No entry for move out will be allowed at Northpoint Driveway.
- Enter campus at Pangea Drive and turn left on Scholars Drive North.
- Look for signs on the west side of Scholars Drive North for loading areas.
- To exit campus, travel north on Scholars Drive North to Northpoint Driveway, turn left.
- Print and display this college-specific [move-out loading voucher](#) (PDF) on your driver's side dash for access through road closures.

LARGE DONATIONS

Seventh College's theme is a Changing Planet, and we are doing our best to do our part to contribute towards sustainability efforts with our move out process. For items that are too large to fit in the Veterans Thrift Store donation bins, please consider participating in our second annual Large Donations collection to divert furniture waste from ending in the landfill.

Starting on Saturday, June 7, 2025, we will be closing off the small parking lot in front of Seventh West Building 2 to collect larger items that you would like to donate that are in **good condition** (Furniture, lamps, etc.). You are welcome to help yourself to any donated items. We just ask that you fill out our [Large Item Donation form](#) (a QR code will be available in the area) whether you are donating OR taking any items to assist with our assessment efforts.

Please keep this area tidy and **DO NOT BLOCK ANY SIDEWALKS OR PATHWAYS**, as many people will be coming in and out of the area with Move Out Carts.

WASTE SORTING

We have created a [Sustainable Move Out guide](#) on our website that you can use to get through the move out process with our Changing Planet in mind.

Starting Wednesday, June 4, 2025 there will be large dumpsters in front of Seventh East Building 2. Make sure you are only putting recyclable items in the recycling dumpster. All of the usual dumpsters around our college will remain available for disposal. The trash chutes in the towers will be closed starting Saturday, June 7, 2025 Please consider composting if you have compostable waste. Properly dispose of electronic waste by placing it in one of the Veterans Thrift Store bins (working or not) or ask someone at our Front Desk for guidance.

There are many donation opportunities included on our website. Please consider donating if you have good condition items. We keep our website up to date with all of the opportunities that we are aware of.

MAIL SERVICES

The final day to pick up packages and letter mail will be Friday, June 13, during finals week. Please note that Mail Services offers forwarding for USPS letters and packages only. Mail Services can only forward to U.S. addresses. Any international addresses will be returned to the sender. Packages from other carriers (e.g., Amazon, FedEx, UPS) will either need to be picked up in person or returned. If you have a current mailing address for forwarding, please update your mailing address in TritonLink. To avoid forwarding issues, ensure that your new address is updated after moving out from your Seventh College assignment. The forwarding process may take 2–4 weeks.

REMINDER ABOUT PETS

We love pets, but please do not bring any unapproved pets into our buildings for their safety and the safety of our community. Per the Residential Life Community Standards, only “Personal ‘Service or Assistance Animals’ that assist with a disability” are allowed. As a reminder, having an unapproved pet within our residential facilities is a policy violation.

Best of luck with your upcoming finals and wrapping up the academic year. If you have any questions for Residence Life, please feel free to email us at seventhreslife@ucsd.edu.

Thank you,

Seventh College Residence Life