



## Coronavirus Update: Housing Move-Out Process

Dear ASU Alumni,

[Please see the following message sent to students regarding the housing move-out process.](#)

Thank you for your patience as we finalized the move-out details. It is our goal to keep our community safe and healthy. Following guidance from the Centers for Disease Control (CDC) regarding social distancing and in an effort to prevent large crowds, the move-out process will occur in a staggered manner in multiple batches. The CDC recommends maintaining 6 feet of space between you and your neighbor. Upon arrival, please keep your distance from other residents and guests, especially in situations where a line might occur.

**To maintain student safety; it will be critical that residents do not arrive on campus before their scheduled time. Only the student should come to the check-in desk.** Please help us achieve this goal by closely following the procedures outlined below.

- [Schedule a check-out time here.](#)
- At your scheduled time, it is important that you arrive at your residence hall or apartment check-in location. You will be allotted time (not to exceed 1.5 hours) to pack and vacate your room, starting at your scheduled time. Adhering to this schedule allows the next wave of residents the opportunity to arrive and begin their move out process.
- It is extremely important you have your RAM ID and room key with you. You will use your RAM ID and room key to check in with staff and gain access to your building and room.
- Students must be present to move out; parents or other family members will not be provided access on behalf of a student.
- You may bring no more than two individuals to help you pack and vacate your room.
- Bring moving supplies with you. This includes boxes, plastic bags, packing tape, etc.
- You will be expected to leave your room in as close as possible to the condition at move in. Please be prepared for light cleaning by bringing cleaning supplies: trash bags, rags, broom and dustpan, etc.

- Staff will be available for check-in and check-out administration only and are not available to assist you in the moving process.
- After you have completed the check-out process, lock your room door. Pick up your room key envelope from the lobby desk, put your room key in the envelope and drop off your room key in the drop-box that will be in each building's lobby.
- If you have packages on campus, visit the ASU Mail Room once you have completed the check-out process. Please complete the ASU Mail Forward form here.

We strongly encourage you to do everything possible to meet the appointment. However, if you have an unresolvable scheduling problem or you are sick, contact Housing & Residence Life at [asuhousing@asurams.edu](mailto:asuhousing@asurams.edu) from your ASU email with your name, building number and reason you are unable to make the time slot. A limited number of exceptions will be made on a case-by-case basis.

We truly appreciate your cooperation in this unprecedented situation. The primary concern of Albany State University is the safety of our campus community. By following these procedures, you are helping keep everyone safe and healthy.

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