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Dear Students,

Last night, you received a message which stated that the campus move-out process will begin on Thursday, March 19 and conclude on Sunday, March 22. While we are encouraging students to complete their check-out as soon as possible, we understand that this timeframe may not be feasible for everyone. In order to provide maximum flexibility to all students, we are reaching out to you today with an updated campus move-out schedule.

The following options are available to residential students:

- **Immediate check out is available between 9 a.m. and 6 p.m. on any date from Tuesday, March 17 through Sunday, May 10.**
- **Student workers** approved to continue working on campus may apply to stay in the residence halls through May 10 or through the end of their employment. Students who need to remain in the halls **must** complete the online [Extended Stay Housing Form](#). Individual student workers will be contacted by their supervisors this week to determine the status of their employment.
- **Students who exhibit extenuating circumstances**, including those who cannot return home or have no other housing options, may apply to stay in the residence halls through May 10. Students who need to remain in the halls **must** complete the online [Extended Stay Housing Form](#).

**All students must pre-schedule their move-out through the University Housing Office by calling 708-209-3505 or emailing [Housing@CUChicago.edu](mailto:Housing@CUChicago.edu). Please note that access to the halls will ONLY be granted to students who have contacted Housing in advance.**

We will be using an express check-out process for all students, which will limit our exposure to each other, as we continue to enforce social distancing.

Should your personal circumstances prevent you from moving out by May 10, it is important that you contact the Housing Office immediately to discuss an alternate arrangement. Students who do not contact Housing or complete their move out by May 10, may be subject to improper check-out fees.

We recognize that this process reflects what we know today about related state and federal COVID-19 policies and restrictions. University administration continues to monitor the situation and will communicate any further changes as necessary.

*Ben Alderink*  
*Director of Housing Operations*