

Please review the following information carefully to make your move-in experience very easy:

ASSIGNMENT INFORMATION

First thing is first, please review your assignment information by logging on to your MyHousing. If you should have any questions or concerns regarding your housing assignment or meal plan, please contact us at housing@mansfield.edu.

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.

- **New Students (Wednesday, August 17th and Thursday, August 18th)**
 - New students include both first-years and transfers.
 - New students will sign up for a 30-minute time slot and appointments will be limited for each time slot – you can take as long as you need to complete the actual move-in, but 30-minutes to complete the check-in process.
- **Returning Students (Friday, August 19th through Sunday, August 21st)**
 - Returning students will sign up for a 30-minute time slot and appointments will be limited for each time slot – you can take as long as you need to complete the actual move-in, but 30-minutes to complete the check-in process.
 - 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 complete the Statement of Understanding. This step is **required** for all students – you will not be permitted to live on-campus without having completed this. 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 “Statement of Understanding” from the drop-down menu
- Read and Complete

Once you have signed the Statement of Understanding, you may now sign up for a move-in time. Please choose the link that applies to you:

- [New Students \(first-year students and/or transfer students\)](#)
- [Returning Students \(students already completing at least one semester at MU\)](#)

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.

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. **You will receive a separate link for your specific move-in date.** The following groups will be moving in early:

- Resident Assistants
- Summer Student Workers (currently residing in Hickory Hall)
- Mountie Climbs
- Field Hockey
- Track & Field
- Soccer
- Marching Band
- 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. **Unfortunately, we cannot accommodate anyone not assigned with a specific group to move in early.**

MOVE-IN PROTOCOLS

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

- **What to Bring** – Before loading your car, check out our "[Room Essentials Checklist](#)" 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 Hickory Hall for Early Arrivals and Alumni Hall for all others ([campus map](#)). Once parked, residents will enter either Hickory Hall or Alumni Hall to complete the check-in process.
- **Helpers/Guests** – Students are permitted to bring others to help them move in to their rooms, as long as they follow our policies and procedures while visiting campus.
- **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). Do NOT leave your vehicle parked in the residential lots, you will be ticketed.

- **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

Meal plans begin with lunch on Wednesday, August 17th at lunch (11:00am). **Lunch on Friday, August 19th (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 17th – 11:00am-7:00pm
- Thursday, August 18th – 7:00am-7:00pm
- Friday, August 19th – 7:00am-10:30am, 12:00pm-1:00pm (see above) and 4:00pm-7:00pm
- Saturday, August 20th – 10:30am-2:30pm and 4:30pm-6:30pm
- Sunday, August 21st – 10:30am-2:30pm and 4:30pm-6:30pm

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.

Thank you and we look forward to seeing you soon!