Dear Resident:

We are excited about you joining (or re-joining) the Regent University residential community this August! Student Housing staff wants to insure your move-in experience to our residence halls is a smooth and successful one. In anticipation of some questions you may have regarding the move-in process, please take a few moments to carefully review the information included below.

**When can I move-in to my housing assignment in the residence halls?**

- **All first-year and transfer students** will be able to start moving in at 8:00am on Wednesday, August 17th, 2011. New students may not move-in prior to this date/time. University staff members will be available in the lobbies of both residence halls, Constitution Hall (formerly Building 1117) and Foundation Hall (formerly Building 1133), to assist you with checking-in from 8:00am to midnight on Wednesday, August 17th, 2011.
- **All returning students** will be able to start moving in at 8:00am on Saturday, August 20th, 2011. Returning students may not move-in prior to this date/time. University staff members will be able to assist you with move-in from 8:00am to midnight on Saturday, August 20th, 2011 and from 8:00am to 5:00pm on Sunday, August 21st, 2011.

**When, where, and how will I get the keys to my housing assignment?**

- When you arrive to campus you will need to come to the lobby of the residence hall you are assigned to where University staff members will guide you through the check-in process. There will be signage and staff directing students and their families to the residence halls.

**Where are the stairs and elevators located?**

- There are two elevators located in the lobby of each residence hall. There are additionally three sets of stairs which students and their families are encouraged to use during move-in whenever possible so that the elevators are only being used by individuals bringing in large items, dollies, or carts. There is a stairwell just beyond the elevators in the lobby and there are stairwells on the far side of each wing of both residence halls.

**Where should I park to unload all of my stuff?**

- The parking lot in front of and to the side of the residence halls will be open for students and their families to unload their belongings. To avoid traffic jams and out of concern for the safety of staff, students, and their families, you will not be able to pull vehicles up to the front of the residence halls as this is the area where check-in will be occurring.
- **We cannot strongly recommend enough that you rent or purchase a dolly or cart to transport belongings from your vehicle to the building. Student Housing will not be able to provide carts, dollies, etc.**

Should you have any questions about move-in please contact the Student Housing Office at 757-352-4890 or at studenthousing@regent.edu.

Sincerely,

Regent University Student Housing Staff