

FRESHMAN RESIDENCE HALL MOVE-IN

Thursday and Friday, August 13 and 14, 2020

We look forward to welcoming our first-year students and families to Saint Vincent College! In an effort to keep you safe during COVID-19, we are making adjustments to the move-in process. Prior to your arrival, please review and adhere to all COVID-19 precautions and expectations set forth by the College. Details may be found at <https://www.stvincent.edu/student-life/campusreopening>.

- Please plan to sanitize your belongings or allow 72 hours before packing them to eliminate any possible contamination.
- We ask that you bring no more than two people to assist you, and that those guests stay in the building for no longer than one hour.
- Please bring your own masks and other personal protective equipment. Masks are required to be worn in all public areas during move-in.
- You may only move in during your scheduled window of time, as listed below. Please plan to arrive during this time, or you will be asked to wait for a time until we can assess the appropriate occupancy in the building.
- All vehicles will be directed to the Welcome Area in Parking Lot A after arriving on campus, where Residence Hall room keys will be distributed. Please keep your party's cars together when entering the parking lot. Residence Life and Orientation Staff will then direct cars to Saint Benedict Hall for unloading.
- Directly following unloading, you will be asked to move your vehicles to the parking lot nearest the building.

SAINT BENEDICT HALL MOVE-IN, FRIDAY, AUGUST 14

Please Note: Freshman fall varsity athletes will move-in on Thursday, Aug. 13, according to times provided by their coaches. Please contact your coach with any questions.

Freshman residents may arrive on campus at the following designated arrival times. Your pod is shown in your room number. As an example, B405 is in Pod 4B and D302 is in Pod 3D.

▪ Pods 1A, 2C, 3A, 4B	8:00 a.m. – 9:30 a.m.
▪ Pods 2A, 3E, 5D	9:30 a.m. – 11:00 a.m.
▪ Pods 2B, 3D, 3F, 5F	11:00 a.m. – 12:30 p.m.
▪ Pods 3B, 4F, 4C	12:30 p.m. – 2:00 p.m.
▪ Pods 3C, 4A, 4E	2:00 p.m. – 3:30 p.m.
▪ Pods 4D and 5E	3:30 p.m. – 5:00 p.m.
▪ Saint Benedict Hall Late Move-In	After 5:00 p.m.

During move-in, all entrances will be utilized to separate pods as much as possible. All stairwells and elevators will be designated to one pod per time slot. All rooms will be set up with beds on opposite walls to ensure maximum social distance. No bunking will be permitted.

Arriving and Unloading

Resident students will be directed to the Welcome Area in Lot A after arriving on campus, where Welcome Bags and Residence Hall room keys will be distributed. Residence Life and Orientation Staff will then direct cars to Saint Benedict Hall for unloading.

After proceeding to the unloading areas, please quickly unload your vehicle and Orientation committee members be on-hand to direct you to your residence hall rooms.

- The driver of the vehicle should remain with the vehicle at all times. As soon as the items have been removed from your vehicle, please follow the directions of the Orientation committee members and park in the designated spaces.
- Due to the amount of luggage that will be unloaded in one area, it is crucial that ALL belongings are marked with the student's name and residence hall room number (this includes the Pod letter and room number (e.g. C209)).

Please move vehicles immediately after unloading in order to allow other vehicles to unload easily. The Orientation Committee will direct vehicles to the parking locations in Lot R.

COMMUTER CHECK-IN

Commuter check-in will be in the Citrone Family Commuter Center. You will receive more information about the location and times for check-in from Coordinator of Commuter Outreach Bridget DiVittis. Upon completing check-in, students will receive a Welcome Bag and other important information and resources for commuting.

ADMINISTRATIVE OFFICES

The following resources will be available from 8:30 a.m. to 4:30 p.m., unless noted otherwise:

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| • Book Store | Carey Center, 1st floor |
| • Business Office | Alfred Hall, 1st floor – Open 8:00a.m.-6:00p.m. |
| • Financial Aid | Alfred Hall, 1st floor |
| • Registrar | Alfred Hall, 1st floor |
| • Opportunity | Alfred Hall, 4th floor |
| • Information Services | Alfred Hall, ground floor – Open 8:00 a.m. – 4:30 p.m. |
| • Public Safety | Alfred Hall, ground floor |
| • Residence Life | Alfred Hall, 1st floor – Open 8:00 a.m. – 4:30 p.m. |
| • Student Affairs | Alfred Hall, 1st floor– Open 8:00 a.m. – 4:30 p.m. |
| • Dining Services Offices | Placid Hall, 1st floor – Open 8:00a.m. – 4:30p.m. |
| • Post Office | Placid Hall, ground floor |
| • Wellness Center | Carey Center, 1st floor |
| • Carey Center | Carey Center, 1st floor |

POST OFFICE

The Post Office is located on the ground floor of Placid Hall and is open from 8:30 a.m. – 4:30 p.m. Mailbox keys can be picked up during these hours.

PARKING PERMITS

Parking permits will be delivered to campus mailboxes. To request a parking permit, please sign up on the Public Safety page on the SVC Portal. Students are required to display their permit no later than Wednesday, September 4. Cars without permits will be ticketed starting September 5.

EARLY ARRIVALS

If you would like to move in prior to your assigned time, you MUST email studentaffairs@stvincent.edu by Friday, July 24. Permission for early arrival will be granted on a case-by-case basis. If approved, you will receive an email authorizing your early arrival and providing instructions for move-in. Early arrivals will be billed \$25 per day. Additional fees will be charged for failing to register by the deadline.

FINANCIAL CLEARANCE

Financial Clearance must be obtained prior to moving into Residence Halls. Those students who have been financially cleared will be given their room key, and students who are not cleared will be directed to Fred Rogers Center to obtain their clearances.

If a student arrives after 4:30PM, students are expected to obtain financial clearance the next day or on Monday, August 17 by Noon. Otherwise, the student's ID card will be deactivated and he/she will be required to leave the residence hall until clearance is obtained.

Student bills are due on July 31. You will be notified by the Business Office when you are financially cleared. Please make sure you have financial clearance prior to move-in. Students without financial clearance will not receive their room keys. If you have questions about financial clearance, please contact the Business Office at 724-805-2248.

STUDENTS WITHOUT FINANCIAL CLEARANCE

Select administrative offices will be open between 8:30 a.m. and 4:30 p.m. to assist students in obtaining financial clearance. Lot A Welcome Area staff will direct any students not financially cleared to the Fred Rogers Center to complete the financial clearance process. You will not receive a room key until you are financially cleared. A staff member will direct you to an area to park then proceed into Fred Rogers Center to see:

Room 1: Financial Aid - Financial aid questions/problems resolved

(Stop only if your aid is not complete, otherwise proceed to station 2)

Room 2: Business Office - Arrange payments and receive financial clearance

Front desk: Student Affairs - Pick up room key. If you arrive after office hours, you'll need to check in at the booth for on-call assistance.

Once clearance is obtained, you should return to your car and a staff member will assist in directing you to your appropriate hall.

MEAL PLANS

Early arrival students may pay cash at the door for meals, unless other prior arrangements have been made. Meal plans for upperclass students are active beginning with dinner in the Community Center on Friday, August 14. Brunch and dinner will be served on Saturday and Sunday. Hours of operation for the Shack and Community Center will be posted for move-in weekend. Changes to meal plan levels may be made up to two weeks from the start of classes by contacting the Student Affairs Office at x2564.