

As the university continues to monitor the COVID-19 situation, we are taking proactive measures to ensure the health and safety of the Chowan community.

Check Out Process

***For students not currently on campus.**

In order to prioritize the health and safety of all of our campus residents and staff, while also maintaining social distancing guidelines, students who are not currently on campus will be required to follow the process below.

If you're are unable to check out during the time listed, you can contact Residence Life at reslife@chowan.edu or 252-398-6237.

<i>Belk Hall</i>	
Friday, May 15	3RD Floor 9:00am – 11:00am 2nd Floor 11:00am – 1:00pm 1st Floor 1:00pm – 3:00pm
Saturday, May 16	3RD Floor 9:00am – 11:00am 2nd Floor 11:00am – 1:00pm 1st Floor 1:00pm – 3:00pm
Sunday, May 17	3RD Floor 9:00am – 11:00am 2nd Floor 11:00am – 1:00pm 1st Floor 1:00pm – 3:00pm

<i>Dunn Hall</i>	
Friday, May 15	3RD Floor 9:00am – 11:00am 2nd Floor 11:00am – 1:00pm 1st Floor 1:00pm – 3:00pm
Saturday, May 16	3RD Floor 9:00am – 11:00am 2nd Floor 11:00am – 1:00pm 1st Floor 1:00pm – 3:00pm
Sunday, May 17	3RD Floor 9:00am – 11:00am 2nd Floor 11:00am – 1:00pm 1st Floor 1:00pm – 3:00pm

<i>Parker Hall</i>	
Friday, May 15	(Even Floors) 8:30am – 5:00pm
Saturday, May 16	(Odd Floors) 8:30am – 5:00pm
Sunday, May 17	(Anyone that is not available to move out on Thursday or Friday) 8:30am – 5:00pm

Simons Hall	
Friday, May 15	3 RD Floor 9:00am – 11:00am 2 nd Floor 11:00am – 1:00pm 1 st Floor 1:00pm – 3:00pm
Saturday, May 16	3 RD Floor 9:00am – 11:00am 2 nd Floor 11:00am – 1:00pm 1 st Floor 1:00pm – 3:00pm
Sunday, May 17	3 RD Floor 9:00am – 11:00am 2 nd Floor 11:00am – 1:00pm 1 st Floor 1:00pm – 3:00pm

Whites Crossing	
Friday, May 15 (B, G, J)	3 RD Floor 9:00am – 12:00pm 2 nd Floor 12:00pm – 3:00pm 1 st Floor 3:00pm – 6:00pm
Saturday, May 16 (E, H, A)	3 RD Floor 9:00am – 12:00pm 2 nd Floor 12:00pm – 3:00pm 1 st Floor 3:00pm – 6:00pm
Sunday, May 17 (C, D, F)	3 RD Floor 9:00am – 12:00pm 2 nd Floor 12:00pm – 3:00pm 1 st Floor 3:00pm – 6:00pm

Suggestions for a Successful Move-Out

Before You Arrive

- Make sure you bring your keys and HawksCard.
- Please bring wipes and sanitizer with you to use in your room, custodial staff will be present to address common areas.
- A limited of Resident Assistants and Undergraduate Resident Directors are not on campus, so we will be thinly staffed in each area. Please have patience with those around you.
- If you encounter a problem on a Saturday or Sunday, please contact reslife@chowan.edu.

Custodial Staff Reminder

- Custodial staff present in the halls will be emptying trash areas as appointment times are ending
- Custodial staff will be wiping down high touch surfaces during move-out appointment (such as door handles, elevator buttons, etc.)
- Please remember to adhere to social distancing guidelines while custodial staff are performing their responsibilities.

- Please place all trash in the dumpsters located outside of the residence halls.

Parking Guidelines

- Please limit your vehicles to one car.
- Please park your car in a lot while you go into your room to organize and pack. Then move your car near the hall for loading.
- If weather permits, you may want to move items to the curb, have someone watch them, then move your car for loading. Please do not drive vehicles on the grass.

Check Out Procedures

- Remove all personal items from your room. Floors and furniture surfaces should be cleaned.
- In Whites Crossing, please wipe down and empty all appliances, drawers, and cabinets.
- Please return furniture to its original location. Remove or properly dispose of personal furniture items, (rugs, futons, chairs, etc.).
- Remember to close windows, open blinds, and lock your doors before departure.

Return Your Key

- Complete the express check out form (found at your respective residence hall key return drop box).
- Place your key(s) inside the envelope and the attached express check out form and secure the envelope with a staple or piece of tape.
- If you need assistance before you arrive with forwarding your mail or questions regarding packages the mailroom will be open Monday to Friday 8:30am – 1:00pm. The mailroom can be reached at 252-398-6372.
- If you have already moved out and plan to mail your key, we recommend that you place the key in a padded envelope or use an envelope lined with bubble wrap. This will help ensure that the key is not lost during postal sorting.

Keys may be mailed to:

Sher-Ron Laud, Director of Residence Life
Chowan University
1 University Place
Murfreesboro, NC 27855

- **Keep Safe**
- **Keep six feet away.** If you see friends from the community, remain 6 feet away and avoid shaking hands, hugging, etc.
- **Use the next elevator.** Wait for the next elevator rather than sharing with another group.

- **Pack Quickly.** Focus on getting all your belongings out quickly. We encourage organization be done at home. Bring suitcases, trash bags, or other items you can pack into quickly.
- **Talk Outside.** Meet your group outside to avoid prolonged periods in hallways or enclosed areas.
- **Keep hands clean!** Frequently wash your hands or use hand sanitizer – and make sure you dry them thoroughly – after touching doors/surfaces.
- **Limit the number of individuals you bring to assist you.** Any individuals who are currently ill or are at-risk should not accompany you.
- **Recognize your Resilience.** Understand this is a highly stressful and uncertain time for everyone; practice staying calm and patient while moving out.