

2019 CSP Summer Move-In Instructions

Scholar Instructions

1. Arrive to East Ann Street to **temporarily** park to unload belongings.
2. Scholar shares name with Move-In volunteer and is directed to the check-in station at Alice Lloyd.
3. Scholar heads to appropriate entrance and checks-in at the Office of Undergraduate Admissions station.
 - a. If scholar has not already submitted a final transcript or report card, bring on move-in day to be reviewed by Admissions.
4. After Admissions has checked the scholar in and has all the appropriate documentation head to the Comprehensive Studies Program (CSP) station to check-in.
 - a. Here a professional staff member from CSP will verify the scholar has signed and completed the [Consent for Treatment of a minor form](#) (for Scholars under 18 only), [Adventure Leadership waiver form](#), [Cooperative Institutional Research Project consent form](#), and [Consent for Photography and Record Electronically form](#) and provided their t- shirt size.
5. After CSP has checked the scholar in and has all the appropriate documentation head to the final check-in station with University Housing.
 - a. Here a professional staff member from Housing will verify the scholar has signed a Housing contract and submitted a photo for a Mcard. Afterwards, the scholar will receive their room number and room key.
6. After the scholar has received their room key they can stop by the Blue Bin Station to check out a blue bin to move their belongings from their vehicle to the room. Scholars should make return the blue bin immediately after unloading items into their room.
7. After the scholar has been checked in, head to the assigned room and get settled in.
 - a. After scholar has moved belongings from vehicle, they vehicle should be moved from temporary parking to a permit parking space for the remainder of the day. Parking vouchers can be picked up from the CSP desk.
8. Proceed to lunch between 11:30 a.m. – 1:00 p.m. in the Hill Dining Center (optional).
9. Participate in floor activities, continue getting settled in, and begin connecting with other scholars.
10. Meet at the Alice Lloyd Community Center at 2:30 p.m. to depart as a group for the Kick-off & Town Hall.