

Hello Reinhardt Eagles!

I hope this email finds you well. While this isn't the way we expected or wanted the school year to end, we need to wrap up the school year and your stay in the residence halls. As the academic semester ends on Friday, May 1, we need all residential students to prepare to officially check out of the residence halls and move off campus.

Your University housing contract states that you must check out/move out within 24 hours of your last final exam. However, due to the impact of COVID-19, we are extending the deadline for the check-out and move-out process to Friday, May 10.

To be clear, now that Governor Kemp has allowed moderated mobility and travel under the Shelter in Place order, you need to return to campus to collect your belongings from your residence hall room. You must remove your belongings, clean your room and be formally checked out no later than **Friday, May 10**.

Please follow the steps below to check out of your residence hall room and move off campus.

Checking Out and Moving Off campus Steps outlined here:

- Fill out this form - <https://form.jotform.com/200764858173159> which will let the Office of Residential Housing & Education know you will be moving off campus.
- E-mail Reslife@reinhardt.edu with the following:
 - Name
 - ID Number
 - Date and time when you will be returning your key (there is a yellow tent outside of Gordy residence hall for key return).

*If you need a letter from the Dean of Students stating WHY you are coming to campus, please include this in your email as well and the letter will be provided to you. This letter will allow you to come to campus if you are under a shelter and place, as you are collecting your essential belongings.

- Come to campus, remove all your belongings and clean your room.
- Find the tent outside of Gordy Hall and turn in your key at the date/time you emailed reslife@reinhardt.edu

Remember, while you are on campus, you must abide by social distancing protocols and are advised to wear a mask and gloves.

We wish you the very best. Please know we are here should you need anything. Please email any questions you may have to the Office of Residential Housing & Education at reslife@reinhardt.edu or Assistant Dean of Students Jamie Johnston at jmj@reinhardt.edu

Sincerely,

Jamie Johnston
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