

April 23, 2020

I hope this email finds you well and healthy as you work hard to wrap up your semester course work online. I'm happy to announce that beginning on April 27, 2020, the Office of Residence Life can allow students to return to campus to collect their personal items and check out of their rooms.

Of course, student safety remains our primary objective and, therefore, we must proceed with deliberate care to ensure everyone's safety. **To that end, all students will need to schedule an appointment before returning to campus.** To schedule your appointment, please follow this link and submit the [Request to Return to Campus form](#). Please note, submission of this form does not guarantee approval of your requested time. We must carefully schedule students to ensure proper social distancing guidelines are being met and, therefore, we may not be able to accommodate all requests simultaneously. Appointments will be scheduled on a first-come-first-served basis, and you will receive an email notifying you of your status and confirming your appointment.

The following conditions will apply to all students returning to campus:

- In order to facilitate an orderly process, appointments will be scheduled for a maximum of 6 hours. Students will be expected to collect their belongings and leave campus within that time frame.
- Unfortunately, no overnight stays can be allowed.
- Access to the building is limited to students only. Any non-resident helpers will be expected to wait outside of the building.
- Students will be required to wear a face mask while in the building.

I look forward to seeing each of you as you are able to safely return.

Thank you,

Shaydean