

# The Move-In Process

Move-in is a fun but exhausting experience for students, families, staff and volunteers. We have honed the move-in process over the years to make it as streamlined and efficient as possible. Please read through the steps below to learn how move-in works at SIU. During move-in, please read signage and follow staff instructions, as the process is subject to change.

STUDENT INSTRUCTIONS	VOLUNTEER ROLES
<p><b>ARRIVAL</b> Park in designated area (below) to unload vehicle. (Belongings should be packed and ready to be moved.) Leave belongings attended and move vehicle to designated location (below).</p> <ul style="list-style-type: none"> <li>• <b>Towers:</b> Unload curbside outside assigned building. Move vehicle to Lot 45 (in Rinella Field) or 106 (on Wall Street).</li> <li>• <b>West Campus:</b> Unload curbside outside assigned building. Move vehicle to Lots 4, 23, or 59.</li> <li>• <b>University Hall:</b> Unload in lower lot. Move vehicle to Lot 80 (upper lot) or Lot 106 (across Wall Street).</li> </ul>	<p><b>CURBSIDE GREETER</b> Upon their arrival, greet students and families, assist in unloading vehicle and moving items to waiting area, watch belongings if necessary (take down name and number of student first), explain how move-in process works, tell them where to park and answer questions.</p> <p><i>NOTE: Be sure student and family members know the room number and students have their student ID before separating.</i></p>
<p><b>CHECK-IN</b> Proceed to designated check-in area (below) to complete check-in process and receive key/fob. <u>Students will need their student ID.</u></p> <ul style="list-style-type: none"> <li>• <b>Towers and University Hall:</b> Designated check-in areas are in building lobbies.</li> <li>• <b>West Campus:</b> Designated check-in area is Lentz Hall.</li> </ul>	<p><b>HOSPITALITY</b> When they are ready to check in, tell students where to do so. <u>Remind them that they will need their student ID.</u> Also circulate and provide general information and answer questions. Topics include water and restroom locations, info on complimentary lunch, FAQ info, etc.</p>
<p><b>MOVE-IN</b> Follow move-in directions for each area, below.</p> <ul style="list-style-type: none"> <li>• <b>Towers:</b> Students will receive a move-in number when they check in. When their move-in number is called, the students should get attention of volunteers for move-in assistance.</li> <li>• <b>University Hall:</b> Students will be able to move in after checking in. Ask volunteers for assistance.</li> <li>• <b>West Campus:</b> Students may move in after checking in. Ask volunteers for assistance. Elevators are not available.</li> </ul>	<p><b>MOVER</b> Move what you are comfortable carrying. Follow move-in process.</p> <ul style="list-style-type: none"> <li>• Assist curbside greeters in unloading vehicles and moving items to waiting area when needed.</li> <li>• When they may move in, help students carry items into building (in boxes, bags, rolling box carts, hand carts, etc). Watch for enter and exit signs at doors and use accordingly. Follow staff instructions for elevator usage (in Towers and University Hall) and load belongings.</li> <li>• Take belongings to room and unload neatly <b>INSIDE</b> room. PLEASE do NOT leave belongings outside elevators or in hallways – this is a safety hazard.</li> </ul>