



Office of Residence Life
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207

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.

A screenshot of a web form titled "Husman Check Out Process". The form has a white background and a thin border. At the top, the title "Husman Check Out Process" is displayed in a bold, black font. Below the title is a dropdown menu labeled "Select Time Block *" with a small downward arrow on the right side. At the bottom of the form is a black button with the text "Update My Time" in white.

- 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.



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 Room Assignments

691 Fountain Terrace 102A
HALL Double Room
Phone: 555.333.1023
1/15/2018 - 5/26/2018

Spring 2018
Fall 2018

You are authorized to express check out. When ready, please click below.

[Complete Express Check Out](#)

When you click “Complete Express Check Out” you are sent to a verification page.

This is the file of all the information to present to the student completing the express check out process.

[No, Do Not complete the check out](#) ▼

[Confirm My Check Out](#)

[Return to Main Menu](#)

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The page requires you change the drop list to finalize the check-out:



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Yes, please finalize my check out

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When you confirm the check out, the process is complete:

Your check out has been completed.

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