



Dear Residential Student,

I am writing to provide you with more details about the move-out process, as well as the process to request an exception for unique circumstances.

As you know, all Xavier University campus housing is closing for the remainder of the semester. Students are not permitted to live in campus housing after Tuesday, March 17 at 5:00 p.m. Students must make plans to retrieve their personal items and return to their permanent address. Exceptions to remain in campus housing will be made for truly unique circumstances.

In order to best serve our students during this challenging and stressful time, Xavier University is extending spring break by one week. Remote learning will now begin on Monday, March 23. This will help facilitate both remote learning preparations and the move out process from campus housing.

Although campus housing closes on Tuesday, March 17, students will have until Monday, March 23 at 9:00 p.m. to remove all belongings from campus housing. In order to support social distancing and to facilitate an efficient process, students must schedule a specified move out time. Sign up for a time to move out by logging in to [Housing Self Service](#) and selecting a check out time on the home screen under assignments. Further instructions can be found [here](#).

### **Move-Out Process**

Upon arrival to campus, we ask you to park in a residential parking lot rather than the campus roads next to your building. Once you are fully packed and ready to move out, please move your car to a location close to your building to load your belongings. This will be especially important for Fenwick Place, Brockman Hall, and Kuhlman Hall due to traffic patterns around exits to the buildings. To facilitate an efficient process you will not need to complete a thorough check out process. As you remove the last of your belongings, log back in to [Housing Self Service](#) at your checkout time to complete your checkout. Further instructions can be found [here](#).

*Village Residents only:* Further instructions on where to drop off your physical key will be sent by your Apartment Director.

### **Requesting an Exception for Unique Circumstances:**

For students who have a truly unique circumstance and need to request an exception, you will need to complete the [request form available here](#). The form must be completed by Sunday, March 15<sup>th</sup> at noon. **Even if you registered to stay on campus earlier this week, you must petition to stay on campus by submitting the form linked above.**

All requests will be reviewed by a committee and students will be notified by Monday, March 16<sup>th</sup> at 5pm whether or not they are approved to stay on-campus. Please know students who remain on campus will likely be asked to move into one building.

### **Storage and Moving Assistance**

Our storage and moving partner, Campus Solutions, is willing to assist you during this transition time. They can provide assistance in moving items from your room to your car, boxes and tape, and even summer storage. Please contact them directly to make arrangements or ask questions:



phone: 513-655-6499  
email: [info@gocampussolutions.com](mailto:info@gocampussolutions.com)  
website: <https://www.gocampussolutions.com/>

We understand this is not the end to the academic year you expected, but we are taking these steps for the health and safety of all students, employees and our community. We wish you the best as you manage this difficult situation and finish your semester. We look forward to welcoming you back in the fall.

If you have questions, please feel free to email me at [Lambert@xavier.edu](mailto:Lambert@xavier.edu) or call the Office of Residence Life at 513-745-3203.

Sincerely,

Lori Lambert  
Senior Director for Student Affairs/Director of Residence Life