

EVERGREEN HALL CHECK-IN INSTRUCTIONS

August 19 – 20, 2022

Per University policy the use of face coverings is optional in University Housing spaces.

STEP 1: At your scheduled arrival time listed below, drive to the **EVERGREEN HALL PARKING LOT** and park your vehicle. You should arrive no earlier or later than your move-in time.

STEP 2: Go to the **Evergreen Hall Multi-Function Room** located on the entry level. You will check-in and receive your room key at this location. You will not be able to check-in before the scheduled time for your last name.

STEP 3: You will be given a line number to drive to the Evergreen Hall traffic circle. **ONLY ONE VEHICLE PER FAMILY MAY UNLOAD AT THE TRAFFIC CIRCLE BETWEEN THE HOURS OF 8:00 AM AND 4:00 PM.** Other vehicles may be unloaded after 3 pm on Friday, August 19 or after 3 pm on Saturday, August 20, 2022.

Your vehicle should remain in the Evergreen Hall parking lot until your line number is called. Line numbers will be announced in the Evergreen Hall Multi-Function Room. *Please note that if you wish, you may bypass the traffic circle after you check-in and move in your belongings from where you are parked in the lot. Due to the number of people moving in, please expect delays in driving to Evergreen Hall traffic circle.*

STEP 4: When your line number is called, you may proceed to your assigned space and to the traffic circle to begin moving in. University staff will collect your line number and place a notice on your windshield with your room number and the time of your arrival. **Please note that vehicles remaining in the traffic circle for more than 15 minutes may be ticketed and/or towed.** Carts will **ONLY** be available to assist with transporting belongings for vehicles unloading in the traffic circles.

PARKING: Vehicles parked in legal parking spaces in Evergreen Hall Lot will not be ticketed by Parking Services August 19-21. Parking regulations will be strictly enforced beginning 8:00am on Monday, August 22, 2022.

<u>Friday, August 19</u>			
Arrival time:	Last Names beginning with:	Arrival time:	Last names beginning with:
8:00 am to 8:50 am	S	12:00 pm to 12:59 pm	E, F, I
9:00 am to 9:59 am	D, N	1:00 pm to 1:59 pm	A, L
10:00 am to 10:59 am	K, Q, T	2:00pm to 2:59 pm	G, O
11:00 am to 11:59 am	W		
<u>Saturday, August 20</u>			
Arrival time:	Last Names beginning with:	Arrival time:	Last names beginning with:
8:00 am to 8:50 am	H	12:00 pm to 12:59 pm	L, U, V
9:00 am to 9:59 am	C, J	1:00 pm to 1:59 pm	B
10:00 am to 10:59 am	R, Y, Z	2:00pm to 2:59 pm	P, X
11:00 am to 11:59 am	M		