

From: housing@etsu.edu <housing@etsu.edu>
Sent: Thursday, July 16, 2020 8:50 AM
To: Guram, Adrianna M. <GURAMA@mail.etsu.edu>
Subject: Important Steps for Campus Residents: Move In 2020

Dear Resident Name,

This communication is a follow-up to a previous email regarding changes in housing for the fall semester. As we look forward to your arrival, we have focused on ways to enhance your safety so as to provide you an exceptional experience on campus this fall. For those of you who lived on campus last spring, we are excited for your return to campus. We know your campus experience was interrupted and we are hopeful that following the safety guidelines will allow us all to remain on campus throughout the fall semester. For those of you who will be living with us for the first time this fall, we look forward to being a part of the start of your Buccaneer experience.

New this year, we are implementing an express check-in process. Residents will be asked to schedule a move-in date and time to reduce the density for any period of time. Each student may bring no more than two individuals to assist with move-in. Students will not be able to schedule their move-in date and time until all forms and requirements are complete. Most of the documents that must be completed can be found in the online Residence portal (login at www.etsu.edu/housing).

All that stands between you and your move-in day is the completion of the forms and other requirements noted below. To make the process for move-in go smoother and quicker, we are asking you to do these documents electronically prior to your arrival. Please read each section.

Note: Future communication regarding move-in will be sent from liveandlearn@etsu.edu

1) Complete Required Housing Documentation and Forms

The following documents must be completed through Residence (www.etsu.edu/housing):

- 2020-2021 Housing/Dining Agreement or Buccaneer Ridge Apartments Agreement
- Summary of Community Standards
- 2020-2021 COVID-19 Wellness Addendum
 - The health and wellness of our students is our top priority as we plan for students to arrive on campus next month. ETSU has developed a COVID-19 Wellness Addendum that outlines all the extra precautions the university is taking to reduce the spread of COVID-19, as well as the expectations of our residents to also do their part to keep themselves and the ETSU community safe. Please read the addendum carefully and if you have questions, please contact our office.
Highlights of the addendum include guidance on guests in residence halls, face coverings, and physical distancing and hygiene expectations.
- Missing Student Contact Information Form
- Emergency and Medical Contact Information Form

If applicable, the following documents must also be submitted:

- Suite Agreement for Carter/Stone Halls
- Private Room Agreement
- Student-Athlete Agreement
- Under-18 Parent/Guardian documentation

2) Submit Immunization Records to the University Health Center

Residents who are under the age of 22 and living on campus must have Hepatitis B and Meningitis vaccinations on file with ETSU's University Health Center prior to being allowed to move into campus housing. These records may be submitted online, or can be sent to the University Health Center via fax or mail. Instructions for completing this requirement can be found online at www.etsu.edu/universityhealth and clicking the "Immunization Requirements" link on the left-hand side of the page.

3) Upload Your Student ID photo/Bring Your ID Back to Campus

- **For new campus residents:** If you have not already done so, follow the directions on the ETSU ID Services website at <https://www.etsu.edu/students/idservices/> to upload your photo. Your ID will be made available to you when you arrive on your approved move-in day, encoded to access your residence hall/apartment.
- **For returning campus residents:** Be certain to bring back to campus your existing ETSU ID, so that it can be encoded for you at move-in. If you have your key from spring semester, please bring it with you as well.

Next Steps

Once all required documentation has been submitted and a student ID photo exists in the ID Services system, you will be contacted via email to sign up for a move-in date and time. Additional information/schedule for move-in sign-ups will be going out the week of July 27th for those who have completed all forms.

If your plans have changed for fall, please let us know, as the last day to cancel and not be obligated to the housing/dining agreement, if enrolled at ETSU, is July 31, 2020.

Please contact our office, if you have any questions regarding this communication. You can reach us Monday-Friday from 8:00 a.m. – 4:30 p.m. at 423-439-4446 or via email at housing@etsu.edu. This information is also available on our website at www.etsu.edu/housing.

ETSU Housing and Residence Life's Move-In Team at liveandlearn@etsu.edu