

Early Arrival and Late Departure Policy

Office of Residence Life

Early Arrivals: Preparing the residence halls for occupancy requires the coordination of various University departments. This often occurs in a limited window of time, and as a result students are not permitted to arrive at their residence hall prior to the scheduled date unless pre-approved by the Office of Residence Life.

To arrive on campus prior to a scheduled date, students are required to submit an early arrival request form. We require students to apply and receive permission to arrive early for a number of reasons:

- We have limited staffing prior to opening, and we want to ensure that we can still provide excellent services to students.
- It is imperative that we know who is in the residence halls at all times, for safety and security reasons.

To ensure that students and families have a welcoming experience when arriving on campus, it is essential to request your arrival in advance.

Late Departures: To stay on campus after a scheduled closing date, students are required to submit a late departure request form. We require students to apply and receive permission to depart late for a number of reasons:

- It is imperative that we know who is in the residence halls at all times, for safety and security reasons.
- Our office, along with other departments on campus, work together to properly close down the residence halls. It is important that only pre-approved students remain on campus after the closing date.

Plans are made in advance for scheduled maintenance and cleaning, so it is extremely important that you request your late departure in advance.

Who is eligible to arrive early or depart late?

You may be eligible to arrive early and/or depart late if you:

- Have an exceptional travel distance from home to campus. Local residents are not eligible for early arrival and/or late departure.
- Are required to return early or stay on campus in order to participate in a University-sanctioned event, sport or activity. Your group adviser/coach will provide our office with a list of students pre-approved for early arrival and/or late departure. Please be in touch with your adviser/coach to ensure that this occurs.

What requests are generally not approved?

The following reasons for arriving early and/or departing late are generally not approved:

- Local residents without official University business.
- Dropping off personal belongings.
- Students with approved roommates. To arrive early and/or depart late, you must be personally approved and are not allowed to arrive early and/or depart late to stay with a roommate.
- Students with summer leases ending before residence halls open. It is your responsibility to arrange housing.
- Students wishing to return and/or stay for non-University related business, employment or activities. This includes, but is not limited to, off-campus employment, internships or other activities. It is your responsibility to secure off-campus accommodations for these activities.

If you are approved for early arrival and/or late departure

Our office will do everything possible to have apartments and rooms ready for an early arrival. However, you may have temporary housing until you can officially move in to your permanent room.

Prior to official openings and following official closings, not all services on campus are fully functional. We have limited staff in the halls, and not all University resources are open full time. However, Safety and Security is available 24/7.

The offices of Residence Life, Facilities and Environmental Services reserve the right to enter any room or apartment for safety and maintenance reasons. All students who receive approval for early arrival and/or late departure agree to follow all Residence Life and University policies.

Any student found to be occupying campus housing without authorization prior to the scheduled arrival date, or without authorization for a late departure, will be held accountable through the student code of conduct.