



## **Housing and Residence Life**

### **Early Check-In Process for Groups**

All residence halls for returning students will open at 10:00 a.m. on Saturday August 15. Check-in will resume through Sunday, August 16, and will close at 10:00 p.m. each day. Some returning students, who participate in official University functions, will need to be in their residence halls prior to August 15; this is considered a group early check-in.

Housing and Residence Life is committed to providing excellent internal service for on-campus housing. We will support sanctioned university groups in providing early access to the residence halls, to support specific University activities and goals. The hosting department, which includes students as critical participants, and who need early access must submit all student names, on the proper document, by the established deadline for early check-in to be allowed.

#### **Guidelines:**

1. Groups applying for early check-in must be a sanctioned university group or organization with a defined need for early check-in. All approvals are subject to Housing and Residence Life approval and are not confirmed unless provided in writing.
2. Early check-in requests must be submitted by June 15 on the official Early Check-In Request Form for Groups.
3. Dates that are requested for early check-in dates ten days prior to the official check-in date will not be honored. Student-teaching programs will be approved per the county system schedules.
4. First Year students are not eligible for early arrival per the Group Early Check-In process.
5. Students are not allowed to drop off personal belongings before the early check-in date.
6. All assigned dates and times must be adhered to for early check-in. Staff will not be available outside of the established dates and times for a specific group.
7. Only students listed on the approved roster for early check-in will be allowed to check in during the established time for his/her group.
8. Waiver/notification forms must be signed by each student checking in early to ensure that proper communication has taken place, and all expectations are fully understood.
9. Students approved for early check-in may be required to stay in a room different from their assigned Fall Term housing assignment, depending on availability.
10. Only students who have a reserved housing assignment for the upcoming Fall Term will be approved for early check-in.

Please keep in mind that meal plans do not start until the day before the official check-in date for returning students. Also, please keep in mind that Housing and Residence Life staff are very busy preparing for the Fall semester start up, and a great deal of work is required to do so. For this reason, normal services and staff access will not be fully available for students checking in early.



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Also, please note the following before submitting your Early Check-In Request:

1. Staffing and services within the residence halls are limited because the staff is preparing for the fall term.
2. No visitation is permitted prior to the start of the academic year agreement. Unless also approved for early check-in, residents are not allowed to permit anyone into the apartment/building/room space without approval from the Director of Housing, or approved designee.
3. If you allow anyone else to access the apartment/building/room space(s) for the purpose of moving in their belongings, staying overnight, or visiting without the expressed written authorization of Housing and Residence Life, you and the student will be assessed a fine of \$100/person/night early arrival fee, in addition to the required Early Check-In fee. In addition, you may have to go through a judicial process.
4. The terms of the Housing Agreement, Student Code of Conduct, and RamLife Guide will be in full effect.
5. You are expected to act in a professional and responsible manner at all times
6. Preparation work or maintenance in your room/apartment may need to be completed, and University staff may enter to complete work without prior notification. Maintenance work may continue in adjacent spaces to your room/apartment/building 24 hours a day. Therefore, disturbances may occur.
7. If you lock yourself out of your room/apartment/building, please recognize that there may be a substantial delay in a response. Staffing is expected to be minimal before official check-in dates.