



July 20, 2021

The College and Residence Life have designed the below move-in process as a way to facilitate our students' arrival to campus, and to limit the number of people on campus at one time. Please carefully read all instructions and information.

If you are feeling unwell the day of your move in, please stay home. If you have been exposed to or have contact with a confirmed case of COVID-19 and/or you have symptoms such as cough, shortness of breath, chills, or headache the day of move in, please do not come to campus. Email reslife@kings.edu and studenthealth@kings.edu to make alternate arrangements for move in.

Vaccine and Testing Requirements

The College is requiring all students to receive the COVID vaccine or have a signed informed consent waiver on file in the Student Health Center. This information must be uploaded to the student's [Student Health Portal](#) no later than August 8, 2021.

Students who do not submit proof of full vaccination by their move in day and those who submit a signed informed consent waiver will be required to provide proof of a negative COVID test before coming to campus. The test must be a PCR or rapid antigen test, taken no more than 3-5 days prior to the move in day. Students must submit their return test results to covidtestresults@kings.edu. Students who do not have proof of vaccination or a negative COVID test result will not be permitted to move in.

Move in Schedule

- First-Year Students
 - Wednesday, August 18th, 1:00pm-4:00pm
 - Thursday, August 19th, 8:00am-12:00noon
- Students approved for early arrival because of their participation in an athletic, academic, or student life program
 - Your move in date has been set by your respective program. When you register for move-in, you will only be able to pick a time on your assigned date.

Preparing to Move In

1. Sign Up for a Check-in time
 - a. Visit your [Housing Self-Service portal](#) by **August 16th** to select a move in date/time on the home page of your portal. Please email reslife@kings.edu if you have difficulties using the portal.
 - i. You will have 3 hours to move your items into your residence.
 - ii. If you need to reschedule your selected move in time, you can go back into your Housing Self-Service Portal until August 16th and adjust it accordingly.
 - iii. All sign-ups and changes must be made by **August 16, 2021**. Any changes or additions after that time must be made by emailing reslife@kings.edu.
2. Masks are still required inside any building on the King's College campus, regardless of vaccination status. Students and move in helpers are responsible for bringing their own masks.
3. Please bring only 2 people to assist you with your move.

- Moving carts will be available on a limited basis, except in Flood Hall, so we recommend that you bring your own hand truck if one is desired.
- Students will not receive a confirmation email from the system once they sign up for a move in time. If you've properly registered, your screen should look like the attached screenshot:

Example Move In Registration

Example of a confirmed registration time.

Select Time Block *

08/19/2021, 12:00:00 PM to 08/19/2021, 03:00:00 PM

Update My Time

Dining

There are no active dining plans to display.

Your time slot has been updated.

Moving In

- Arrive on campus on your selected date and time, and park outside of your assigned residence.
 - Please do not arrive early, and please do not come to campus if you are not scheduled to.
- Room keys will be distributed from the following locations:
 - Esseff Hall keys: underneath Esseff Hall
 - Holy Cross and Luksic Halls: underneath Holy Cross Hall
 - Alley, Alumni, Flood and O'Hara Halls: the desk in the lobby of the Scandlon gym
- New students will be permitted to submit a photo for the King's ID card online. These ID cards will be printed before the students arrive, and will be included in their key packets when they arrive for move in. Students who are unable to submit a photo online will be able to visit the Office of Residence Life on move in day to have their picture taken. Masks must be worn in the office, except while the picture is being taken. The photo ID submission instructions will be sent no later than July 26, 2021.
- Please unload all belongings from your car, and then move your car to a parking area designated by Security, before returning to unpack.
- Resident Assistants will be present on your floor when you arrive. Please check in with your Resident Assistant (RA) once you get to your floor.

Additional Notes for students:

- Please wear a cloth face covering/mask whenever you are in a public area—the hallway, bathroom, lounge, elevator, lobby, laundry room, etc. You do not need to wear a mask when in your own room.
- Security staff will be present to assist with traffic and parking concerns.
- During the move-in process, elevator cars should be used by one family at a time.

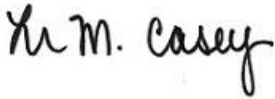
- We will host a series of social activities for Orientation on Wednesday, August 18th in the evening, so students will have an opportunity to meet other students prior to the official start of Fall Orientation on Thursday, August 19th.

Early Arrival Requests

If you need to request an arrival time outside of your above assigned move in time, please visit your [Residence Life Self-Service Portal](#) to fill out the Early Arrival Request Application. We will not be able to approve all early arrival requests, so please do not submit a request unless it is absolutely necessary. Students who request early arrival will receive written approval or denial from Residence Life after their request has been considered.

If you have any questions, please don't hesitate to let us know. Check out our [First-Year Student Housing webpage](#) for additional information as you prepare to start college life at King's! Our office is open Monday-Friday, 8:30a-4:30p. We can be reached via phone at 570-208-5856 or reslife@kings.edu.

Sincerely,

A handwritten signature in black ink that reads "M. Casey". The signature is written in a cursive, flowing style.

Megan M. Casey
Associate Dean of Students for Residence Life