



Returning Items to IMSA

GUIDELINES FOR MOVE-OUT 2020

General Guidelines:

- Students will return necessary items on their assigned move-out day.
- Each student will have a box labeled with their name and ID number located in their residence hall room. All items that need to be returned should be added to this box.
- After removing all personal items from the residence hall, students will bring their box of items to return to the designated area (see map) for a contactless box drop off.
- Students will be charged for items not returned to IMSA.

Musical Instruments:

- All senior students must return IMSA owned/issued instruments. The instrument should be in its case and the case should be labeled with the student's name.
- Sophomore and junior students returning to IMSA next academic year may keep their instrument over the summer.
- Seniors are to return them to the designated drop off area.

Technology

- Seniors (Class of 2020) will be expected to return the following IT equipment that they have checked out or been provided as a result of COVID-19 Protocols
 - Laptop Computer: Hewlett Packard or Lenovo Brand, including: AC Adapter/Charger and Power Cord
 - Verizon MiFi Device including: Box, AC Adapter/Charger and USB Power Cord
 - NetGear Network switch used for wired network connection in student's Res Hall room Including: AC Adapter/Power Cord and Ethernet Cable
- Sophomores and Juniors can retain technology issued by IMSA for use during next academic year.

IRC Materials:

- Please go to <https://vufind.carli.illinois.edu/vf-ims/MyResearch/Home> for a list of IRC materials, equipment and interlibrary loans that you have in your possession. All of the items must be returned on your scheduled move out date. Please contact IRC Supervisor, Angela Richardson (angie@imsa.edu) if you have any questions or concerns.

Textbooks:

- Students will return all IMSA issued textbooks using the box provided.
- If you receive an **incomplete** in one or more courses, you are permitted to retain textbooks needed to complete coursework for those course(s) only that you plan to work on.
- Please contact Janette Rosario (jrosario@imsa.edu) with any questions regarding textbooks.

Art Supplies:

- Art supplies should be returned in the box provided.

Athletic Uniforms:

- Athletic uniforms and/or athletic gear should be returned in the box provided and should be clean.