



May 14, 2020

Hello Residents,

Thank you for your patience in waiting to hear about when you will be allowed back on campus to move out of your residences. We know it has not been easy!

The Office of Residence Life has developed a system for students **to move out of their rooms from Tuesday, May 26—Tuesday, June 9**. This extended period allows us to minimize the number of people in the buildings at any one time and contributes to the safety of everyone.

We appreciate your cooperation and understanding and ask for your help by following the specific requirements listed below for everyone's protection. **Please read this email in its entirety to ensure you fully understand the expectations for move out.**

Do Now:

- Sign up for a two-hour move-out time here: [**Mitchell Move Out.**](#)
- Choose the **correct building and floor** when selecting your time slot.
- Select **only one time slot** so we can accommodate as many students as possible.
- **Decide who to bring to campus** to help you move. You may bring **only one person**.
- **On Day of Move Out:**
- **Bring your key and ID** with you when you come to campus.
- If you **don't have your key, contact housing prior to coming to campus**, or you will not be able to get in your room.
- **Come prepared** with protective equipment. We are **requiring you and your moving assistant to wear masks and gloves** while on campus.
- **Bring bins, suitcases, boxes, or any other needed packing materials.**
- Remember, **bring only one person with you** to assist in packing your belongings.

Upon Your Arrival to Campus:

- Prior to going to your residence hall, **check in with campus safety at the guard booth.**
- **Return borrowed Mitchell College technology or library materials to the Red Barn before proceeding to your residence hall.** Library and IT staff will be receiving them there. While there are no overdue fines being assigned for these items at this time, students will be billed for replacement of unreturned items after the move-out period has ended.
- **Practice social distancing** of at least 6 feet between people. **No congregating** will be allowed on campus.
- **Clean out your MicroFridge if you rented one.** We will take care of

- getting the rented MicroFridges picked up.
- There will be dumpsters available in locations near the residence halls. **Please place all of your trash in the dumpsters.**
- Once all your personal belongings have been removed, **place your room key in the envelope taped to your door.**
- After completing your move out, **please log in to eRezLife and complete your Room Condition Report.** If you do not complete this form within one week of your move out date, **we will assume you are agreeing with our assessment of the room condition.**
- Residence Life staff members will be more lenient than normal regarding room inspections after move-out, however, **damage charges may still be applied.**

Please be considerate of both our campus community and the New London community by being as efficient and as safe as possible during your time on campus and in the New London area. If you or your moving assistant have COVID-19 symptoms or a current COVID-19 diagnosis or have been exposed to someone COVID-19 positive, please refrain from coming to campus at this time.

If you are unable to return to campus to move out your belongings:
We have coordinated with **Dorm Room Movers** as an option to assist you, providing access to your room by background-checked movers, without you present, to pack your items for storage or shipping. **These costs are not covered by College.**

- Go to [Mitchell College Dorm Room Movers](#) to see options and register for the service.
- Once you register, Mitchell Residence Life will work directly with Dorm Room Movers to schedule your service. Your room will likely be packed **after** the designated move-out dates (May 26-June 9). Please do not call Dorm Room Movers with questions about scheduling.
- Once you are scheduled, you will receive a three-hour Zoom time slot; using this private link, you can live video-chat with your movers while they pack and pick up your belongings.
- We have coordinated a special 20% off per item storage discount for anyone who registers before May 25 with coupon code "Mitchell2020".

If you are unable to move out during our allotted timeframes or to use Dorm Room Movers:

Please email housing@mitchell.edu, and we will do our best to work out a solution with you.

Feel free to contact the Office of Residence Life at housing@mitchell.edu with questions or concerns. The entire Residence Life Team thanks you for your patience and cooperation!

Stay safe and healthy,
Katrina Feyerherm, M.S.
Director of Residence Life

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