

# RESIDENCE HALL MOVE-IN PROCEDURES

Thursday, August 21, 2008

Sunday, August 17, 2008 (SOSA Participants ONLY)

**THIS SHEET OF PAPER WILL NEED TO BE PLACED IN THE FRONT LEFT-HAND CORNER OF YOUR VEHICLE.** This will enable the Connections/SOSA Leaders and Campus Safety Officers to direct you to the correct unloading area. **The color of this letter corresponds to your designated unloading area.**

*Note: We have provided you with two of these forms in case you bring more than one vehicle.*

- Check-in time on August 21 is **8:00 a.m. – 1:00 p.m.**  
Check-in time on August 17 is **8:00 a.m. – 11:00 a.m. for SOSA PARTICIPANTS ONLY**
- When you drive onto campus, you will be greeted with color-coded directional signs to direct you to the proper unloading zone and Connections/SOSA Leaders to assist you if you need information.
- Follow the color-coded directional signs that correspond with this letter to your assigned residence hall and unloading area – Vail Davis, Smith, Pittman, or Mountainview.
- When you arrive at your assigned residence hall, Connections/SOSA Leaders will direct you to park in a temporary unloading area. **The driver must stay with the vehicle until it has been moved out of the unloading area!!**
- Once parked in the unloading area, the student should immediately proceed to the check-in area of his/her residence hall with the **COMPLETED HOUSING AGREEMENT** in hand to get his/her room key. He/she must immediately return to the unloading area after receiving his/her key.

*(Note: If your Student Health Form has not been completed and turned in by Move-In Day, you will not be allowed to check-in and get your room key.)*

- After the car has been unloaded, the driver must immediately move his/her car and will be directed to available parking. (Cars **cannot** remain parked in the unloading zones.)
- **One person in the party must stay with the student's belongings as they are unloaded onto the grass while other party members and Connections/SOSA Leaders help transport the belongings to the student's room.**
- To avoid losing any belongings, please label all items with student's name, Residence Hall Name and room number.

**PLEASE REMEMBER TO BRING THIS LETTER AND HOUSING AGREEMENT  
ON MOVE-IN DAY!!**