

Check-in Procedure

Please check into your room after 1 pm on the first day of your reservation.

Your room number is: _____

Check-In Box Code: _____

1. When you arrive on campus, you will go through the guard gate.
 1. If the gate is down, check in with Campus Police.
 2. If the gate is up, continue through the gate.
 3. Turn right on Killian Dr. - this road ends with H1 and H2 on the left.

2. Park in Lot D in front of the Residence Halls. Follow directional signs on campus, or refer to the campus map provided on the website.

3. The Check-In lockbox containing your keys is in the middle of the right section of the Residence Halls, building H2. There will be a directional sign posted.

4. Use the code (listed above) to gain access to the Check-In Box.
 1. Inside the box, you will find an envelope with your name on it which will contain your room key, external building access key card, and a parking pass.
 2. The key card will give you access to the external doors of the residence halls and the front main gate of the campus. Please keep this envelope for the check out process.
 3. The parking pass should be displayed on the dash of your car. There is also a map of campus on the backside.
 4. Additionally, there is a link to a map of the residence hall on our resource page.

5. Use the key card to enter the residence hall. Room numbers are posted on the outside of the doors and way-finding signs are posted in the halls. Inside your room, you will find toilet paper, soap, and a trash bag. Make yourself at home.

6. At this time we are only capable of housing first responders through May 31, 2020. When you anticipate the end of your stay, please complete the [checkout form](#) listed on the website.