

This information applies to *all* residents, including those with contracts that extend beyond spring 2020.

We are sorry that move out has come early and under these circumstances. Thank you for your patience and understanding as we work to implement the plan of the University System of Georgia (USG).

It is our goal to keep our community safe and healthy and make move out as easy as possible. Please help us achieve this goal by closely following the steps outlined below.

As a reminder, you must either file for an appeal or request a move out appointment. Appointment times will occur between March 20-27. Appointment times are per building in order to limit the number of people on campus at one time. **All appointments and appeal requests should be submitted by 12 p.m. (noon) on March 20th.**

If you arrive on campus without an appointment time, you will be turned away in order to minimize the number of people on campus.

At the time of your checkout:

- **BRING** moving supplies with you. This includes boxes, plastic bags, packing tape, dollies, trash bags, etc.
- **BRING** no more than two people. Additional people will not be allowed due to CDC guidelines. Staff will be available for check in and check out administration only and are not available to assist you in the moving process.
- **ARRIVE** at your residence hall no more than 5 minutes prior to your appointment time on the date you've been scheduled.
 - **If you arrive early**, please stay in your car and practice social distancing while waiting in the
 - **Cochran** campus: park in the back of your usual parking lot until your appointment time.
 - **Eastman** campus: park at the Terry Coleman building until your appointment time.
 - **Macon** campus: park at the Jones building until your appointment time
- **CHECK-IN** with staff to gain access to your building.
 - **BRING** Knight ID card with you. You will use your ID card to check in.
 - Only the student should come to the check-in desk.
 - Students must be present to move out; parents or other family members will not be provided access on behalf of a student.
 - **KEEP** your distance from other residents and guests, especially in situations where a line might occur. The CDC recommends maintaining 6 feet of space between you and your neighbor.
- **LIMIT** your time in your space to two hours. Your assigned move-out appointment is designed to curtail social contact with neighbors. During your appointment time, there will be a limited number of people in the building. The schedule has been arranged to avoid close contact with any neighbors moving out at the same time.
- **LEAVE** your room as close as possible to the condition at move in.
- **REMOVE** all perishable items and trash.

Extenuating circumstances

Lack of current adequate housing - Includes individuals who have documented housing displacement (homelessness), off campus employment, or the inability to leave due to travel bans (international students)

Adequate housing, but unable to return to campus to move out by March 27 – Includes individuals that are currently ill, quarantining due to exposure to COVID-19, or impacted by current travel bans into the US or restrictions from returning to campus (travel to CDC Level 3 and higher countries)

REMINDER: All appointments and appeal requests should be submitted by 12 p.m. (noon) on March 20.

We recognize the frustration and inconvenience the current situation may cause, and we appreciate your patience as we work through this unprecedented event.

If you have any questions, please contact your Residence Life Coordinator:

Anderson – Charlita Wynn – Charlita.wynn@mga.edu

Aviation Hall – Jason Collins – Jason.collins2@mga.edu

Gateway – Aaron Lewis – aaron.lewis@mga.edu

Harris / Talmadge – Jeffrey Jackson – Jeffrey.jackson@mga.edu

Knights – Brandon Wright – Brandon.wright1@mga.edu

Regents – Christian Stokes – Christian.stokes@mga.edu

University Pointe – Shuntell Turner – Shuntell.turner@mga.edu