

As you may already know, Indiana State University residence halls will be closing this week. Students will be required to leave the residence halls by Saturday at 12:00 P.M. unless they complete an exemption form and are approved for said exemption. Students who have already left campus may make an appointment with the Office of Residential Life using the link below. Please understand this is a fluid situation and ResLife is working to get you the most accurate information as quickly as possible. Below are the steps you need to take based on your current situation:

I'M ON CAMPUS AND NEED TO LEAVE:

- Complete your Hall Closing Checklist that is posted on the door of your room. If you need another one contact hall staff.
- Return your key to the front desk.

I'M ON CAMPUS AND NEED TO STAY:

If you have an extenuating circumstance and need to stay on campus beyond 12:00 P.M. Saturday, March 21, 2020 you must complete the Housing Closure Exemption form on your [housing portal](#). Just click on the link on the front page of your portal. Please be as detailed as possible when you complete this form.

You will get an email if/when you are approved to stay on campus. You will only be able to stay on campus after 12:00 P.M. March 21st with an accepted exemption. All exemptions must be completed by 12:00 P.M. March 21st.

I'M OFF CAMPUS AND NEED TO COME BACK TO RETRIEVE MY ITEMS

Students must schedule an appointment to pick up your items using the link below:

<https://www.signupgenius.com/go/5080D4BA4A82EA6F85-state>

Move-out hours are Tuesday 10:30 A.M. - 3:30 P.M., Wednesday-Friday, 8:00 A.M. - 3:30 P.M. and Saturday 8:00 A.M. – 12:00 P.M. Students will have two hours to get their items and check out of their rooms. Only family members helping students with move-out will be allowed in the buildings to support move-out. If there is an extenuating circumstance that keeps you from picking up your items before Saturday at 12:00 P.M. please contact the Office of Residential Life using the information below.

If you have any questions about this process or Indiana State University's response to COVID-19, please contact our office or view our webpage at: <https://www.indstate.edu/covid-19>