

Dear ,

As previously shared, we will open the sign up process for move out-times this week. So that we don't overwhelm our system, we are staggering the start time for signups for each building. Each building has its own separate and unique sign up process, so even though another building sign up process may begin before yours, it will not affect your sign up options.

You can log in to your [Housing Portal](#) at the start time of your building process to select your 90 minute checkout window.

Signup Process Begins Thursday, April 29th:

- Bernet Hall - 10:00am
- Champion Hall - 10:15am
- Hamlin Hall - 10:30am
- Millor Hall - 10:45am
- Murphy Hall - 11:00am
- Pacelli Hall - 11:15am
- Sutowski Hall - 11:30am

90 minute checkout windows will be available between 10am-10pm on May 12th, 13th, & 14th. On May 15th there will be checkout windows available from 8am-2pm. **SIGNUPS MUST BE COMPLETED BY MAY 7, 2021.**

Please review the previously communicated information below as you make your move-out plans.

Planning to Move out May 12 - May 15 at 2:00pm

- Students planning to move out during these days will have an opportunity to schedule a 90-minute checkout window in their Housing Portal.
- There are limited numbers of slots available per checkout block, per building, but ample options will be available throughout each day.
- You will be permitted to have two helpers come to the residence hall to assist with your move out during your 90 minute checkout window. All helpers must follow all interim policies, including wearing a mask and maintaining appropriate social distancing. A helper should not come to campus if they are feeling ill.
- Start a packing plan and timeline so that you are packed and ready to load out your items at the start of your 90 minute checkout window.
- Specific checkout instructions will be communicated in the coming weeks regarding cleaning, resetting room furniture, and returning your key. Please remember that you will need to plan on setting your room to its original setup as it was when you moved in.
- Failure to move out properly will result in an improper checkout fine.
- Extensions will not be granted after the final move-out period (12:30pm-2:00pm) on Saturday, May 15, 2021.
- Please have your plans in place before May 7, 2021. Your RA will be checking in with you to ensure you have made plans for checking out and signed up for a time.

Planning to Move Out Prior to May 12, 2021:

- Students planning to move out prior to the morning of May 12, 2021 must email jcureslife@jcu.edu before May 7, 2021 at noon.
- You will receive a signup form and specific instructions for moving out early.

Seniors:

- Seniors can opt to remain in campus housing through Commencement.
- Seniors will receive additional instructions on utilizing their Rapid Checkout Form to checkout by May 23 at 7pm, returning it to the bin outside the Office of Residence Life in the Student Center.

Summer Housing:

- Students seeking Summer Housing can apply via the [Summer Housing Application](#).
- Summer Housing Students remain in their Spring housing assignment until they move to Bernet Hall on May 21.

Donation Program:

- The Office of Residence Life & the Sustainability Committee are partnering with Goodwill to collect donations in the Student Center Atrium starting May 7-May 15. Information will be posted around campus on what items can be donated.
- As a reminder, there is no storage available on-campus over the summer, so you may wish to consider if there is anything you wish to donate if not taking it with you instead of throwing it away.

Please continue to check your JCU email for more information about the move-out process. Please contact our office if you have any questions at jcureslife@jcu.edu. We are so grateful to have you on campus this Spring and look forward to finishing this semester together in our residential community!