



Dear Residence Hall Students:

We are excited to have you on campus for this upcoming school year! Below you will find pertinent information regarding the move-in process for this semester. We want to ensure that we can make this a seamless transition as you come to campus.

NEW STUDENT MOVE-IN PROCESS

New students, unless you are a member of the football, volleyball, soccer or track & field team, will move in on August 10th. New students can submit their requested move-in time through the [Move-In Appointment](#).

STUDENT-ATHLETE MOVE-IN DATES

In regards to student athletes who will move in PRIOR to August 10th, those teams and dates are listed below. Please contact the head coach of the sport for specific times. These students do not need to complete the appointment form.

All Football Players report on August 2nd (New/Transfer) & August 3rd (Returning).

All Volleyball players report August 6th, 2023.

All Soccer players report between August 5th - 7th, 2023.

Track & Field athletes report between August 6th - 9th, 2023.

*All other incoming Freshmen/Transfer athletes will report on August 10th, 2023.

UPON ARRIVAL

Upon arrival, students will need to check-in at the Ann Brothers Smith Conference Room. The Ann Brothers Smith Conference Room is located inside of Judge Damon J. Keith Hall (number 17 on the campus map).

Students who will be residing in Keith Hall will access the loading zone by going straight down Barron Drive and making a left prior to the Monroe Athletic Complex (number 30 on the map) and then making the next left. You will pass the baseball field on your right and see a



gate straight ahead. A member from our Housing and Residence Life staff will be at the gate to assist you.

Students who will be residing in Dawson Hall will access the loading zone by going straight down Barron Drive and making a right into Parking Lot E. Please be reminded that students who reside in Dawson Hall will still need to check-in at the Ann Brothers Smith Conference Room.

In order for the move-in process to run smoothly, we ask that you report to campus as close as possible to your assigned move-in time. **Students will not be allowed to move-in outside of their assigned move-in time.** Also, please keep in mind the following:

- Students should bring no more than two cars to unload.
- Unloading – At least one person must remain with vehicles while unloading. Once vehicles are unloaded, they must immediately be moved to designated long-term/overnight parking. Parking for large vehicles and trailers is not permitted in the unloading zones.
- Please note that all students will only have 30 minutes to unload their belongings from their vehicles. Housing and Residence Life Staff will assist families during the unloading process. Please ensure all student belongings are labeled with name and room assignment so that greeters and staff can quickly unload belongings from the car and route them to your room.
- While students and families will have access to the residence halls outside of their allotted move-in period, priority for carts will be given to students and families during their scheduled time. We encourage families to bring their own hand carts to expedite the move-in process.
- While our residence halls have at least one elevator, families should also be prepared to use stairwells. So, bring comfortable shoes!!

RETURNING STUDENT MOVE-IN

Returning students will move in on August 12th and 13th. Returning students must submit their requested move-in time through the [Move-In Appointment](#). Returning student move-in times will mirror the same schedule used for New Student Move-In. **Students will not be allowed to move-in outside of their assigned move-in time and should follow the rules above.**

HOW TO SCHEDULE YOUR MOVE-IN

You may schedule your Move-In time by accessing the [Move-In Appointment Form](#).

You will have the ability to register for a two-hour timeframe on either August 10th, 12th or 13th, 2023.



Registration is simple. Select the timeframe that works best for your schedule. A form will populate for you to complete. You will be asked for your name (no nicknames), A number, date of move-in and your move-in time. Following your registration, you will receive a confirmation email. Please save that confirmation for your records.

If you do not register for a move-in time frame, you will not be allowed to just show up and check-in. **It is imperative that you sign up for the time slot which best works for you.** Move-in times are available on a first come, first served basis. If you have to make any changes to your registration, please feel free to contact the Office of Housing and Residence Life via email.

If you have any further questions, please do not hesitate to contact our office.