



U of SC Aiken

University Housing and Residence Life

Pacers:

As you know, face-to-face classes are coming to an end on Tuesday, 24 November 2020. Please remember that classes will continue through Final Exams. For more information on this, please check out the [Academic Calendar](#).

I want to provide you with important information on several key items: Late Stay in Housing beginning at Thanksgiving, Returning to Campus in January, and Checking Out of Housing, if you are not planning to return in January. Please take a few minutes to review this email and know what to do, based upon your circumstances.

Late Stay in Housing

Residents wanting to remain in University Housing after face-to-face classes end at the Thanksgiving Break (Tuesday, 24 November 2020) must complete the [Late Stay Form](#) by Monday, 16 November 2020 at 5:00 pm. Each resident will be notified via UofSC Aiken email, no later than Friday, 20 November 2020, regarding his or her request for a Late Stay in University Housing. There is no additional Housing Fee for remaining after Thanksgiving, however, for safety and security reasons, University Housing does need to know who will be remaining after the end of face-to-face classes.

Please know that if you have not submitted a Late Stay Form, your card access to University Housing (buildings and gates) will be suspended after 6:00 pm on Tuesday, 24 November 2020. Only those residents on the approved Late Stay list will be provided card access after 5:00 pm on Wednesday, 25 November 2020.

Should you have any questions about the checkout process, please feel free to contact the Office of Housing and Residence Life at 803-641-3790 or via email at housing@usca.edu.

End of the Semester Departure

For those residents who will be departing at the end of face-to-face classes on Tuesday 24 November 2020, there are several things that you should be aware of as you head home for Thanksgiving. Here are some Frequently Asked Questions to help the departure go smoothly.

1. Do I need to check out of my room, return my keys, and take all of my belongings with me when I leave for Thanksgiving?
No, you do not need to do any of these things if you are planning on returning to UofSC University Housing in January.
2. What should I do to if I am leaving at Thanksgiving but returning in January?
As you will be gone for more than six weeks, University Housing asks that you do the following to prepare your room or apartment:

- Take out all of your trash and recycling
 - Clean out your refrigerator and freezer, as well as your cupboards. You do not want to return to bugs in your room.
 - Close all of your windows and put your blinds down.
 - Set your thermostat to 68 degrees on heat
 - Lock your bedroom and front doors
3. Do I need to let my Resident Mentor know that I am leaving?
No, you do not. However, your RM will be holding meetings prior to Thanksgiving that will provide you with detailed information on what you should do if you are either staying or leaving.

For those residents who are not planning on returning to University Housing in January. This include those residents who are graduating, transferring to another institution, or not returning to UofSC Aiken.

1. Please complete an [Express Check Out Form](#) online. This may be completed prior to your move out of University Housing. FAQs are posted there as well on how to check out. Failure to follow the Check Out Process will result in a minimum improper check out fee of \$50.00.
2. Move out all of your belongings from your room or apartment. Set up a time to check out with your RM and then return your mailbox and apartment keys to the front desk of your community or building. Failure to return your keys may result in a \$105.00 fine.
3. An inspection of your room will be completed after your departure and any fees or fines that may have been incurred will be posted to your student accounts.
4. Please complete a [Contract Release Form](#) online. Please know that you will need to fully explain why you are wanting to break your Housing Contract. Additionally, you should be aware that there may be a fee of up to \$1,000.00, if the reason for breaking the contract is not one of the approved reasons (approved reasons include the following: Graduation, Transferring to another institution, marriage, and withdrawal from UofSC Aiken for the spring semester).

Returning to University Housing in January

These are still unprecedented times due to the COVID-19 pandemic. First, I want to thank each and every one of you for helping to make University Housing a wonderful place over the past few month. You have worked with us in following the policies of our “New Normal” and I believe that we have had a successful semester. Thank you for that, it is appreciated.

For the return to campus, University Housing will have a two days to check into Housing, Saturday, 9th and Sunday, 10th January 2021. The check in will be conducted between 10:00 am and 5:00 pm. This will be done because each resident will need to provide documentation of a **Negative COVID-19 Test** done no more than 10 days prior to the return to campus. More information on the specifics and logistics will be provided in the coming weeks, both via email and mailings to your permanent address. Additionally, please be aware that should you be unable to complete your COVID-19 test before returning to campus, there will be an option on-campus to be tested when you return. More information will be provided in the coming weeks.

Final Thoughts

Again, thank you for working with us in these unusual circumstances. I do appreciate everything that you have done to make our fall semester successful and I am confident that you will help us make the end of the semester go well. Should you have any questions about any of the items in this email, please speak with your Resident Mentor, stop by the desk or office in your community or building, or contact University Housing at 803.641.3790 or via email at housing@usca.edu.

Pacer Proud,

A handwritten signature in black ink, appearing to read "Kevin Michael Kerr", with a long horizontal line extending to the right.

Kevin Michael Kerr, M.A., M.Ed.
Director