

Email Sent to Students

Hello Trailblazers,

You have almost made it to the half way point of the Fall Semester – keep up the great work!

Just a few calendar reminders:

Midterm Examinations	Monday-Friday, October 5-9
Thanksgiving Break (No Classes)	Wednesday-Sunday, November 25-29
Semester Break	Monday, Tuesday, November 30-December 1
Classes Resume (Virtual)	Wednesday, December 2
Final Examinations (Virtual)	Monday-Thursday, December 7-10

If you live in a Residence Hall, please find the attached document about dates and instructions to move out. Students have the option of moving out of their rooms at Thanksgiving Break or completing the semester on campus, if needed, while attending virtual classes. The attached document has important information along with Frequently Asked Questions regarding move out.

Important Dates

Friday, November 20th at 4:00pm

- If you are checking out when you leave for Thanksgiving Break (Tuesday, November 24th), you must e-mail your Hall Coordinator no later than Friday November 20th at 4:00pm

Friday, December 4th at 4:00pm

- If you are checking out at the end of the semester in December (Thursday, December 10th), you must e-mail your Hall Coordinator no later than Friday, December 4th at 4:00pm

Fall 2020 VU Residence Hall Checkout Process

Students living in the residence hall spaces at Vincennes university should follow the step-by-step instructions listed below in order to check out of the residence hall.

1. Determine the date and time that you will be checking out of the residence hall for the semester.
 - a. Your check out times must be between the hours of 8:00am and 10:00pm on the date you select
2. Send an email to your Hall Coordinator (based on the building you live in) informing them of the date and time you will be checking out.
 - a. A list of names and check-out times/dates will be kept at the front desk of your hall so the Desk Clerks know when to expect you for check out.
3. Prior to your check out date/time, please pack anything that you will be taking home with you.
4. After you have packed what you will be taking home and loaded everything into your vehicle on the date and time you selected, you must go to the front desk of your residence hall and check out.
 - a. Give the desk clerk your name and A-Number, they will confirm your room number with you, and you will turn in your key.
 - b. Once your key is turned in you will be officially checked out and able to leave campus.

Frequently Asked Questions

Q: Why did my Hall Coordinator ask me to change my check-out time?

A: Your Hall Coordinator may ask you to select a different check-out time so that there are not too many students trying to check out at the same time. Hall Coordinators will be spacing out students to allow for social distancing to occur.

Q: Who is my Hall Coordinator?

A: Vanderburgh and Clark Halls: Cheryl Litherland clitherland@vinu.edu

Vigo and Godare Halls: Nick Bauer: nbauer@vinu.edu

Ebner and Morris Halls: Forrest Fairchild: ffairchild@vinu.edu

Q: If I'm returning to the same room for the Spring 2021 semester, do I have to pack all of my belongings and move out?

A: No, if you will be returning to the same room for the Spring 2021 semester, you are not required to take all of your belongings back home with you. We suggest taking home any valuable items (laptops, gaming consoles, tablets, etc). You are required to take home/dispose of any perishable items that may be in your room or refrigerator that may spoil while you are away.

Q: If I am moving to a different room for the Spring 2021 semester, do I have to pack all of my belongings and move out?

A: Yes, if you are moving into a different room when you return for the Spring 2021 semester you are required to move everything out of your space when you check out for break.

Q: Can someone help me move out?

A: Due to COVID-19, each resident is allowed to have one individual in the hall with them to help pack their belongings and move them out of the residence hall. Any guests helping pack up belongings will be required to wear a mask for the duration of the time that they are in the residence halls. Guests must maintain a distance of 6-feet from other residence in the building as well.

Q: If someone helps me move out, do they have to wear a mask?

A: Yes, any guests helping pack up belongings will be required to wear a mask for the duration of the time that they are in the residence halls. Guests must maintain a distance of 6-feet from other residence in the building as well.

Q: Once I check out can I come back and access my room?

A: No, once you have turned in your key to the front desk you will no longer have access to the residence hall until you return in the Spring.

Q: Do I have to wear a mask while I move out?

A: Yes, you will be required to wear a mask, social distance, and follow all Vincennes University protocols for the duration of the check-out process and while on campus.

Q: If I move out at Thanksgiving Break, will I receive a credit for my housing and meal plan for the days I am gone?

A: If you decide not to return to your residence hall for review days and finals week, a credit will be applied to your student account. Credits will be applied the week of December 14th. Please check your student account on MyVU.

Q: When will I hear about the check in process for Spring 2021?

A: Information will be shared near Thanksgiving Break regarding the process for checking back into the residence halls for the Spring 2021 Semester.

Q: Who do I contact if I have questions about move out or housing?

A: You can contact the Housing and Residence Life Office at 812-888-4225 or housing@vinu.edu