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FREQUENTLY

ASKED QUESTIONS

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WHAT IS EXPRESS CHECKOUT?

Quick and easy check-list used by University Housing to confirm that you are moving out of your room for the remainder of the year.

DO I NEED TO MOVE OUT NOW?

Yes. You must remove all belongings from your room/unit. This includes removing all trash. If there are any additional damages outside normal wear and tear inside the apartment, there could be additional charges. If you have questions about certain damages and if they will be charged, please contact University Housing at housingco@usca.edu.

I MOVED OUT AND NEVER FILLED OUT THE FORM, WHAT DO I DO?

If you've already completely moved out of your dorm room, cleaned your room/apartment and departed campus, please complete the form located on the website.

DO ANY OF MY ROOMMATES HAVE TO BE PRESENT WHENEVER I WANT TO COMPLETE CHECKOUT?

No, your roommates or suitemates do not need to be present when you check out of your room.

**CONTACT HOUSINGCO@USCA.EDU OR
803-641-3790, FOR ANY QUESTIONS.**

FREQUENTLY **ASKED QUESTIONS**

CAN A PARENT CLEAN OUT THE STUDENT'S ROOM?

Parents may assist the student to clean out the room. If the student is unavailable to remove his or her belongings, please contact the Assistant Director for the building that the student resides in:

Pacer Crossings: Ms. Madison Copley at 803-644-2171

Pacer Commons: Ms. Katherine Glassman at 803-641-3566

Pacer Downs: Mr. Bradley Spires at 803-641-3788

WHO DO I NEED TO TURN MY EXPRESS CHECK-OUT FORM/KEYS INTO?

The form is located on the University Housing website and will be sent electronically to the appropriate staff members. Please leave your room/mail key in the outgoing mail slot located at each dorm mail boxes. Envelopes will be provided. Leave your name and room number on each envelope with the keys placed inside.

HOW LONG AM I ALLOWED TO STAY ON CAMPUS?

We are asking each resident to select a two hour period to move out their belongings from the room/apartment. This is to help with the social distancing protocols established by the CDC.

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FREQUENTLY ASKED QUESTIONS

WHAT AM I SUPPOSED TO DO ABOUT CURRENT OR FUTURE PACKAGES/MAIL?

Current mail and packages may be picked up in the offices when you are checking out. For packages/mail in transit to the housing complex, please call the provider (UPS, FedEx, and USPS) to change the direction. Future mail and packages should be sent to your current home address or where you will be located.

WHO DO I NEED TO CONTACT IF I HAVE QUESTIONS?

Please contact the Assistant Director of your building for more information.

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