



Hello Koalas!

We are truly sorry that your on-campus housing experience has been cut short and are grateful for your patience as we work to implement a plan for you to retrieve all of your belongings from the residence hall. Please know we are looking forward to welcoming all first years, sophomores, and juniors back on campus in the fall. Seniors, we truly hope the memories you shared with your roommate/suitemates will last a lifetime!

**In planning for an early move-out, our priorities are to:**

- Maintain the health of our students and staff by adhering to guidelines set forth by Federal, State, and City of Columbia, as well as the Center for Disease Control and Prevention (CDC) regarding social distancing and not gathering in large groups.
- Maintain the security of the buildings and your belongings.
- Make the move-out process as easy as possible given the circumstances.

**Given these priorities, it is imperative you follow the directions outlined by the Office of Residence Life & Housing staff.**

Please **read the full text** of this email as it contains important information for you to move out of your residence hall space.

**Sign-up Process**

- **Step 1:** Fill out the Columbia College Student Packing and Moving Request Form by **Sunday, March 29, 2020.**  
**Sign-up Request Link:** <https://forms.gle/MeXMTLmf35MRLQp89>  
*Our move out days will be Wednesday, April 1, Thursday, April 2, Friday, April 3, and Saturday, April 4. Access to the halls **will not** be available at other times. **You are able to inform us of your ideal day(s); however, the College will assign your specific time.** If you are traveling from out of state, we recommend you pick a later day in the week given the notification timeline.*
- **Step 2:** You will be notified of your assigned day and time by email on **Monday, March 30<sup>th</sup> by 3:00 pm.** We will be compiling a staggered plan to promote social distancing. Our goal is to provide you with your ideal day(s); however, there is a limit on how many students can move out per time block and that may not be possible. Thanks in advance for your understanding.

It is imperative you come on **your assigned day** and during **your assigned time block!** Failure to do so jeopardizes your safety and the safety of others. We have instructed Campus Police to

prohibit students from entering campus at times other than the one assigned. Please know we do this for your protection and for the protection of everyone else.

### **Day of Move Out Instructions**

- Arrive at the time assigned by the Office of Residence Life & Housing. Each resident will be given a **two hour window** between 9:00 a.m. – 5:00 p.m. to complete the move out process.
- Students are permitted a maximum of two guests to assist with the move out process. **Only one guest can be in the hall with you at a time** (You may decide to have one person help you pack your items, while the other person waits for you outside of the residence hall to load your vehicle). Please follow CDC guidelines and do not ask individuals with compromised immune systems or individuals who are currently sick to assist you. Your permission form will include questions about your current health status and the health status of the two people helping you.
- Sign in at the front desk when you arrive.
- The College is unable to provide hand trucks/dollies, during move out as per CDC and other health mandates.
- The College is unable to provide storage.
- Students are expected to proceed directly to their room, pack up their belongings, and proceed directly to the front desk of your residence hall to return your key. You also need to sign the checkout list to indicate you have returned your key.
- All check-out processes will involve Express Checkouts. There will be an Express Checkout box located at the front desk of your assigned residence hall. Once you return your key and place it in the envelope, you will not be allowed to re-enter your room and your card access to your building will be deactivated. Please sign out.
- Please clean your room as best as you can and discard all trash in the dumpster closest to your residence hall.
- Access to common areas and laundry rooms will be prohibited during this time. We ask students to complete their move-out process as quickly as they are able.
- Parking regulations on campus outside of regular enforcement of designated handicap Accessible and 24/7 spaces will be suspended during move out only. Please follow the directions of the Columbia College Police Department.

### **Campus Mailbox**

While you are on campus, you should plan to empty your campus mailbox. The Post Office will forward 1<sup>st</sup> class mail (i.e. a letter) to your address on file with the College. If you receive a package, there will be a cost to forward the item. The Post Office staff will contact you for approval to charge your student account. We recommend calling companies directly to change your address for mail such as medicine or magazines. You can reach the Post Office at 803-786-3665 or [postoffice@columbiasc.edu](mailto:postoffice@columbiasc.edu).

### **Have you Already Moved Out?**

If you have already moved out of housing but did not return your keys, you may mail those back

to the Office of Residence Life & Housing at the address listed below. Please tape the key(s) to a piece of paper and include your name, student ID number, and building and room number (i.e. McNair 100).

Columbia College  
Office of Residence Life & Housing  
1301 Columbia College Drive  
Columbia, SC 29203

### **Returning Items or Picking up Items from Other Offices**

Please note if you have to return to other offices you must reach out in advance to the appropriate person via email or phone on Monday or Tuesday (March 30 and 31) to make arrangements for returning/retrieving the items when you are on campus during your assigned timeframe.

### **Athletic uniforms and equipment**

Debbie Wardlaw, Director of Athletics is coordinating this project. Please put your uniforms and equipment in a strong plastic garbage bag with a note containing your name, list of items in the bag, address, phone and signature. The drop off will be on the stage inside Godbold, and will correspond with your assigned time for residential move-out.

### **Contacting the Office**

The Office of Residence Life & Housing is anticipating a high volume of calls and emails during this time. All efforts will be made to respond as quickly as possible; however, there may be delays in response time. The best method of contact is via email at [reslife@columbiasc.edu](mailto:reslife@columbiasc.edu).

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

**Should there be any changes based on city or state ordinances, we will provide you with an update regarding move out dates.**

Sincerely,

Shadé Holmes,  
Director of Residence Life & Housing