



Residence Halls Closing & Move-Out Procedures

March 13, 2020

Greetings CAU Students,

As indicated in the March 12, 2020 message to the campus community from Dr. George T. French, Jr., President of Clark Atlanta University, the University is taking precautionary actions around the Coronavirus/COVID-19 pandemic, including extending spring break until **Sunday, March 22, 2020**, and transitioning to remote learning on **Monday, March 23, 2020** for the remainder of the semester. Additionally, while all University-owned residence halls will close at **9:00 p.m. on Monday, March 23, 2020**, campus, administration and education buildings will remain open during the regular hours of operation. Therefore, effective **Tuesday, March 24, 2020**, to ensure the safety of the campus, the following measures will be implemented until further notice:

1. Please utilize the **main entrance gate** for entry and exit onto the main campus unless you are authorized to park in Carl & Mary Ware, Dean Sage, and Tanner Turner parking lots.
2. All buildings will be on **card access only** using your PAW Card with the exception of the Student Center. If you have any questions, please contact Public Safety at (404) 880-8623 during normal business hours.

Check-Out Procedures:

Students should officially checkout of their residence through a residence life staff member:

- Assistant Director or Resident Assistant in University-owned residence halls

A Proper Checkout:

A proper check-out is completed once the following checkout process points have been satisfied:

- Cleaning room and bathrooms;
- Returning room and/or suite key(s).

Possible vendors to assist with your moving needs:

- **Dorm Room Mover:** <https://www.dormroommovers.com/> **866.644.8792**
- **U-Haul Storage:** 300 Peters St SW, Atlanta, GA 30313 | (404) 681-0502
- **Upack:** (404)822-8636 | (678)435-7466 | upackatl@gmail.com

Please continue to monitor your student email accounts for continued updates and further instructions from the Office of Residence Life and Student Development. If you have any housing-related questions, please contact the Office of Residence Life and Student Development for additional assistance via email at residencelife@cau.edu or via phone at (404)880-8074.

Best Regards,

A handwritten signature in blue ink, appearing to read 'L. White'.

Lamar J. White, Ph.D.

Director, Residence Life & Student Development



CORONAVIRUS (COVID-19)



CLARK ATLANTA
UNIVERSITY

UPDATE

STUDENTS & PARENTS

FAQs - Residence Hall Closings & Move Out Process

Q.1) Are residence halls closed? Am I required to vacate the room and move off campus?

A. Residence halls will close for normal operations **at 9:00 p.m. Monday, March 23, 2020**, for the duration of the Spring 2020 Semester. All residents are asked to completely move their personal belongings out of their room, turn in their keys, and fulfill any other obligations associated with move-out by that time.

Q.2) I cannot move home. Can I stay on campus?

A. The residence halls **will close at 9:00 p.m. Monday, March 23, 2020**. Please contact the **Office of Student Services and Campus Life at (404) 880-8040**, if you have questions related to this inquiry.

Q.3) Who should I contact if I cannot afford to go home?

A. Please contact the **Office of Student Services and Campus Life at (404) 880-8040**; if you have questions related to financial resources for departing campus.

Q.4) Do I have to wait until **Monday, March 23, 2020** to move out? Can I move out early?

A. Students should move out as soon as they can, and **no later than Monday, March 23, 2020 at 9:00 p.m.**

Q.5) I can't move until after **Monday, March 23, 2020** what do I do?

A. Please contact the **Office of Residence Life at (404)880-8074 or the Office of Student Services and Campus Life at (404) 880-8040**.

Q.6) Should I move my furniture out?

A. Students should treat this early move-out as if you were moving out at the close of the Spring 2020 semester; please remove all of your personal belongings from your room assignment.

Remember: University furniture should remain in the room.

Q.7) If I cannot bring all of my things home, where can I store them?

A. Students should plan to ship or pack all of their personal items. Here is a list of possible vendors. Please know that we do not endorse any of these companies:

- University Storage & Movers (<https://www.universitystorageandmovers.com/>)
- U-Haul on Peters Street: (<https://www.uhaul.com/Locations/Truck-Rentals-near-Atlanta-GA-30313/776053/>)
- Upack: (404)822-8636 | (678)435-7466 | upackatl@gmail.com

Q.8) Is the college offering storage?

A. No, we are not offering storage. Please see the previous answer for storage options.

Q.9) What if I need extra storage but cannot pay?

A. Please contact the *Office of Student Services and Campus Life at (404) 880-8040*, regarding your concerns about off-campus storage.

Q.10) Can I get a storage POD?

A. Storage PODS are not allowed on campus.

Q.11) Can I leave my vehicle on campus in a student parking lot?

