



# Office of Residence Life

*Check-In Process*

*for*

Upperclassmen- Not a first-time freshmen

Report to the McKeldin Gymnasium

*Friday, August 25, 2017*

**CHECK-IN TIME:** Between the hours of 10:00 a.m. – 4:00 p.m.

All students who have paid their bills in full are to report to the McKeldin Gym. To assist us in facilitating a speedy check-in, you will need to bring a picture ID. **No student will be allowed to check into the residence hall unless their account has a zero balance or credit or payment arrangements have been made with the Office of Student Accounts.** Please make sure that all charges (room, meal plan, tuition, fees, etc.) are on your account and you are registered full time, a minimum of 12 credit hours. **Students who are not registered full time, have a balance, or have no charges on their account will not be allowed to check-in.** You can check your account by logging into Bulldog Connection, go to self-service and look at financial activity for the Fall 2017 term. **Additionally, all students must have turned in and have the Entrance Medical History & Immunization Form on file at the Wellness Center in order to check-in your room. All of the conditions listed above must be met. THERE WILL BE NO EXCEPTIONS!**

If you have charges for your room, meal plan, tuition, fees, your enrollment status is full time and your account balance is zero, has a credit or you made payment arrangements with the Office of Student Accounts, in addition to having your Entrance Medical and Immunization Form on file with the Wellness Center, you will be cleared to check-in. You must take care of your obligations before reporting to the McKeldin Gym.

If you have not enrolled in classes as a full-time student, a minimum of 12 credit hours, prior to check-in, you must log into Bulldog Connection and register for additional classes. Please check your account to make sure your enrollment status has changed to full time once you add your classes. If your status does not change, contact the Office of Student Accounts to update your account. Make sure you do not have a balance once your account has been updated.

If your account has not been paid prior to the check-in, you should report to the Office of Student Accounts and settle your account. The Office of Student Accounts is located in the Henry Administration Building on the first floor. Once you have taken care of your account, you may report to the McKeldin Gym for check in.

If you have not turned in your Entrance Medical and Immunization Form you must report to the Wellness Center station first in the McKeldin gym to receive a clearance slip. Once you have your clearance slip you can report to the check-in station.

Students who have completed all of the steps may proceed to the check in station. At that station, you will present your photo ID to an ORL staff member. Once the information on your account has been verified, you will receive a clearance card with your building and room number.

**IF YOU ARE UNDER THE AGE OF 18, YOU MUST HAVE A PARENT OR A GUARDIAN TO ACCOMPANY YOU IN ORDER TO CHECK-IN. THE ORL MUST HAVE A HARD COPY OF THE CONTRACT ON FILE FOR YOU WITH YOUR PARENT OR GUARDIAN'S SIGNATURE. THIS IS NOT OPTIONAL. YOU WILL NOT BE PERMITTED TO CHECK-IN WITHOUT A PARENT OR GUARDIAN.**

Once you receive your clearance card you may proceed to the cart station located outside in front of the James Gym. You will be able to borrow a cart to assist you with moving your things to your hall\*. If you do not need a cart, you may proceed to your assigned building.

**\* You must leave your valid driver's license or state identification card at the card station in order to borrow a cart. These are the only forms of ID that will be accepted.**

Checklist for Check-In

- Picture ID
- Driver's License/State ID\*

**Residence Hall Room Key Pickup and Check -In:**

Once you have received your clearance card you may report to your assigned hall. You must report to the lobby area of your designated hall in order to receive your key. You will give your name, show your picture ID and give the staff member your clearance card. The Resident Assistant (RA) will then give you a personal data sheet and a Room Condition Report (RCR) Form. You will then be escorted to your room. At that time, you should review the RCR Form to make sure everything that is listed on the form is correct. If there are any discrepancies, it should be noted during this time. If you fail to do so, you may incur charges for any damages not reported. Once you have completed the personal data sheet and the RCR Form, you are to return the documents to the check-in station in the lobby of your building. Once you have turned in your personal data sheet and the RCR Form, you will receive your room key, a FOB and your residence hall ID. This will complete your check-in process. Once you have your key, you can move your things in at any time.

