

## Early Arrival Information and Request Process

### Standard Housing Move-In Process

- For the Fall:
  - New first-year and transfer students are permitted to begin moving into their housing assignment the Thursday before classes. This is also the first day of New Student Orientation.
  - Returning students can begin moving into their housing assignment the Friday before classes.
- For the spring semester, all students can begin moving into their housing assignment the Friday before classes.
- Specific instructions for signing up for a check-in time are sent to students via their McKendree Email and will be posted on the main page of the Residence Life website.

### Exceptions for Housing Move-In Process

Students who have a valid need to move into their housing assignment before the scheduled move-in date for their residential facility may request an early arrival via the ResLife Portal. To be eligible, a student must meet one or more of the following criteria:

1. The student is participating in a training or orientation program with a McKendree program, department, or academic team before the start of the fall semester. These student rosters are provided to the Office of Residence Life by the advisor.
2. The student's on-campus employer requires them to start working before the start of the fall semester. These student rosters are provided to the Office of Residence Life by the supervisor.
3. Students are required to be on campus for early-start courses (student teaching, co-ops, internships, service learning, etc.). These students must complete the "Early Arrival Request Form – Fall" form on the Residence Life website and provide the course number to be verified with Academic Records or the professor.
4. International Students, arranging international travel, may begin moving into their housing assignment 10 days before their Standard Housing Move-In Date. **NOTE:** New and transfer International Students **MUST** provide their arrival information to the Office of Admission who will share it with the Office of Residence Life.
5. The student is participating in McKendree Athletics practice. These student rosters are provided to the Office of Residence Life by the coaching staff. The dates are set with the Athletic Department Administration and request for sport-related arrival (such as voluntary captain-practices) earlier than these NCAA compliant move-in dates will not be accommodated.
6. Special circumstances (ADA accommodation, family emergencies, religious holiday conflict, etc.) must be approved by the Director or Assistant Director of Residence Life.

**Due to the administrative and housekeeping burdens early arrivals cause for the staff, many requests will be denied.** Situations related to off-campus employment, expired summer leases, travel arrangements, etc. do not qualify for early arrival housing. Other arrangements for such circumstances must be made.

Please be aware that our offices do not have staff or volunteers available to assist students and their families with move-in on early arrival days. While there is always a staff member on call to assist, residence life staff will still be conducting training and will not be as readily accessible in the residential areas during the scheduled arrival dates. Please plan accordingly.

Should a student receive approval to move into their assignment before their designated move-in date, the student will be charged a daily housing rate. Those students' part of groups or teams will have their charges for early arrival housing waived starting the date of their team's/group's approved arrival date which can be found on the Residence Life website. Students who are found to have moved in without approval from the Office of Residence Life will receive a fine of \$75 per day.

### **Dining**

Ames Dining Hall will have an Early Arrival Meal Plan that will start in August for the fall.

For spring, Ames Dining has a Winter Break Meal Plan for any date between the end of the fall semester and the beginning of the spring semester.

All students living on the main campus (Baker, Barnett, Walton, the Suites, Residence Hall East, and Residence Hall West) are required to have a meal plan when Dining Services is open. Residents in these areas will be assigned an Early Arrival or Winter Break Meal Plan with a daily board rate.

The first meal a student is charged for and has access to eat is dinner the day of their approved arrival. This means that one day of meals is dinner, breakfast, and then lunch in that order.

- There is no breakdown of the daily rate. For instance, if a student arrives after dinner has closed, and only has access to breakfast and lunch the next day, we cannot remove the charges for that missed dinner.
- The charge date is based on the day the key to their housing is collected by the student.
- If the meal plans are switched to cover only lunch/brunch and dinner, the daily rate will be adjusted accordingly.
- Students must present their Student ID at the register of the dining area, or they will be turned away.

Residents in the apartments (McK West Apts. or Hunter St. Apts.) may opt-in to an Early Arrival or Winter Break Meal Plan by emailing the Office of Residence Life.

Those students part of groups or teams will have their Early Arrival and Winter Break Meal Plan charges paid for by their team/group starting the date of the approved arrival date for their

team/group. If a student arrives before this date or transitions from break housing, they will need to pay the difference.

Students should know that Ames Dining Hall will be open on a restricted basis and will expand its hours to match the growth of students on campus before the term starts. Staff will update the Residence Life Dining page with the dates and times that meals are open and available as those updates are received from Dining Services. Students are expected to check back regularly for updates.