

March 19, 2020

Dear Students:

As we continue to react to the evolving COVID-19 situation, I have additional updates to share with you.

Today, University administration made the decision to close the campus to the general public. This follows best practices as recommended by governmental bodies. Limited faculty and staff will remain on campus to continue basic campus operations. The campus closure DOES NOT apply to residential students who are moving out of the halls.

Campus Mail

- The Campus Post Office continues to remain open and receive student mail deliveries.
- The Post Office window will be open Monday-Friday, 9 am – 4 pm.
- Residential students who are moving out of their rooms should return their mail keys and pick up any remaining mail at the Campus Post Office.
- Students who are not returning to campus to move out should have their mail forwarded by completing the [USPS Change-of-Address Form](#) as soon as possible.

Foodservice

- Sodexo continues to provide limited dining services operations for residential students who remain on campus.
- Foodservice is only available in the Crossroads Dining Hall; all other facilities remain closed.
- Crossroads Hours (Daily):
 - Lunch: 11:30 am – 1 pm
 - Dinner: 4:30-6 pm

Move Out

- 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](#).

Textbooks

- Textbooks rented from the Barnes & Noble campus bookstore are still due the last week of classes.
- Textbooks may be returned to the campus bookstore during the following days/times:
 - Monday, 9 am – 5 pm
 - Tuesday-Thursday, 9 am – 4 pm
 - Friday, 9 am – 3 pm

- Textbooks may be returned by UPS for free. Barnes & Noble has emailed students with a link to print a UPS return label.
- Students who did not receive a return label via email should call the campus bookstore at 708-209-3173.

We will continue to regularly share updates that effect students as they become available.

God's Blessings,

Kathy Gebhardt
Dean of Students
Assistant Vice-President for Student Life