**All residents must be checked in by 4:00 p.m., Friday, August 25, 2017.**

All requests for arrival after August 25, 2017 must be in writing and received by the Office of Residence Life no later than Friday, August 18, 2017. You will receive confirmation if your request has been granted. If it is not granted, you must check-in on the designated day and time. If you fail to check-in on time and have not been approved for late arrival by the deadline, you may lose your room and/or receive a fine for an improper check-in. **STUDENTS MAY NOT CHECK IN PRIOR TO THE DESIGNATED DATE AND TIME. THERE ARE NOT EARLIER CHECK-INS! ORL DOES NOT PERMIT ANYONE TO PICK UP KEYS FOR RESIDENTS.**

**THE CHECK IN PROCESS WILL BE ADHERED TO AND ORL WILL NOT MAKE ANY EXCEPTIONS. A MEMBER OF THE ORL CENTRAL OFFICE STAFF MUST REVIEW UP YOUR ACCOUNT TO VERIFY ENROLLMENT STATUS, CHARGES AND PAYMENT TO THE UNIVERSITY. YOU MUST CHECK-IN ON THE DESIGNATED DAYS AND TIMES.**

**IF YOU ARE GRANTED A LATE ARRIVAL, YOU WILL ONLY BE ABLE TO CHECK IN DURING THE HOURS OF 10 AM TO 12 PM OR 1 PM TO 4 PM DURING THE FOLLOWING WEEK. ORL DOES NOT HAVE WEEK-END CHECK-INS. THE NEXT AVAILABLE DAY TO CHECK-IN WILL BE MONDAY, AUGUST 28, 2017.**

**LIVE-IN STAFF MEMBERS DO NOT HAVE ACCESS TO YOUR ACCOUNT AND WILL NOT BE ABLE TO CLEAR YOU TO MOVE IN OUTSIDE OF DESIGNATED CHECK-IN DAYS AND TIMES. IF YOU DO NOT CHECK IN ON THE**

**DESIGNATED DAYS YOU WILL NOT BE GIVEN A KEY AND WILL HAVE TO MAKE OTHER ARRANGEMENTS UNTIL THE ORL OPENS ON THE NEXT BUSINESS DAY.**

If for any reason you have changed your mind and are not planning to live on campus, you must submit a letter of cancellation to the ORL prior to the first day of check-in, Wednesday, August 23, 2017. *Please review the 2017-18 Housing Contract for the terms and conditions to cancel your housing.*

If you fail to adhere to the cancellation policy, you will have to complete out a Contract Release Form. There is no guarantee that you will be released from your contract as the ORL follows the policies as outlined in your 2017-18 Housing Contract. You may be subject to a severance fee and/or full financial responsibility for the price of room and board. The housing contract is located on the ORL webpage.

Should you have any questions, please contact our office at 301-860-5000 or send an email to [housing@bowiestate.edu](mailto:housing@bowiestate.edu).

**Classes for the FALL 2017 SEMESTER will begin Monday, August 28, 2017.**



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### **MANDATORY BUILDING MEETINGS SCHEDULE**

<b>Residence Hall</b>	<b>Location</b>	<b>Date/Time</b>
Kennard Hall	Proctor Building, 117	Thursday, August 24, 2017 7:00 p.m.
Towers Hall	Student Center, Theatre	Thursday, August 24, 2017 7:30 p.m.
Tubman Hall	Student Center, Ballroom	Thursday, August 24, 2017 8:30 p.m.
Holmes Hall	Student Center, Theatre	Thursday, August 24, 2017 9:00 p.m.
CMRC	Student Center, Ballroom	Sunday, August 27, 2017 8:00 p.m.
Haley Hall	Student Center, Ballroom	Monday, August 28, 2017 8:00 p.m.
Goodloe Apt.	Student Center, Baltimore Room	Monday, August 28, 2017 8:00 p.m.