



OFFICE OF RESIDENTIAL LIFE  
P.O. Box 210  
Old Westbury, NY 11568-0210  
Phone: 516-876-3210

March 18, 2020

To All Residential Students,

This message represents the latest and best information about Residential Life at SUNY Old Westbury.

With potential increased travel restrictions being discussed, **residential students are expected to vacate their rooms as soon as possible and no later than by 5 p.m. on Sunday, March 22**, while making plans to complete the semester from home or another off-campus location.

Residential accommodations will be made on campus for students with special circumstances, including international students and students where other safe living and dining arrangements cannot be made. **Students who wish to request such an exception to stay may reach out via email to [reslife@oldwestbury.edu](mailto:reslife@oldwestbury.edu) and additional instructions/steps will be provided.** Requests must be submitted by 11.59pm EST on Thursday March 20, 2019.

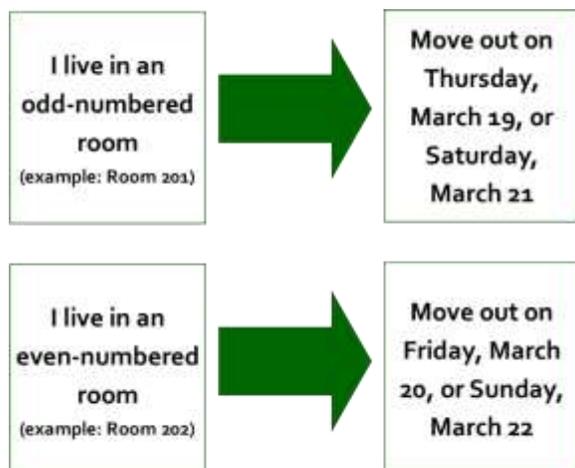
For students who will return in the fall, we intend to credit unused room and board fees for students who have returned home for the remainder of the semester. For students graduating in Spring 2020 or Summer 2020 refunds will be credited to their student account.

If you have already submitted an Express Checkout, we thank you for doing so and you need not take any further action at this time.

Following are specific instructions to assist all other residents who have not yet checked out to do so while maintaining appropriate social distance, as called for by the Center for Disease Control. We appreciate your full cooperation.

## **MOVE OUT DATES**

To allow for [social distancing as recommended by the CDC](#), we are using the staggered schedule outlined below:



*When possible please coordinate with your roommate so that you are moving out at different times.*

Please limit the number of individuals helping you move out to **two individuals who are exhibiting no symptoms for COVID-19** and make sure to have all moving boxes or storage bins with you as you arrive on campus.

## **CAMPUS ACCESS**

Campus is open from 5am – 7pm for students to collect belongings and checkout.

During the hours of 7pm-10PM, all cars will be greeted at A-gate and resident student ID's will be verified. If the resident student is in the halls; the officer will call and speak with the resident to confirm their identity, hall and room location. Should the student not answer the phone the car will be turned away and will need to come back when the student can be reached. **Please note that you may experience delays checking out during these times.**

During these three hours, guests (up to two) are permitted on campus *ONLY for the expressed purpose of assisting the resident with the move-out process*. In all cases and regardless of the time of arrival, the guest(s) MUST leave campus no later than 10:00 pm, **WITHOUT EXCEPTION.**

## **PARKING**

All cars will be directed to park in the Campus Center parking lot until such a time that the entire room is ready to be packed into the car. Once the room is ready, the car may be parked behind the Woodlands for loading only.

Handicap accessible parking will be limited and available behind the NAB-New Academic Building.

Please limit your park and pack time to a 20-minute window in order to accommodate all students checking out.

## **CHECK OUT**

As of 10 p.m. on Tues, March 17, every residence hall room has received Express Checkout Envelopes to their rooms. To properly check out of the halls:

- 1. Formally empty out/ vacate your personal belongings from the room,**
- 2. Fill out the Express Checkout Envelope with your room and mailbox key**
- 3. Return the envelope to your RA Hall Office** on the first floor and
- 4. Inform your Hall Director by Email** that you have completed your move out

For any other questions about your move out, please contact your respective hall director:

### **Woodlands Hall 1**

Name: Kya Simmons

Email: [SimmonsK@oldwestbury.edu](mailto:SimmonsK@oldwestbury.edu)

### **Woodlands Hall 4**

Name: Ashley Veltri

Email: [VeltriA@oldwestbury.edu](mailto:VeltriA@oldwestbury.edu)

### **Woodlands Hall 2**

Name: Sophia Anselmo

Email: [AnselmoS@oldwestbury.edu](mailto:AnselmoS@oldwestbury.edu)

### **Woodlands Hall 5**

Name: Christina Pastor

Email: [PastorC@oldwestbury.edu](mailto:PastorC@oldwestbury.edu)

### **Woodlands Hall 3**

Name: Kya Simmons (Temporary)

Email: [SimmonsK@oldwestbury.edu](mailto:SimmonsK@oldwestbury.edu)

Once again we appreciate your full cooperation as we all navigate these difficult times. Thank you and be well.

*The Staff of the Office of Residential Life*