March 18, 2020

Dear Campus Resident,

Hello. We are deeply saddened by these sudden developments, but understand our responsibility to protect students and the campus community. In light of Dr. MacLeod Walls’ message, here is the plan for students to move out of campus housing.

1. **Students currently living on campus for spring break** should immediately begin the process of departing campus. We’re asking spring break residents to be moved off-campus by **2pm Sunday, March 22**.

2. **Students who are currently off-campus for spring break**, all residential facilities will be accessible starting **Monday, March 23, 8am-5pm daily through Sunday, April 12**. We’re offering a three-week move-out window for students who need to make travel arrangements to return to retrieve their property. We are attempting to create time and space for social distancing during the move-out process. **In light of current circumstances, we’re unable to provide overnight accommodations. Please plan your travel accordingly.**

**Do not return to campus if you:**

1. are currently exhibiting [COVID-19 symptoms](#),
2. have exhibited COVID-19 symptoms in the past 14 days,
3. have been exposed to anyone exhibiting COVID-19 symptoms in the past 14 days,
4. or have traveled on an airplane in the past 14 days.

**Please take precautions when moving out.**

1. The College will provide hand sanitizers at the main entrance to all residential facilities. Please use upon entering the building.
2. Practice social distancing, maintain a minimum of 6 feet of space between you and others in the building.
3. Do not make physical contact with others, refrain from shaking hands, hugging, etc.

**Move-Out Instructions**

These special move-out instructions are intended to minimize face-to-face contact and create social distancing.

1. Remove all personal property from your room.
2. If you removed college-provided furniture from your room, return it to avoid a furniture moving/missing furniture charge.
3. Leave your room key on your desk.
4. Close, and if possible, lock your room door as you leave.
5. A staff member will later complete the room check-out form and retrieve your room key. You will be notified via Jewell e-mail if room damage is assessed.
If you are unable to return to campus to retrieve your property, we will provide storage, at no cost, for students who cannot return to campus. Our Jewell Facilities Team also stands ready to assist our students in moving their belongings. Please reply to this message to request College-provided storage.

If you have an acute (highly extreme circumstance) need to remain in Jewell housing—for example, international students—please reply to this message requesting an extended stay. A member of the Residence Life Staff will respond via e-mail to your request.

I need a wi-fi hot spot!
If you are now in need of a wi-fi hotspot, but have not requested one, please submit this FORM to have a device mailed to your off-campus address.

We recognize that these events have created individual and family hardships in a variety of different ways. In light of these highly unusual circumstances, the College is temporarily suspending our normal Refund Policy. Instead of no refund, graduating seniors will receive a prorated refund on their spring 2020 unused room and board fees. Similarly, all other students will receive a prorated credit of their current spring 2020 room and board fees towards their fall 2020 student account. We acknowledge this is a stressful time and hope that this decision, in some way, provides a level of relief.

To our graduating seniors, our hearts go out to you. We cherish the fond memories and hope to see you back on The Hill soon as alums! For our first-year through junior residents, we are already looking forward to your return! While the action of temporarily closing campus housing for the remainder of the spring 2020 semester is necessary, we look forward to your return home on The Hill in the fall.

Sincerely,

Residence Life Staff
Office: 816.415.5963