

Dear Southeast Redhawks,

To support the University's decision to hold classes through alternative means the remainder of the spring semester, we are restricting access to all residential facilities, effective immediately, and closing all residence halls through a tiered process beginning Friday, March 20, 2020.

The move out process will be conducted in stages throughout the rest of this month to protect the health and safety of students and staff. Residents will be assigned days to move out to allow for appropriate social distancing in our buildings and to limit the number of people on campus.

### **Residents Currently On-Campus**

By Saturday, March 21, residents currently staying on-campus during spring break have two options:

1. Pack your belongings and move-out by Saturday, March 21 at 7:00 p.m. Residents will use Express Check-Out at the building customer service desk, by placing their key(s)/keycard in an envelope. You will not check out with a staff person and will return your room key in the provided envelope at the front desk/lobby of your building. Rooms will be inspected once all residents have moved out, and only major damages (large holes in walls, missing furniture, excessive items left, etc.) will be charged.
  - a. Residents are encouraged to take photos of their rooms when they leave to verify the condition of their room upon your departure.
2. Request an exemption to remain in on-campus housing based on an extenuating circumstance by submitting a request via the *Request to Stay in Halls* form on the Housing Portal in the [Student Portal](#) (Under the Student SS Tab). To remain in on-campus residence halls, residents must meet one of these criteria:
  - a. Your permanent residence is outside the United States and you are unable to travel to your home country.
  - b. Students who need to physically be in Cape Girardeau to complete outside-of-the-classroom requirements (e.g., internships, clinicals, student teaching, etc.). This requirement must be verified by your faculty member or academic department.
  - c. You have a personal circumstance preventing you from returning home. Examples might include:
    - returning home represents a life-threatening health or safety risk to you or those at home.
    - you or your family do not have a permanent address.
    - your home community is quarantined.

After completing the exemption request, residents will be contacted via email by the Office of Residence Life regarding their status. Residents should not assume the submission of a request to have housing will be granted. Any approved residents will likely be reassigned to another location once space is open, cleaned, and available.

### **Residents Currently Away from Campus**

***Residents may not return to campus to retrieve their belongings at this time.*** All building access has been removed and you will not be allowed into the buildings. We have developed a coordinated plan for the move-out process that incorporates social distancing and current CDC guidance. Residents requesting an exemption to return to on-campus housing for the semester should follow the steps outlined in #2 above. For residents who are not currently able to return to Cape Girardeau due to travel

restrictions or health concerns, the Office of Residence Life will work with these residents on a case-by-case basis and not require the resident's immediate move-out.

Beginning Friday, March 20, 2020, residents from select buildings and floors will be allowed to return to retrieve their belongings. The following outlines the days and times each building and floor will be available for move out:

<b>Towers North, Towers West, Myers, and Vandiver</b>									
<b>Floor</b>	<b>Room #</b>	<b>Move Out Date and Time</b>							
		3/20	3/21	3/22	3/23	3/25	3/26	3/27	3/28
Odd	Odd			8am-1pm				8am-1pm	
Odd	Even				8am-1pm				8m-1pm
Even	Odd			2pm-7pm				2pm-7pm	
Even	Even				2pm-7pm				2pm-7pm

<b>Dobbins River Campus Center, LaFerla, and Merick</b>									
<b>Floor</b>	<b>Room #</b>	<b>Move Out Date and Time</b>							
		3/20	3/21	3/22	3/23	3/25	3/26	3/27	3/28
Odd	A	8am-1pm				8am-1pm			
Odd	B		8am-1pm				8am-1pm		
Even	A	2pm-7pm				2pm-7pm			
Even	B		2pm-7pm				2pm-7pm		

<b>Towers East and Towers South</b>									
<b>Floor</b>	<b>Room #</b>	<b>Move Out Date and Time</b>							
		3/20	3/21	3/22	3/23	3/25	3/26	3/27	3/28
Odd	01-09	8am-1pm				8am-1pm			
Odd	10-18		8am-1pm				8am-1pm		
Even	01-09	2pm-7pm				2pm-7pm			
Even	10-18		2pm-7pm				2pm-7pm		

<b>Group Housing</b>									
<b>Side of House</b>	<b>Floor</b>	<b>Move Out Date and Time</b>							
		3/20	3/21	3/22	3/23	3/25	3/26	3/27	3/28

East	3			8am-11am				8am-11am	
East	2			11:30am-2:30pm				11:30am-2:30pm	
East	1			3pm-6pm				3pm-6pm	
West	3				8am-11am				8am-11am
West	2				11:30am-2:30pm				11:30am-2:30pm
West	1				3pm-6pm				3pm-6pm

Please note: residents may bring up to two volunteers to assist with their move out process. To minimize close contact during move-out, we encourage you to communicate with your roommate(s) in advance about belongings. We do not want you to move out at the same time.

Residents should complete the *Departure Registration* form on the Housing Portal in your [Student Portal](#) to confirm if they will be able to move out at one of the assigned times or if they need to request an alternate day/time. Students and families arriving outside of their scheduled time or that have not received approval from the Office of Residence Life for an alternative move out time, will not be able to access the residence hall and move out their belongings. Staff will not be available to respond to students and families that arrive without approval and we will not be able to assist you in moving out of the residence hall.

#### **Mail/Packages**

Mail and packages received at the halls after a student completes their check out will be forwarded to students. Students should update their forwarding address on the Registration for Move-out Time and in the Student Portal.

#### **Refunds**

The University is evaluating our ability to offer a reduction in students' bill because of this change and additional information about this possibility will be communicated to students on or before March 27th.

Thank you for your understanding and flexibility as we work to safely and quickly coordinate a move out process that protects the health and safety of all. We know you have more questions than we can answer here and ask that you be patient as we work to answer them. We know this is not how you expected to end your spring semester on campus. However, we look forward to welcoming those of you returning to Southeast in the fall back to the residence halls at that time.

For immediate or urgent questions, please contact us at 573-651-2274 or [residencelife@semo.edu](mailto:residencelife@semo.edu).

Sincerely,

Office of Residence Life