

STEPS TO A SUCCESSFUL MOVE-IN DAY @ UWSP

Building: _____ Room: _____
Move-In Date: _____
Move-In Time: _____

We will have **many** trained volunteers who will help unload vehicles, load blue carts, and carry furniture and other belongings. Volunteers are essential to a quick and smooth move-in day. Please take advantage of these wonderful volunteers and **please accept this help!**



Remember to bring your PointCard!

PointCard Office is located @ 601 Division Street.

PRIOR TO MOVE-IN DAY

- Confirm building and room assignment in the housing portal, plus your move-in date and time
- Review the move-in map for your building location, parking zones, and the cart/recycling tents
- Check with roommate(s) for when they plan to arrive and what they plan to bring
- Review the Packing List (pack light)—make sure you pack your PointCard (student ID)
- Label all move-in boxes and other possessions with building and room number

ON MOVE-IN DAY

- Arrive on campus at the beginning of your move-in appointment and pull into the unloading zone closest to your assigned residence hall
- Student (and any helpers) will be greeted by a **Pointer Pal** in a neon safety vest who will welcome you to campus and give a quick overview on our process
arrival time, building/room, and a contact phone number will be noted on each vehicle so we can keep track of whose vehicles are in the unloading zones (10-15 minutes)
- Student enters their residence hall to check in with their PointCard (or other photo ID) at the front desk
Student will be issued a key that unlocks their room and opens their mailbox
approximately 10 minutes after checking in, the PointCard will grant building access
- While the student is checking in, helpers/family members can go to the nearest tent location to borrow one or two blue carts
someone will need to leave an ID to check out cart(s), will be traded back upon cart return
- Students are allowed 10-15 minutes to unload and then will be asked to move their vehicle(s) to a short-term or long-term parking lot—**use those volunteers to help speed up the process!**
we will have more students arriving every 20 minutes, so it's important that vehicles get unloaded and moved out of the way as quickly as possible
- Before setting up their room, students should return the blue carts back to the tent ASAP so the carts may be used by other students moving in
- Adjust loft to desired height—refer to the Residence Hall Furniture sheet for more information
- As students are unpacking, organizing, and decorating, we ask that extra cardboard boxes are broken down and neatly stacked **outside in a recycling tent**
- Once the student is moved in and settled, guests can be on their way home—*students will have supper with other students from their floor*
- Remember! **Students must attend a mandatory floor meeting** within their building; watch for signs and/or talk with the RA

Students will have other required activities this evening. Check Pointers Week Schedule.