RESIDENCE LIFE FALL 2020
Move-In Guide
ROBERT MORRIS UNIVERSITY
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**MOVE-IN CHECKLIST**


Questions regarding the Addendum to Fall 2020 – Spring 2021 Student Housing Contract should be directed to the Office of Residence Life at 412-397-5252 or via email at reslife@rmu.edu. Questions regarding the RMU Code during COVID-19 and Acknowledgement of Risk and Responsibility during COVID-19 should be directed to the Dean of Students Office at 412-397-6483 or via email at studentlife@rmu.edu

2. **Complete your residential student Safety Plan** with this link, Safety Plan. This plan will be activated in the event that quarantine or isolation measures, or closures of campus residence halls, become necessary.

3. **Submit your health insurance information online before you move in.** Click the following link, rmu.edu/studenthealthinsurance, to access the online insurance form. If you do not provide health insurance coverage information by the posted deadline, you will be enrolled in the RMU Student Health Plan provided by UPMC Health Plan.
(New Students) Submit your physical and medical forms completed by your physician before you move in. Download the student health form here: Student Health Form. All health information forms, including complete immunization records, must be on file in the UPMC MyHealth@School center by July 31, 2020. Click Immunization Policy to see what vaccinations are required prior to arriving on campus. You will not be permitted to take occupancy of your room without completed information on file.

(Returning Students) Review and update your health information before you move in. The staff from the MyHealth@School center will be contacting you to review and update your health information. Should you require any immunizations, please note that you will not be permitted to take occupancy of your room until your records are current.

Plan your move in team. To ensure appropriate physical distancing, each student may bring two guests into the residence hall to assist with move-in. Please note that each student and guests will be required to unload their vehicle and bring all items to their assigned room. Please keep your family pets at home. Please stay home if you or your guests are not feeling well. If this is the case, please notify our office and we will make alternate arrangements for you.
Review your assigned move-in day and time. By providing you with a specific date and time for move in, we are doing our best to be purposeful in providing a physically distancing move-in experience and limiting exposure for all. Please review your move-in day and time by signing into your RMU Housing Contract. Please follow the instructions below. If your assigned day and time does not work for you and your family, please complete this form, Move-in Time Change Request. Requests can only be considered with completion of this form. We will do our best to accommodate your needs.

Due to the extensive check-in requirements we recommend that you arrive to the Residence Life move in hub 30 minutes before your scheduled move-in time. We are not able to accommodate arrivals outside of scheduled times. Individuals who arrive outside of their appointment time will not be given access to their room and need to be rescheduled.

How to Review Your Move-In Date & Time

Sign into your housing contract with this link, RMU Housing Contract Portal. After you sign in choose Contract in the middle of the page. On the next page choose the 2020-2021 school year. The third page that will appear will look like the webpage below. Your move-in day and time will be on the bottom of the page.
**Move-in checklist**

**Pack the essentials.** While our residence halls provide many amenities, you are encouraged to bring several personal and academic items with you so you feel at home and are prepared to live and learn on campus. Review the What to Bring Check-list on page 11 of this guide.

Since this fall will be unlike any other, please limit the items you bring to campus in case the university must unexpectedly close for health and safety reasons related to the pandemic. We recommend bringing only the essentials. Only residents in Washington Hall may bring large furniture items. All other students should not bring large furniture for their rooms. Please note that storage will not be available. Availability to move-in carts will be limited.

While RMU Facilities has implemented enhanced cleaning practices throughout campus, we recommend bringing your own cleaning supplies, especially if you are living in an area which requires you to clean your own bathroom (Yorktown, Washington, Concord, Salem, and Lexington Halls).

**New RMU ID.** All new students will be given a RMU ID Card when they check into their residence hall room. All returning students need to bring their Freedom Card with them to exchange it for the New RMU ID. Click this link, [RMU ID CARD](#), to learn how to obtain a RMU ID.

**Review the move-in day plan.** On pages 7 to 9 of this guide you can review the process for move-in day.
Follow the green arrows below to navigate to the Move-In Hub. All residents, including Yorktown's residents, need to start at the Move-In Hub.

Upon arrival to campus, you will immediately check-in at the "Move-In Hub" located in the Washington Hall Parking Lot in front of the Office of Residence Life. When you arrive to the Move-In Hub location, please park in the parking lot and come to the Move-In Hub tents. Please make sure to review the following pages so you know what to do when you enter the Move-In Hub.
HOW TO MOVE-IN

All students and guests must follow posted signage in residence halls and during the move-in process.

WE CARE ABOUT YOUR HEALTH

WHILE YOU’RE HERE PLEASE REMEMBER

FACE MASKS ARE MANDATORY
KEEP YOUR DISTANCE STAY 6 FEET APART
CLEAN HANDS ARE HEALTHY HANDS

THANK YOU FOR YOUR COOPERATION
What You Will Do at the Residence Life Move-In Hub

- You and your guests will have your temperature taken.
- Your health insurance and health record information will be verified. Please make sure you have completed these steps before arriving on campus. You will not be able to move in without an updated health record.
- You and your guardian, if you are under 18, will be required to sign and acknowledge and agree to the Housing Contract Addendum and Acknowledgement of Risk and Responsibility during COVID-19.
- You will receive a wellness kit.
- You will receive your resident hall assignment and room key.
- You will receive your New RMU ID Card. If you are a returning student, you will exchange your Freedom Card for your new RMU ID.
- You will receive your purchased parking permit at the Move-In Hub.
- You will be given a wristband after you have completed the above steps indicating you are permitted to proceed to your campus housing assignment and begin moving in.
- You will receive a temporary parking pass that will indicate your move-in area. This pass will expire at the end of the appointment time.
- If you have any questions during the move in process please contact 412-397-5252. Information on additional resources can be found on the next page of this guide.

