Express Check Out Instructions

1) Login to www.xavier.edu/thd using your Xavier credentials.

2) On the home screen, scroll down to “Assignments” to find your hall’s check out process. Select the time period you expect to be on campus to complete your checkout. Once you select the time it will be automatically saved. If you try to later update your time and are unable to do so please reach out to our office and we will be happy to make that change for you.

3) Come to campus to pack up and remove your items. Room should be left in the following condition:
   - Remove all personal belongings from your room.
   - All furnishings present in your room upon Move In must be in your room and returned to their original condition (i.e. mattresses, springs, etc.) for checkout.
   - Your room must be clean and free of all trash. Clean means floor swept, surfaces dusted, and all trash or debris removed.

4) Once the above steps are completed, you are ready to check out!

5) Log back in to www.xavier.edu/thd to complete your checkout. Select Complete Express Check Out.
When you click “Complete Express Check Out” you are sent to a verification page.

The page requires you change the drop list to finalize the check-out:
When you confirm the check out, the process is complete: