

## Instructions for Residence Hall Move-in

In order to provide for the safe and efficient move-in of new students and to provide a welcoming atmosphere for the beginning of the year, the Offices of Housing and Residence Life and Campus Safety Services have developed the following procedures.

Students participating in Orientation #7 may move into their residence hall assignment beginning at 9 a.m. and ending at 4 pm on Tuesday, September 14, 2010 by going to the Kennedy Commons Service Desk. **All other new students move in on Saturday, September 18, 2010** and will be assigned a check-in time and campus entry point based upon the location of their residence hall assignment. **Students should bring documentation of their room assignment at time of check-in to verify location and check-in time.** All boxes and property must be labeled before arrival, using tape and permanent marker, with the student's name and housing assignment visible.

Students whose housing assignment places them either in Swig Hall on floors 1, 2, 8, 9, and 10 or in an even numbered room in all other residence halls can enter their assigned campus checkpoint to begin the move-in process at 8:30 a.m. Students whose housing assignment places them either in Swig Hall on floors 3, 4, 5, 6, and 7 or in an odd numbered room in all other residence halls can enter their assigned campus check point to begin the move-in process at 10:30 a.m. **New students should NOT plan to arrive on campus (or drop off belongings) any earlier than their assigned move-in time.**

Campus check points have been created for all residence halls and they are:

#1 Main Entrance (Palm Drive and El Camino Real):	<b>McLaughlin and Walsh</b>
#2 Leavey Center (Accolti Way and El Camino Real):	<b>Campisi, Sanfilippo, &amp; Casa Italiana</b>
#3 Bellarmine Parking Lot (The Alameda north of El Camino, west curb):	<b>Bellarmine</b>
#4 Sobrato Parking Lot Lane #1 (The Alameda north of El Camino, east curb):	<b>Swig and Dunne</b>
#4 Sobrato Parking Lot Lane #2 (The Alameda north of El Camino, east curb):	<b>Sobrato and Graham</b>

Please see the enclosed map of the SCU area for details on the location of the campus check points. The City of Santa Clara will not allow cars to line up on city streets outside of campus check points. **Those who arrive to the campus prior to their check-in time will need to leave the vicinity of campus so that others with earlier check-in times can complete the move-in process.**

Once you have successfully entered your assigned campus check point, cars will be directed to an unloading area by Campus Safety officers and student volunteers. Upon arriving in the unloading area, the resident student should proceed to the main entrance of their assigned residence hall to receive keys and paperwork. Parents or other family members **must remain with the vehicle at all times** and meet with the student volunteers who will help unload belongings. Once the vehicle has been unloaded, it must immediately be moved to a permanent parking spot, as directed by staff and signage. **Unattended vehicles risk being ticketed and towed.**

Once the student is checked in and the car has been moved to the permanent parking location, residents should then begin to move belongings to the assigned residence hall room. We will have student volunteers to help with moving belongings, but any fragile, irreplaceable or expensive items should be moved by the student or family members. SCU does not accept responsibility for any damages or any other loss to any personal property. Because of the number of people moving into the halls, the use of residence hall elevators will be reserved for student volunteers moving items between floors. Students and their family members are strongly encouraged to use stairways to move from floor to floor on move-in day rather than rely on the elevators.

Students and families will want to get all belongings completely moved into their residence hall rooms and conduct any other necessary business before the 4:30 p.m. beginning of Welcome Weekend festivities. We appreciate your willingness to work within these procedures so that we can ensure an efficient and enjoyable move-in process for all of our new students.