



Hello!

With about a month left on campus, we hope that your first two months of living on campus have afforded you the opportunity to make connections and get to know yourself, your peers, and Muhlenberg better.

**Please read this email very closely as it contains important information regarding November move out. We suggest printing this email out and keeping it posted in your room to review as you are packing and preparing to leave.**

We do not have a decision on the spring semester at this time, however, the College is working hard to finalize plans in advance of your departure from campus. Therefore, some small details could shift, but for the most part, given our need to deep clean the residence halls and to reassign housing across campus, **the residence halls must be emptied of student belongings by November 21st at 12pm (noon). You must remove all of your belongings upon your departure from the residence halls.** Upon your departure, you will also return your room key.

*If you have applied to remain on campus past November 21st, you can disregard this email as we will be in touch with you directly regarding your status in early November.*

Below is information regarding what the move out process will look like and details you need to keep in mind over the next few weeks:

Requests for storage were due September 15. However, you can [apply late](#) to request to have your items stored at a local off campus storage facility. This option is approximately a \$200 fee charged to the student, and only includes storage until early February. For students granted permission to return for the Spring 2021 semester, your items will be transferred back to campus before classes begin in February. If you will not be returning for the Spring semester, we will coordinate with you to have items moved back next fall or to arrange a pick up on campus for your items. Please note that there would be an additional cost for longer storage.

If you need boxes in order to assist with this process, please let us know so that we can provide these for you. There may be an additional charge for these items depending on the volume of requests.

**You are permitted to have up to two helpers assist you in the move out process.** Once your helpers have arrived, you have two hours to move your belongings out of the halls.

- **We strongly encourage that you do not wait until the day you are departing campus to pack your room.**

- **We strongly encourage you to consider an earlier move out date to avoid the congestion in the last two days. In typical semesters, we encourage students to plan to vacate their room within 24 hours after their last final exam. For this fall, we suggest that to the extent possible, you plan your departure no later than 24 hours after your last in-person class.**
- **There will be two-hour move out shifts designated for Friday, November 20th and the morning of Saturday, November 21st. Although you don't have to sign up for specific shifts between November 14th and November 19th, please indicate what day you will be departing campus. However, as the 20th and 21 will be the most congested with regards to residence hall traffic, we are requiring you to sign up for a move out shift here.**
  - **\*Please note that only students should fill out this link with their Muhlenberg email address as we will use this email address for important student specific follow up information.** Any registrations with non-Muhlenberg email addresses will be considered invalid and unable to reserve a move out shift.

**For those of you that have rented a microfridge, once the college announces the decisions for Spring housing, you can notify [Campus Specialties](#) if you need to cancel your order for the Spring semester. You must remove everything from the unit (including magnets and decorations), unplug and defrost the fridge (leave a towel under it while ice melts) and leave the doors open when you move out. If you are back and changing rooms, we will follow up about more information with this.**

Our August move-in process was largely successful due to you and your family's compliance with our procedures and policies. We thank you in advance for your cooperation with November's move out process so that we all can have as healthy a winter break as possible.

As always, please let us know if you have any questions or clarifications.

For continued updated information, please visit our website ([www.muhs.edu/housing](http://www.muhs.edu/housing)) and/or follow us on social media @berg.res.life on Instagram and Facebook.

Best,  
HRL