

Communication was sent to residential students on May 6 which included a link to myhousing.udayton.edu/StarRezPortalX. Students should use this link to sign up for an appointment to move out of their residence.

What is the timeline of the phased move out?

From May 15 through May 24, students who live within 60 miles and in the state of Ohio are permitted to move out. From May 25 through May 31, students who live in the state of Ohio are permitted to move out. Beginning June 1, students who live outside the state of Ohio are permitted to move out.

Daily 4 hour appointment slots are available beginning at 8am with the last appointment beginning at 4pm.

What safety measures has the University put in place?

Every person who comes to campus must wear a face covering. There is a limit of one student and two people to assist the student. Every person should practice social distancing in stairwells, elevators, and trash closets.

What are the various steps a student will go through in the move out process?

A student will first visit myhousing.udayton.edu/StarRezPortalX to schedule an appointment slot. Students will receive an email with instructions on the move out process and an Express Check Out Form prior to the time of the appointment. Students in areas with card access will have card access granted prior to the appointment. Students who live in houses will have their house opened prior to arrival.

What happens on the day of my appointment?

Residence Halls

1. Students will receive an email from Housing and Residence Life prior to their designated move-out time, stating the move-out process and with a link to an express checkout form, they will need to complete prior to their departure.
2. When they arrive, students will head straight to their space to pack up and begin moving out their belongings.
 - a. A limited number of Blue Bins will be available for checkout at the front desk but we are highly encouraging residents to bring their own dollies/hand trucks.
3. Once all belongings are moved out, students will lock their door, verify their key code with the code on the envelope, insert the key in the envelope, and seal the envelope.
4. Student completes the express checkout form from the link in email
 - a. Student agrees to room condition / accepts responsibility for damage
 - b. By completing the form, the student checks out of space
5. Returns key envelope to dropbox at front desk

Houses

1. Students will receive an email from Housing and Residence Life prior to their designated move-out time, stating the move-out process and with a link to an express checkout form, they will need to complete prior to their departure.
2. When they arrive, students will head to their house/apartment and call 937-229-3317 to unlock their space.
3. Housing and Residence Life staff will unlock the house and drop off the student's key envelope.
4. Once all belongings are moved out, students will fill out the express check-out form and call 937-229-3317 to inform Housing and Residence Life they are departing.
5. Housing and Residence Life staff will meet the student at the house, collect the key envelope, and secure the space.

What if I cannot get to campus to move out of my space?

As a part of the move out application, students can select to use a third party company to pack and store their belongings. If this option is selected, Housing and Residence Life staff will schedule a time with the student to

walk through the space utilizing Zoom to identify personal belongings. Please contact housing@udayton.edu with any questions or to discuss your options.

What if none of the available appointments match my schedule?

The University has set aside double the amount of appointments as there are students for each phase of the move out plan. Please contact housing@udayton.edu to discuss your options should there be no options that are available.

What if I can't make my appointment or need to change my appointment?

Go to myhousing.udayton.edu/StarRezPortalX and sign up for a new appointment.

Can someone else move my items for me?

You can authorize the removal of your items by sending an email to housing@udayton.edu and copy all of the residents in your living space (use their University email address). In the email include:

- Your appointment time slot
- The name and email address of the person authorized to remove your items
- A list of items to be removed
- At the appointment, the person must have photo identification
- The person authorized must have your key at time of the appointment

Can my roommate(s) come at the same time?

Only one student is permitted in a unit (apartment, house or room in residence facility) at a time. They can be accompanied by no more than two additional people.

Can siblings come at the same time?

Yes, sign up for the same time slot for each area or as close to one another as you are able.

What if I currently live on campus?

Students who currently live on campus can move out of their residence at any time. Please email housing@udayton.edu with your planned departure date at least one business day prior to your departure. You will receive an Express Check Out form to review and complete. Return your key in a key envelope located at 461 Kiefaber and deposit the key envelope in the key box.

What if I currently live on campus and need to stay longer?

Contact housing@udayton.edu to discuss your options.

What if I'm delayed and miss my arrival time?

Call 937-229-3317 as soon as possible to notify Housing and Residence Life of your delay. If you are unable to keep your move out appointment, go to myhousing.udayton.edu/StarRezPortalX and arrange a new time.

What if someone shows up and did not sign up for a time?

Housing and Residence Life staff will determine if there is time and space available for the student to move out. If not, the student will need to review the available times on myhousing.udayton.edu/StarRezPortalX and sign up for a move out appointment.

What if I have items left items in my locker at the Rec Plex?

Contact Campus Recreation at campusrec@udayton.edu to coordinate a time to retrieve your items in conjunction with your appointment to move out of your residence.

What if I have mail left on campus?

Letters for students received by UD mailing services are being forwarded to your home address listed with the University. Please make sure your home address on file is correct. Students also should submit a change of

address form at their local post office or online. Be sure to include your complete UD address including the zip code (45409 or 45419).

UD mailing services cannot forward Amazon or DHL packages. Cancel your Amazon order and reorder them to have them sent to your current residence. Call UD mailing services at 937-229-2087 to discuss options for receiving DHL packages. UPS and FedEx packages can be forwarded to you if you provide us a shipping label, which you can receive from UPS and FedEx. E-mail the label to udmailingservices@udayton.edu.

Mailing Services will be open during Move-Out for student package pick-up. Hours of Operation are 8:30 am - 4:30 pm Monday - Friday and 11:00 am - 4:30 pm Saturday - Sunday

We are located at 1529 Brown St. inside Fitz Hall right off the southwest Central Receiving loading dock. Approach the door on the southwest corner of Fitz Hall, ring the buzzer on the door and someone will let you in to retrieve your package.

For questions and to discuss special circumstances for retrieving packages, call 937-229-3844 or email udmailingservices@udayton.edu. Be sure to leave your first and last name, including the spelling, and your phone number.

What if I have items I would like to donate?

Donation bins will not be available on campus. You are welcome to take items to the local St. Vincent de Paul drop off located at 124 W. Apple Street. Open 24/7 for donations.

What if I get to my space and items are missing?

Call Public Safety at 937-229-2121

What if I left something in my room?

Contact housing@udayton.edu with the information.

Will gloves or face coverings be provided?

We will not provide gloves. We recommend you wash hands frequently and use hand sanitizer. Everyone must wear a face covering at all times on campus and adhere to social distancing guidelines. Please bring a face covering as the University will not be able to provide them. [Here is information from CDC on how to make, wear and care for face coverings.](#)