March 19, 2020

Dear Residential Student:

The decision has been made by the University to finish the remainder of the spring 2020 semester with on-line classes. The residence halls and on-campus apartments will continue to be open until the end of the semester for any student that needs to remain on-campus to complete their spring classes. We hope the following information will help you and your family to make decisions moving forward.

For students who are remaining on-campus:

If you need to stay on campus for the remainder of the semester, please remember we are following the CDC guidelines and practicing social distancing across campus in order to keep our community safe. That means:

* Residents will only have access to their own floor/building
* Only residents of the Row will have access to their house
* All visitation is suspended until the end of the semester
* Guests will not be allowed in the halls unless given prior permission from the Area Coordinator of the building
* Groups of residents will not be allowed to congregate in lounges or other spaces in the buildings

Staff will still be on call in every building for the remainder of the semester should you need anything. We will continue to operate area desks, so please keep a copy of this information in case you need to contact the desk for lock-outs or if you need assistance.

* Lyon, Monohan and Rutledge – Lyon front desk 615.898.4160
* Judd, Gracy, Smith, Sims, Beasley, Deere & Nicks – Smith front desk 615.898.5044
* Corlew and Cummings – Corlew front desk 615.898.4542
* Scarlett, Womack and the Row houses – Scarlett front desk 615.904.8068
* Work Order number has not changed – 615.898.4116

Housekeeping staff will continue to clean all public spaces and will be coming on the weekends to clean frequently touched surfaces. We also have cleaning supplies at the front desk if any student wants to clean a surface in the public areas, since housekeeping is not around all the time.

If you have responded to our Housing Occupancy Tracking Form notification indicating you were not going to be on campus, you can go into the MT Housing Portal to change your decision through Sunday, March 22, 2020 at 10:00 p.m. After that date, we will be shutting off the form, but you can notify us at housing@mtsu.edu if you need to change your status. Please include your M# in your email so that we can insure we are correcting the right form.

Meal plans will continue to be active during this time. However, dining venues will be limited to grab-and-go from the SUB POD and take out options from McCallie and the JUB Blue Raider Grill, in order to minimize time students spend in group settings.

Student Health Services and the Campus Pharmacy will remain open during this time. If you believe you may have been exposed to the coronavirus, are experiencing symptoms, or you feel ill, please phone Student Health Services at 615.898.2988 for evaluation and further instructions. Students who live on campus and do not have a place to stay in isolation off-campus should contact Housing and Residential Life at 615.898.2971 prior to arrival on campus so that we may assist you in determining a safe location in which to self-isolate.

More information will be sent out next week about the end of the year check-out procedures. All undergraduates will need to be checked out by Thursday, May 7th, 2020 at 4:00 p.m. Graduating seniors will have until 6:00 p.m. on Saturday, May 9th, 2020 to check out.
For students who are remaining off-campus, but do not plan to check out until the end of semester:

Residents who do not want to check out until the end of semester, but do not plan to stay here on-campus during that time, please make sure you have updated your Housing Occupancy Tracking Form in the MT Housing Portal by Sunday, March 22, 2020 at 10 p.m. After that date, we will be shutting off the form, but you can notify us at housing@mtsu.edu if you need to change your status. Please include your M# in your email so we can insure we are correcting the right form.

The same policies above apply if you decide to return to campus at any time during the remainder of the Spring 2020 semester. If you still need essential academic items shipped to you, please send an email to housing@mtsu.edu, with your name, M#, building, room number, and complete address to use for shipping. We will need to know what items you will need and where they are in the room. Housing will not be responsible for lost or damaged shipments and cannot guarantee a delivery date.

All students will need to make plans to return to campus between the dates Saturday, May 2 and Thursday, May 7, 2020 to remove their belongings from their room and check-out with the staff. A detailed letter about check-out will be sent to student’s email address and mailed to their permanent address. Please follow all instructions in the letter and any corresponding directions from your Area Coordinator that pertains to your specific building.

For students who want to check-out before May 2nd:

The residence halls and on-campus apartments will remain open during this time; therefore, refunds will not be made for checking-out early. However, we know that some students may choose to check out early for a variety of reasons. To ensure that a student does not receive additional charges for not checking out properly, please follow the instructions below:

*Please contact your Area Coordinator (https://mtsu.edu/living-on-campus/contact.php) to inform them of the date and time you plan to return to campus to remove your belongings and if you will be bringing guests to assist you with move-out.
*In accordance with social distancing, the Area Coordinator will work with each person to ensure that there are not too many people checking out at the same date and time.
*Remove all items from the room and please do the following:
  - Take all trash to the outside dumpster
  - Remove all stickers, posters and pictures from the walls, windows and doors.
  - Debunk the beds
  - Wipe down all surfaces and sweep the floor
*Once you have completed the above, then report to the desk that is open for your area to complete the express check-out process, which will include turning in your room key. Students who do not turn in their key will be charged $82.31 per lock change.

We thank you for your continued patience and understanding during this process. If you have any questions, please contact us at housing@mtsu.edu or 615.898.2971.

Sincerely,
Michelle Safewright
Director of Housing