Move-in Process

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. **Only those passes specified for a particular time period will be allowed into the move-in queue.**

2. Please clearly mark all your boxes and other belongings with your name, building and room number.

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

4. 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.

5. 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.

6. 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.

7. Once you have completed the process in Zone 3 South Lot, you will be sent to your residence hall area in controlled numbers. There will be plenty of student staff to assist with unloading and carrying your belongings to your room. **THE DRIVER MUST REMAIN WITH THE CAR AT ALL TIMES.**

8. Once the car is unloaded, the driver must move the car to a designated parking area (a map will be available at check-in). 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.

9. Once moved in to your residence hall, all students must check in for Welcome Week with the Orientation office in Wilson Commons Hirst Lounge.