

Date: Saturday, October 17, 2020

To: FMU Students

From: Dr. Kelley C. Kimple, Assistant Vice President for Student Affairs

RE: Residence Halls Closing for Fall 2020 Update

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Greetings FMU Lions,

As stated in President Hardrick's message, all classes are moving to remote learning starting October 19<sup>th</sup>. Students living in the residence halls have the option to move out between now and November 13<sup>th</sup>, prior to the Thanksgiving Break. **All students must officially check out of the residence halls by 5:00 PM on Friday, November 13<sup>th</sup>**, unless they receive prior approval from the Division of Student Affairs.

Use the [Request for Winter Break Housing](#) form to submit your request **by Friday, October 31<sup>st</sup>**.

Here is a list of students whose request will be considered to stay in the residence halls beyond November 13<sup>th</sup> :

- members of the Women's and Men's Basketball teams due to their game schedule
- students who can show proof of travel documents they purchased prior to Oct. 16<sup>th</sup> for them to travel on or before November 25<sup>th</sup>
- International students whose home countries have COVID-19 travel restrictions that prevent them from reentering and do not have someone in the United States they can stay with

Students allowed to stay in the residence halls and/or keep their items in their room during the Winter Break must meet the following requirements:

- Registered for the Spring 2021 semester prior to leaving campus
- Clear the Business Office for Spring 2021 by November 13<sup>th</sup>

All students moving out of the residence halls for the semester must follow these steps for a proper check-out:

- Remove all belongings from the room and properly clean your room to avoid any fees
- Set up a time with your Resident Assistant and/or Residential Hall Coordinator to do a Room Check and proper check-out
- Turn in your room key to your Resident Assistant and/or Residential Hall Coordinator
- Sign out with your Resident Assistant and/or Residential Hall Coordinator

The Housing & Residential Life staff will send out additional information regarding how to sign up for a date and time to check out of the residence halls.

Facilities will come through the residence halls to sanitize the rooms once residents have left. The University's continuous goal is to keep the FMU community safe and healthy.