

March 17, 2020

Dear Residential Student:

In response to the decision to complete the spring 2020 semester remotely, Millersville University has initiated plans to have students retrieve their belongings from the residence halls over the course of the next several weeks. We want to provide you with direction related to moving out of your residence hall in the safest and most orderly manner possible. We do understand this is going to cause various logistical hardships, and we appreciate your patience and cooperation as we work through this stressful time.

- Students who registered for the spring break period and are currently residing on campus (i.e., you are currently physically accessing your room) can vacate the residence halls starting today Tuesday, March 17, 2020 at noon (12:00 PM). An “Express Check Out” process will be in use in that you may remove all your belongings and return your physical room key in the envelope provided at the front desk of your residence hall. Please write your name on the envelope along with listing your room number and bedroom letter. Please sign the envelope, place your room key in the envelope, seal it, and place it in the box provided.
- **Students who are from the areas of Allegheny, Delaware, Bucks, Chester and Montgomery Counties will be contacted this week to arrange a date and time to retrieve their belongings from the residence halls in accordance with the Governor Wolf’s shutdown order. Please check your email account regularly. You will not be permitted to return until the Governor has removed these counties from the list.**
- Residential students who went home for the break period and were not expecting to return until the week of Monday, March 23, 2020 or after will be asked to adhere to the following schedule in order to remove their belongings any time between 8:00 AM and 5:00 PM. We are utilizing this approach to increase social distancing and other precautionary measures as much as possible. **Again, this does not pertain to those residential students from Allegheny, Delaware, Bucks, Chester and Montgomery Counties.**
 - Please adhere to the following schedule based on the building location in which you reside and the first letter of the resident’s last name:
 - **Last names starting with letters “A - M” from 8:00 AM – 12:00 PM**
 - **Last names starting with letters “N - Z” from 1:00 PM – 5:00 PM**
 - East Village A – Saturday, March 21, 2020
 - East Village Pods (Marauder Suites) - Saturday, March 21, 2020 (same as EVA)
 - East Village B – Sunday, March 22, 2020
 - West Village A – Saturday, March 21, 2020
 - West Village Pods (Marauder Suites) - Saturday, March 21, 2020 (same as WVA)
 - West Village B – Sunday, March 22, 2020
 - Reighard Hall - Sunday, March 22, 2020
 - Shenks Hall - Saturday, March 28, 2020

- South Village A – Saturday, March 28, 2020
 - South Village B – Sunday, March 29, 2020
 - South Village C - Saturday, March 28, 2020
 - South Village D – Sunday, March 29, 2020
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- We strongly encourage students to bring their own handcarts and / or carts.
 - There will be no need to have staff inspect your room or suite as we are attempting to expedite the process.
 - Any decision on refunds will be made at the end of the semester and will be communicated.

Please understand that the COVID -19 situation is continuing to unfold. We are working under federal, state and PASSHE guidance. Please continue to view the [University's Coronavirus page](#) for updates as well as checking your student email account for ongoing information.

Let us all take note of our EPPIIC values, especially compassion for each other, now more than ever.

Brian Hazlett
Vice President for Student Affairs & Enrollment Management