**Fall 2022 Move In Schedule**

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| **Thursday, August 18th**  | 8:00am to 5:30pm |
| **Friday, August 19th**  | 10:00am to 5:30pm *(OC Campus will be closed from 8am to 10am)* |
| **Saturday, August 20th**  | 8:00am to 5:30pm |
| **Sunday, August 21st**  | 8:00am to 5:30pm |

Students will report to the Saulsbury Campus Center *-201 W. University Blvd. Odessa, Texas 79764.* Outside of normal business hours, residents should report to Century Commons (CC) *- 2311 Andrews Highway, Odessa, Texas 79761.*

**Step 1: Student Life Table (*SCC Zant Room upstairs)***

Residents will check in at the Student Life (SL) table in the Saulsbury Campus Center lobby (SCC) to check the following information:

* Housing application on file
* $50.00 application fee
* $200 deposit
* Bacterial Meningitis Vaccine
* Payment plan enrollment or no room and board balance
* Ask student if they chose to pay dorm deposit with education stimulus grant
* Make sure SL representative initials your Check- In form

At this station residents will also receive the Residence Life folder with Check-In Requirements paperwork that must be turned in at the SCC to the SL representative:

* Confidential Contact Information (CCI) form
* Student Housing Agreement (SHA)
* Make sure SL representative initials your Check- In form

**Step 2: Advising Table (*Zant Room upstairs)***

At this station, the residents will check their class schedule with the Athletic Advisor and make any necessary changes to their schedule.

* Make sure class schedule is correct
* Make changes
* Get a copy of class schedule
* Make sure your advisor initials your Check- In form

**Step 3: OC Wrangler ID (*Zant Room upstairs)***

At this station, residents will take their photo for their ID and download the ID app on their phone.

* Take picture
* Download app
* Make sure ID is working
* Make sure a Wrangler Express Center representative initials your Check- In form

Once the resident has completed all of the steps above and has initials by each box on the Move- In Check List, residents can proceed to Century Commons (CC) *- 2311 Andrews Highway, Odessa, Texas 79761.*



**Step 4: Century Commons (CC) Check In**

* **Station 1 - Outside CC***:*
	+ Reminder: residents are only allowed two guest during move in
		- Failure to comply can result in a warning and or violation charge to student account
	+ Receive arm band to enter and exit CC and or Wrangler Hall (WH)
		- This armband must remain on throughout check-in until Monday, August 22nd
	+ Receive their room # and keycard for suite door only
		- Bedroom doors will be open
	+ Explain the Unit Condition Report inside their folder
		- * Record any damages
			* Be detailed on the UCR
			* Students will be charged for unreported damages (i.e. torn blinds, chipped paint, floor stains, dented or stained furniture, etc.)
			* Remind students to return UCR to Station #2.
		- REMINDER the residents CANNOT change rooms or bedrooms unless given permission by the Residence Life Director
* **Station 2- Outside CC**
	+ Return the UCR
		- Make sure the UCR has the following:
			* Student signature
			* Key codes
			* Student ID
			* Student Name
			* Student Room #
			* And all fields have been completed
	+ Residents will receive their bedroom key and mail key envelope
* Enjoy your stay with Odessa College Residence Life!