Greetings!

As Mansfield University prepares to welcome students back to campus for fall, we wanted to send out some communication to make your move-in experience very easy. Please review this email carefully, as it contains a lot of important information.

**MOVE-IN DATES & TIMES**

In order to allow for ease and less congestion during move-in, Mansfield University has staggered move-in for new and returning students over the course of five days. Once residents arrive on campus, rather than going in and standing in line with other students to check-in, there will be a central check-in located at the Alumni Hall Parking Lot. Residents will remain in the car and staff will bring keys and electronic paperwork to the car.

- **New Students (Wednesday, August 18th 8am-6pm and Thursday, August 19th 8am-2pm)**
  - New students include both first-years and transfers.
  - New students will sign up for a 30-minute time slot based on their residential area, and appointments will be limited for each time slot.

- **Returning Students (Friday, August 20th 8am-6pm, Saturday, August 21st 8am-6pm and Sunday, August 22nd 8am-6pm)**
  - Returning students will sign up for a 30-minute time slot based on their residential area, and appointments will be limited for each time slot.
  - Returning students who have a first-year or transfer sibling may sign up for a time slot at the same time as their sibling by contacting housing@mansfield.edu to submit a request.

**SIGN UP FOR MOVE-IN**

To select a move-in time, all students must use the following links and schedule an appointment. Before signing up for a time slot for move-in, each student must read and accept the Housing Agreement Addendum, as well as the Disciplinary History Questionnaire. This step is required for all students – you will not be permitted to live on-campus without having this signed. To complete this form, please follow the steps below:

- Log on to My.Mansfield and select the link to MyHousing
- Select the “Applications” link at the top of the screen
- Choose “Housing Agreement Addendum” and “Disciplinary History Questionnaire” from the drop-down menu
- Read Each and Complete

Once you have signed both the Addendum and Questionnaire, you may now sign up for a move-in time. Please choose the link that applies to you:
If necessary, Student Living staff may adjust a student’s time slot if a new or returning student signs up for the wrong time slot. These appointments will be cancelled and you will be asked to pick a new time. If a student needs to change a time slot, please go back to the link to cancel the original time and choose a new time. Students will be permitted to choose or change their time slot 24 hours in advance of scheduled move-in. **If the date and time you prefer is not available, send an email to housing@mansfield.edu and we will work with you.**

**Please note:** If you are part of the groups moving in early, you do not have to use this link to sign up for a move-in time, as your group organizer or coach sends us the complete list of who is scheduled to come in, when. The following groups will be moving in early:

- Resident Assistants
- Summer Student Workers (currently residing in Hickory Hall)
- Field Hockey
- Cross Country
- Soccer
- Marching Band
- Gateway Students & Mentors
- TRiO

If your group is not on the list, check with the group organizer or coach for verification. You may also email housing@mansfield.edu with any questions or concerns.

**MOVE-IN PROTOCOLS**

In order to ensure that our new and returning Mounties arrive as safely as possible, the following protocols have been put into place:

- **What to Bring** – Before loading your car, review the “MU Essentials Check List” for details on what to pack, and what to leave behind! **Please note: ONLY 3M Command Adhesive products are permitted to hang items on the walls and must remain on walls for proper removal by Maintenance Staff.**
- **Central Check-In** – Once residents arrive on campus, rather than going in and standing in line with other students to check-in, there will be a central check-in located at the Alumni Hall Parking Lot. Residents will remain in the car and staff will bring keys and electronic paperwork to the car.
• **Testing** – Testing of students living in the residence halls will be required prior to moving in. This is completed using a Rapid Antigen Test, which takes approximately 15 minutes to complete. Fully vaccinated students who show proof of vaccination are not required to test for the COVID-19 virus, as long as they are symptom free.

• **Face Coverings** – Mansfield University has revised its masking protocols in relation to CDC guidance and recommendations of the PA Department of Health. At this time, masks are optional for individuals who are fully vaccinated. Individuals who are fully vaccinated (two weeks after their final dose of a COVID-19 vaccine) may resume activities on campus without wearing a mask or physical distancing. Individuals who are fully vaccinated may, of course, wear a mask if they so choose. **Please note:** The University may adjust its masking guidance in response to changing conditions on campus and/or in the surrounding community.

• **Guest Privileges** – Students are permitted to bring guests to help them move into their rooms, as long as they follow our policies and procedures while visiting campus, including any guidelines in place within the [Health & Safety Plan](#). During the regular semester, guests will be permitted inside the residence hall spaces based on the Guest and Visitation Policies found within the [Residence Hall Handbook](#). **Please note:** This policy is subject to change as the University modifies operation in response to the evolving COVID-19 situation. The most current policy will be posted at the main entrances and elevators of each residence hall, so pay close attention when entering the buildings.

• **Unloading Area** – Once students have completed the check-in process, they will be directed to designated unloading areas in close proximity to their halls for move-in. Once the vehicle is unloaded, it will need to be moved to the designated parking lot (T-2).

• **RA Assistance** – Resident Assistants (RAs) are student leaders in Student Living, who have been thoroughly trained and are skilled in assisting students with this transition. RAs will be available for assistance and to answer questions throughout the move-in process. Please seek out these student leaders with general questions and inquiries regarding move-in.

**DINING SERVICES**
We're excited to be introducing our new food service vendor, [Mountie Food Co.](#), to campus and hope you are too! Meal plans begin on Wednesday, August 18th with lunch (11:00am). **Lunch on Friday, August 20th (12:00pm-1:00pm) will be taking place on the Memorial Hall Lawn – the dining facilities will be closed during this time period, so come and enjoy the picnic!** The hours for the all-you-care-to-eat dining facility, Upper Manser, during opening weekend are as follows:

- Wednesday, August 18th – 11:00am-7:00pm
- Thursday, August 19th – 7:00am-7:00pm
- Friday, August 20th – 7:00am-7:00pm
- Saturday, August 21st – 11:00am-7:00pm
- Sunday, August 22nd – 11:00am-7:00pm
MAIL CALL
Each residence hall has a specific street address. Your mailing address consists of that street address, plus the post office box number you are assigned at check in. You just need to insert your post office box number after the #:

- **Oak Hall** –
  64 Morris Drive, #(box number)
  Mansfield, PA 16933
- **Spruce Hall** –
  125 Clinton Street, #(box number)
  Mansfield, PA 16933
- **Sycamore Hall** –
  50 Morris Drive, #(box number)
  Mansfield, PA 16933

Regular mail is delivered daily to your post office box in your residence hall. Packages from USPS, UPS, FedEx and DHL are only delivered to the Campus Post Office, located in **136 Alumni Hall**. When you receive a package, you will receive an email from Mail Services with information needed to pick up your package at the Mail Services Package Pick-Up window located in Alumni Hall. Flowers that are delivered by local florists are also delivered to the Mail Services Package Pick-Up window. Questions regarding mail and packages should be directed to mailservices@mansfield.edu.

MOUNTIE DAYS
Mountie Days takes place during the few days leading up to the start of the fall semester in August. **This is a mandatory program for all new students.** New transfer students and any second-year students not living on-campus last year are also encouraged to attend, beginning with Convocation on Friday, August 20th. Mountie Days is an opportunity for you to get connected to campus, faculty, staff and students while having a GREAT time. More information on what to expect can be found here - [https://www.mansfield.edu/orientation/mountie-days.cfm](https://www.mansfield.edu/orientation/mountie-days.cfm).

Thank you and we look forward to seeing you soon!