2018 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 to learn which entrance of Alice Lloyd to check in.
3. A Move-In volunteer will assist the scholar’s family and/or guest to move his/her belongings.
   a. If scholar is under the age of 18 please head to check-in with a parent and/or guardian.
4. 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.
5. 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.
6. 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.
7. After the scholar has been checked in, head to the assigned room and get settled in.
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 3:00 p.m. to depart as a group for the Kick-off & Town Hall located in 1800 Chemistry.

Parent/Guardian Instructions
1. Arrive to the East Ann Street temporary unloading zone.
2. A Move-In volunteer will greet the scholar and family. Scholars will share first and last name to learn which entrance to check into, while family receives the room number and hall name the scholar will be staying in.
3. Scholar will leave family to get in the check-in line.
   a. If a scholar is under the age of 18 a parent/guardian will accompany the scholar to sign any needed paperwork.
4. Family will stay with the vehicle and the Move-In volunteer to unload the scholars’ belongings.
5. After the vehicle has been unpacked a family member will be required to move the vehicle to the Ann or Palmer structure to park for the remainder of the day.
6. Family members who are not moving the vehicle will accompany the Move-In volunteer to take the scholar’s belongings to their room.
   a. Belongings will not be placed into the scholar’s room until the scholar has checked in and received their room key.
7. Scholar meets family at their room to unpack.