**Move-in Process for Transfer Students**

To alleviate traffic issues and streamline the move-in process, we will stage housing check-in at **Zone 3 South Lot**, a large parking lot at the south end of campus. All students (with the exception of students and families arriving by taxi or Uber) must go through the Zone 3 South Lot check-in process in order to pick up keys and other important information. Students need to be present in the car so that they can complete proper paperwork and sign for keys. **Room keys will not be available at the residence hall.** We will regulate the flow of cars to each of the areas via radio in order to make the unloading process as efficient as possible. Please follow the move-in procedures below.

1. Be sure you have downloaded your dashboard area arrival pass.
   
   a. **Transfer students may arrive anytime between 8:30 AM – 5:00 PM**

2. Before you leave home, print this email as it includes your **Residential Life move-in card**. You will be asked to present this during the check-in process for housing.

3. Place the move-in pass (download) on your dashboard. This will also serve as your parking permit for the Welcome Week period. **Bringing multiple cars and trailers to campus for move-in is highly discouraged.** If it is absolutely necessary, we will have an additional move-in passes available on site.

4. Please enter campus via Kendrick Road and Valentine Lot. Once your vaccination compliance has been checked, you will be directed behind deKiewiet and Valentine Towers (our Southside Living Area) to Zone 3 South Lot and queued for the proper residence area. Specific travel directions are enclosed in this mailing. **Transfer students should queue into the SBA/Genesee lines.**

5. As you move through the queue, you will receive your room keys, room condition forms and other important check-in information. Remember, you must be present in the car as you will be officially signing for your keys.

6. Once you have completed the process in Zone 3 South Lot, you will be sent to your residence hall area. Your move-in information will contain a map to your specific residence hall area.

7. Once you have unloaded your car, you must move the car to a designated parking area. On Thursday, parking is permitted in all of the Intercampus Drive lots. On Friday, parking will be in Zone 3 South only. Please be sure not to park in any reserved spaces.

8. Once you have moved in to your residence hall, you must check in for Welcome Week with the Orientation office in Wilson Commons Hirst Lounge.