July 20, 2021

The College and Residence Life have designed the below move-in process to facilitate our students' return 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 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 prior to their return 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.
- Returning Students to Esseff, Holy Cross and Luksic Halls
    - Friday, August 20th-Sunday, August 22nd
    - Returning students will not be permitted to move in to Esseff or Holy Cross Halls on Wednesday, August 18th and Thursday, August 19th, so that we may focus on the first-year students those days.
- Returning Students to Alley Center, Alumni Hall, Flood Hall, and O'Hara Hall
    - Wednesday, August 18th-Sunday, August 22nd

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. Check in blocks are scheduled for 8:00am, 12:00pm and 4:00pm daily. 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.
4. 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.
5. 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 disp

Your time slot has been updated.

Moving In
1. Arrive on campus on your selected date and time, and park outside of your assigned residence.
   a. Please do not arrive early, and please do not come to campus if you are not scheduled to.
2. Room keys will be distributed from the following locations:
   a. Esseff Hall keys: underneath Esseff Hall
   b. Holy Cross and Luksic Halls: underneath Holy Cross Hall
   c. Alley, Alumni, Flood and O'Hara Halls: the desk in the lobby of the Scandlon gym
   d. **All students who arrive after 4:30p will pick up their keys from the Switchboard, located on the main level of the Library. Keys will not be prepared for students who have not submitted their proof of Covid vaccine or negative Covid test result.**
3. Please unload all belongings from your car, and then move your car to a parking area designated by Security, before returning to unpack.
4. 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.
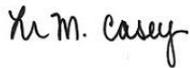
Additional Notes for students:

- 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.
- The first meal on your meal plan is scheduled for dinner on Sunday, August 22nd. If you still need to select or change your meal plan, please visit your Residence Life Self-Service Portal to do so.

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. 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,

Megan M. Casey
Associate Dean of Students for Residence Life