



FRESHMAN

# RESIDENCE HALL MOVE-IN

## Saint Benedict Hall Move-In Friday, August 22.

First-year residential students 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.

5th Floor	7:45 a.m. – 8:15 a.m.
4th Floor	8:15 a.m. – 9:00 a.m.
3rd Floor	9:00 a.m. – 9:45 a.m.
2nd Floor	9:45 a.m. – 10:15 a.m.
1st Floor	10:15 a.m. – 10:45 a.m.
Late Move-In	10:45 a.m. – 11:15 a.m.

## Arriving and Unloading

- Residential students will be directed to the Welcome Area in Parking Lot A near the Fred Rogers Center after arriving on campus, where student ID cards and Residence Hall room keys will be distributed. Residence Life and Orientation Staff will then direct cars to Saint Benedict Hall for unloading.

**Please keep your party's cars together when entering the parking lot.** If a car in your party is running behind, please pull over in a separate lot or area and wait for their arrival prior to entering Parking Lot A.

- Residence Life and Orientation Staff will direct cars to Saint Benedict Hall for unloading from Parking Lot A. Please have patience with this process, as we will be working hard to make the day run smoothly for you!
- 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 label all belongings prior to arrival in a prominent location. We will assist with the moving process, but all belongings must be labeled. If you arrive with unlabeled belongings, you will be asked to step out of the line and label belongings prior to continuing to move in.
- After being directed to the unloading areas, Orientation committee members will unload vehicles and assist in transporting all belongings to 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 so that we will be able to accommodate the next student's arrival.

- 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 Parking Lot R. Handicapped parking will be available after move-in has concluded, but passenger drop off in the handicapped parking zone will be permitted during move-in as needed.
- No bed bunking will be permitted in Saint Benedict Hall.

**If you are uncomfortable with physical move-in assistance from the Orientation Committee, you will be directed to a separate location to unload your vehicle.** All items should be removed from the car and the driver must remain with the car. The car must be moved to designated parking spaces as soon as all belongings have been removed to allow for space for the next student's arrival.

# FRESHMAN RESIDENCE HALL MOVE-IN

**Orientation Committee**  
svc.orientation@stvincent.edu

**Residence Life Office**  
Alfred Hall, 1st Floor  
Phone: 724-805-2567  
Email: studentaffairs@stvincent.edu

## Extra Late Arrivals

Resident students who arrive after the scheduled Late Move-In time, which concludes at 11:15 a.m., should proceed directly to Saint Benedict Hall and seek out their Prefect with Residence Life who will check them in individually. After 11:15 a.m., the Orientation Welcome Tent and assistance with move-in will not be available.

## Early Arrivals

Freshman resident students are invited to move items into the residence halls on Thursday, August 21, from 6-8 p.m. only. When you arrive on campus, vehicles may be parked in Parking Lot Q, located behind Saint Benedict Hall. This period is for item drop off only. Keys, IDs, and other materials will not be distributed, and Orientation and Residence Life staff are unable to allow students to unpack any items. Students may not remain in the building overnight. Students do not need to register for item drop off. When you return to campus the next day, please process through the Welcome Tent to receive keys and IDs.

## Orientation Assistance Station

An Orientation Assistance Station and other resources will be available in the lobby of Saint Benedict Hall for your convenience.

## Commuter Check-In

Commuter check-in will be in the Citrone Family Commuter Center from 1-2:30 p.m. Please see the information specifically sent about Commuter Check-In Information. Upon completing check-in, students will receive a Welcome Bag and other important information and resources for commuting.

## Parking Permits

To request a parking permit, please sign up on the Public Safety page on the MySV Portal. Students are required to display their permit. Cars without permits will be ticketed during the first week of classes.

## Important Information About 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 the Business Office to obtain their clearances.

If a student arrives after 4:30 p.m., they are expected to obtain financial clearance the next day or on Monday, August 25, by noon. Otherwise, the student's ID card will be deactivated and they will be required to leave their residence hall until clearance is obtained.

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 724-537-4577.

## 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 Business Office 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 the Business Office to obtain clearance. Once clearance is attained, you should return to your car and a staff member will assist in directing you to your residence hall. In this case, there will be a delay in the move-in process.