A. No, all vehicles are required to be moved off campus by **9:00 p.m. Monday, March 23, 2020**.

Q.12) What if I cannot move my vehicle from a student parking lot by the move out date?

A. Please contact the *Office of Student Services and Campus Life at (404)880-8040*, regarding your concerns.

Q.13) What happens if I left already and cannot come back to get my things?

A. Please immediately contact the *Office of Residence Life at (404) 880-8074 or the Office of Student Services and Campus Life at (404) 880-8040*.

MAIL FORWARDING

Due to recent events surrounding Coronavirus (COVID-19), effective March 23, 2020 the Panther Print & Mail Center will be implementing restricted mail services to students, which means you will not be able to pick up your mail or packages after March 23rd. As an alternative service, we will be offering mail forwarding services for USPS mail and packages over the next 60 days to all current residential students.

If you did not reside on campus during the most recent semester, all mail and packages will be returned to sender upon arrival.

Please note the following;

- To set up the mail forwarding service, you must complete and return the mail forward request form to Printshop@cau.edu. Please use "mail forward request" in your subject line when submitting your email.
- Mail forwarding services will be processed on a weekly basis for USPS items only.
- USPS 1st class mail, packages and magazines can be forwarded to your home at no additional charge as a complimentary service by the post office. Transit times are solely based on the post office.
- Forwarding service will not available for packages shipped by other carriers. Example: FedEx, Amazon, UPS, Lasership, and DHL so please use discretion when ordering anything moving forward. If we receive packages after March 23rd, you will be required to provide additional postage to forward the package to your residence, or the package will be returned to sender within 7 days once received.
- Please make sure you update any companies that are currently sending you mail and/or packages immediately so they reroute the mail to your current address.

NOTICE- Please do not submit a forward request online or through the United States Postal Service. The campus address is restricted as a business address and any attempt will be considered and treated as mail fraud.

HOURS OF OPERATION

Monday – Thursday 9-4pm

Friday 9-3pm

Closed- Saturdays/Sundays

For additional information or questions please contact the following:

Panther Print & Mail Center

(404) 880-8015

Printshop@cau.edu

Panther Print & Mail Center

Mail Forwarding/Temporary Change of Address Form

The person who prepares this form states that he or she is the person, executor, guardian, authorized officer or agent of the person for whom mail would be forwarded under this order. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both under Sections 2, 1001, 1702 and 1708 of Title 18, United States Code.

NOTE: This temporary change of address form is for on-campus mail delivery purposes only

I will return to CAU

Not Returning to CAU

Name (Last, First)	
ID Number	
Phone Number	
CAU E-Mail	

Current Address	Residence Hall Name: Room Number: Mail Box Number: (Not for student completion, internal staff with complete)
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Temporary Address	Street Address: Apt/Suite: City/State: Zip:
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I agree to authorize the CAU Mailroom to temporarily forward any mail from the old address to my new temporary address listed on this form. I also understand that the mail forwarding dates are scheduled to begin the week of **March 23 until June 1, 2020.**

PLEASE NOTE: DO NOT SUBMIT A CHANGE OF ADDRESS USING THE USPS ON-LINE SERVICES OR IN PERSON AT THE UNITED STATES POST OFFICE! Please contact the companies that send you mail and notify them of the new address.

Signature

Date

BUSINESS SERVICES HOURS/DAYS OF OPERATION

Spring Break - March 15-22, 2020

Post Spring Break – March 23 - May 9, 2020

Spring Break Hours (March 16-23, 2020):

Crogman Dining Hall

Monday – Friday

Breakfast - 8:00 a.m. – 10:00 a.m.

Lunch - 11:00 a.m. - 2:00 p.m.

Dinner - 4:00 p.m. - 6:00 p.m.

Saturday and Sunday

Brunch - 10:00 a.m. - 2:00 p.m.

Dinner - 4:00 p.m. - 6:00 p.m.

****All retail dining locations and food trucks will be closed.**

Print and Mail Center

Monday – Friday

9:00 a.m. – 4:00 p.m.

Monday-Thursday Friday

9:00 a.m.- 4:00 p.m. 9am-3pm

LAZ Parking

Monday – Friday

9:00 a.m. – 5:00 p.m.

Monday – Friday

9:00 a.m. – 5:00 p.m.

Campus Store

Monday – Thursday

10:00 a.m. – 4:00 p.m.

Friday

10:00 a.m. – 3:00 p.m.

Monday-Thursday

10:00 a.m. – 4:00 p.m.

Friday

10:00 a.m. – 3:00 p.m.