April 2, 2020

Dear Member of ‘RooNation,

With President O’Day’s announcement earlier today that Austin College is extending remote-only instruction of all classes through the end of the spring semester, you may be asking yourself, “How does this affect my belongings?” Please read the instructions below carefully to answer your questions.

Given the reality of this unprecedented time in which we live, we are expected to take particular measures to facilitate moving students out of on-campus housing. To this end we will conduct this task using common practices we are receiving relevant to the Coronavirus 19.

Below are some overarching measures we are taking in support of the health and safety of all involved in this process.

We need to coordinate this process in as orderly a fashion as possible. Therefore, we will take the next few days to assist those who remain in residence on campus, but wish to move out now. Checkout times will be scheduled beginning next week for those students who are not currently on campus but have belongings in their room.

In order to comply with expectations of social distancing and in recognition that many students have constraints and other implications on their travel to get back to campus, to the extent possible we will be staggering checkout appointments throughout the spring to May 10, 2020.

• Each resident is allowed to bring a maximum of two additional family members to assist them with their checkout.
• Please understand that in order to help decrease the chance of transmission and/or other exposure during checkouts, dollies/handcarts will not be provided. Students are encouraged to bring their own dollies/handcarts to aid in their move.
• Checkouts will be scheduled for 1-hour blocks

So that we can best manage the number of students coming to campus at any one time for this task, as well as to make this fluid situation as orderly as possible, all card access to residence halls will be turned off with the exception of those currently living in them.

Please know that the Student Life staff will not be equipped with information about refunds or credits. They will be focused on the task of moving students from the residence hall safely.

Also, please do not call the Student Life office regarding this email; please instead respond to campushousing@austincollege.edu to inquire about housing and/or moving out.

Students who have remained living on campus and now wish to check out:
If you are currently staying on campus, you do not have to leave campus. However, we understand that a number of you may wish to return home since classes will not resume in person. Please email campushousing@austincollege.edu by Friday, April 3rd at 5 PM.
indicating whether you plan to stay on campus or checkout. If you plan to check out, your Area Coordinator will work with you to schedule your checkout time.

**Students currently staying off campus at home or other location, but with belongings remaining in their residence on campus:**

Checkouts of campus housing will begin on **Tuesday, April 6th at 8:30 AM**. If you wish to return to campus to checkout, please follow these guidelines:

- Email campushousing@austincollage.edu to schedule your checkout with your Area Coordinator. To adhere to social distancing guidelines, Area Coordinators will be staggering checkout times. Your checkout time must be confirmed with your Area Coordinator at least 48 hours in advance of your checkout.
- You must arrive at your residence hall at your designated time to complete your checkout. You will not have access to the building outside of this time.
- Once you arrive at your residence hall you will need to check in with your Area Coordinator at the hall lobby/office.
- Checkouts will be scheduled for 30-minute blocks.

You do not need to clean your room for your checkout. Please pack and remove your belongings as quickly as possible within your 1-hour window.

- Students will be responsible for any damage in their living spaces (rips, tears, stains, etc.) that was not indicated on their inventory sheets during their check-in.

Once all your belongings are removed from the building, you will complete an express checkout envelope (available outside of your Hall Office), seal your key in the envelope, and place it under the door to your Hall Office.

Once your key is turned in, you will need to exit your hall and leave campus.

Please note again that in order to help decrease the chance of transmission and/or other exposure during checkouts, dollies/handcarts will not be provided. Students are encouraged to bring their own dollies/handcarts to aid in their move.

We thank you for your patience and understanding in this exceptional time. We will all get through this together, and we remain committed to help all of our students achieve success.

Sincerely,

**Patrick Miller**

**Director of Residence Life**