THANK YOU!
RMU Campus Map: Click here for the RMU Campus Map. Use this map to learn where your residence hall and move in day events are located on campus.

Semester Parking Permit Click here to purchase a RMU parking permit for the semester. If you purchased a parking permit, we will give you your permit when you check in.

RMU Dining Services Schedule: Click here to review the RMU Dining Services Schedule. Don’t forget that dining facilities will be open on move-in days!

Shuttle Service: Click here to review the RMU Shuttle schedule. The shuttle service will begin the on morning of August 13.

RMU Bookstore: The Barnes and Noble bookstore will be an important place to visit. Click here to pre-order your books so they are already prepared for you during move-in.

RMU University Police: Please contact University Police if you face any emergency on campus. The University Police also manage parking and issue parking permits.

Location: Barry Center
Phone: 412-397-2424
Open 24 hours

Colonial Central Contact Information: Contact Colonial Central 24/7 to submit maintenance service requests.

Reachable by phone 24/7
412-397-4343
colonialcentral@rmu.edu
Open 24 Hours

Wi-fi Connectivity: All students have access to the RMU-Secure Wi-fi Network. To sign in to the network on your phone or computer simply choose the network and use your RMU username and password to sign in. All other devices must be registered through the RMU-My Devices Network. Click here to learn how to connect your Roku, XBox, Alexa, etc. to the RMU-My Devices Network.

Residence Life Contact Information: This office coordinates the living-learning experience and housing for all residential students. If you have any special requests or accommodations during move-in day, please let us know!

Location: Washington Hall Lower Level
Phone: 412-397-5252
Emergency Phone: 412-397-5242
Email: reslife@rmu.edu
Office Hours: Mon - Fri 8:30AM to 5:00PM
# RMU WHAT TO BRING CHECKLIST

## Cleaning:
- [ ] Sponges
- [ ] Laundry Detergent
- [ ] Laundry Basket
- [ ] All-Purpose Cleaner
- [ ] Vacuum
- [ ] Paper Towels
- [ ] Trash Bags
- [ ] Trash Can
- [ ] Hand Sanitizer
- [ ] Disinfecting Wipes
- [ ] Yorktown, Washington & Apartments: Toilet Bowl Cleaner & Brush
- [ ] Bathroom Cleansers
- [ ] Command Strips
- [ ] Command Hooks
- [ ] Iron
- [ ] Ironing Board
- [ ] Lamps & Bulbs

## Technology:
- [ ] TV/DVD Player
- [ ] Roku Device
- [ ] Converter
- [ ] Cell Phone
- [ ] Headphones
- [ ] Game Console
- [ ] Camera
- [ ] Batteries
- [ ] HDMI Cable
- [ ] Chargers

## Bedding:
- [ ] Main Campus Hall - XL Twin Sheets & Blankets
- [ ] Yorktown Hall - Full Sheets and Blankets
- [ ] Pillows
- [ ] Pillow Cases
- [ ] Mattress Pad

## Your Room:
- [ ] Area Rug
- [ ] Posters
- [ ] Plants
- [ ] Hangers
- [ ] Personal Decorations
- [ ] Command Strips
- [ ] Command Hooks
- [ ] Iron
- [ ] Ironing Board
- [ ] Lamps & Bulbs
- [ ] Calculator
- [ ] Thumb Drive
- [ ] Textbooks**
- [ ] Notebooks
- [ ] Pens/Pencils
- [ ] Book Bag
- [ ] Highlighters
- [ ] Studying Aids
- [ ] Computer/ Laptop
- [ ] Surge Protector
- [ ] Ethernet Cable & Card
- [ ] Business Professional Clothing
- [ ] Driver’s License/ ID Card
- [ ] Medical Insurance Card
- [ ] Bank Cards
- [ ] Prescription Medicines
- [ ] First Aid Kit
- [ ] Flashlight
- [ ] Umbrella/ Rain Gear

## Personal Care:
- [ ] Toothbrush
- [ ] Toothpaste
- [ ] Mouthwash
- [ ] Dental Floss
- [ ] Soap
- [ ] Other Personal Hygiene Items
- [ ] Shaving Supplies
- [ ] Shampoo
- [ ] Conditioner
- [ ] Cologne & Perfume
- [ ] Thermometer
- [ ] Face Masks

## Bathroom:
- [ ] Towels
- [ ] Washcloths
- [ ] Bathrobe
- [ ] Shower Caddy
- [ ] Yorktown & Apartments: Toilet Paper
- [ ] Bath Mat
- [ ] Yorktown:
- [ ] Convection Pots
- [ ] Convection Pans
- [ ] Apartments, Hamilton, Marshall:
- [ ] Pots
- [ ] Pans
- [ ] Yorktown:
- [ ] Reusable Water Bottle

## Food:
- [ ] Mini-Fridge (U.L. approved - up to 3 cubic ft)
- [ ] Microwave (U.L. approved - up to 700 watts)
- [ ] Dishes
- [ ] Cups
- [ ] Food Storage Containers

## Leave at home:

**Go to https://robert-morris.bncollege.com to find out which textbooks you will need!