20 November 2020

Pacers:

As you know, face-to-face classes have now ended but please remember that virtual 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: Returning to Campus in January, Checking Out of Housing, if you are not planning to return in January, and a few policy changes. Please take a few minutes to review this email and know what to do, based upon your circumstances.

Leaving for End of Semester Break

For those residents who will be leaving for break after Final Exams, 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 after Final Exams?**
   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 after Final Exams 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).

Access to University Housing after Thanksgiving

Please remember that only those residents who are on the Late Stay List will have access to their rooms between November 25, 2020 and January 9, 2021. Should you need to access your room during this time, please contact the Office of University Housing at Residence Life at 803-641.3790 or via email at Housing@usca.edu. The University Housing Office will be closed from 24 December 2020 through 4 January 2021.

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 for the Spring Semester, University Housing will have a two days to check into Housing, Saturday, 9th and Sunday, 10th January 2021. Here are some important items that you will need to know so that your return to University Housing goes smoothly:

- The check in will be conducted between 10:00 am and 5:00 pm on both Saturday, 9 January and 10 January, 2021.
- Each resident will need to provide documentation of a Negative COVID-19 Test done no more than 5 days prior to the return to campus. More information on the CIVD-19 Testing Requirement is below.
- Check-In for Spring Semester will take place at the tent on Leadership Drive, near the University Police Department and the Pacer Downs Office. The gates entering University Housing off the Bell Parkway will be closed until Sunday, 10 January 2021 at 5:00 pm; the campus map may assist you.

COVID-19 Testing before Returning to University Housing

What is a COVID-19 Test is not able to be done before returning to campus?

- 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.
• Testing will be available in the parking lot of the UofSC Aiken Convocation Center and students will be required to go to there prior to returning into their dorm room to get tested and then maintain a self-quarantine in their dorm room until results are obtained.
• Self-quarantine protocols will be provided to those residents at the time of move in.

**What if a Positive Test Result comes back?**

• Students testing positive prior to returning to campus will not be allowed to move into housing until after the minimum 10 day isolation period off campus.
• Once the student shows no signs of COVID-19 symptoms, including no fever for at least 24 hours without the use of fever-reducing medications, the student will be provided a new date and time to move into University Housing.
• Students who test positive must notify University Housing at Housing@usca.edu, that they will need to check in at a later date and time.
• University Housing will coordinate a new date and time to check in and will provide this information to the student via email. Any student who has tested positive should contact his or her advisor to make arrangements to learn remotely through their quarantine period.

**Additional Information on Where to Find COVID-19 Testing**

• SC DHEC test sites may be accessed at: https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/covid-19-screening-testing-sites or check with your home state or community’s health department.

**Meal Plan Changes**

If you want to make a change to your Meal Plan, you may do so through your Self-Service Carolina until January ??, 2021. Should you wish to make a change to your Meal Plan, please do so prior to January ??, 2021. Meal Plan options and requirements may be found on the University Housing website here.

**Policy Changes and Updates**

**Pacer Downs Address Change**

For those residents of Pacer Downs, remember that Aiken County is implementing its new E911 system and Pacer Downs is updating the addresses to each of our buildings.

Here is how the addresses will be changing for your apartment:

<table>
<thead>
<tr>
<th>Old Pacer Downs Address</th>
<th>New Pacer Downs Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>807 Leadership Drive</td>
<td>Unit # Leadership Drive</td>
</tr>
<tr>
<td>Apt. Insert #</td>
<td>Apt. Apartment Letter</td>
</tr>
<tr>
<td>Aiken, SC 29801</td>
<td>Aiken, SC 29801</td>
</tr>
</tbody>
</table>

This transition to the New Pacer Downs Address will be completed by 4 December 2020. Please know that you should update anyone who may be sending you mail to the new address. This would include banks, credit card companies, employers, family, and friends, just to name a few possibilities. However, please be assured that should something be addressed to the Old Pacer Downs Address, it will continue to be delivered to you.
Another important item to remember, is that, should you call 911, you would need to let dispatcher know your New Pacer Downs Address. However, I urge you to call University Police at 803.648.4011, on their emergency line, should you be in need of emergency assistance.

**Mail Holding Policy**

Packages will be received for residents at the office of the building or community in which they live. A member of the staff will email residents that they have a package to pick up at the building or community office. It may be picked up during office hours, which are posted at the office. Residents will be reminded about picking up packages via email. If a package remains unclaimed after 30 days, it will be returned to sender or disposed of, depending on what are the terms of delivery of the package.

**Housing Addendum Visitation Policy Update**

As the continued COVID-19 Pandemic continues to unfold, University Housing will be instituting the following sanctions for the modified visitation policy as outlined in the UofSC University Housing Agreement Addendum of July 8, 2020.

Per Section 2. General Terms and Provisions, the amended visitation policy is explained as:

A. The Student acknowledges the University may restrict the full use of spaces and amenities within the residential community including, but not limited to:

a. No overnight visitors, and no visitation from non-UofSC students.

Should a residential student be found responsible for violating this amended visitation policy, the sanctions listed below will be applied to his or her case.

- 1st offense: $100 Fine
- 2nd offense: $150 Fine
- 3rd offense: $200 fine

**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,

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

Director