Early Arrival Program

The University of South Alabama’s official Fall Move-In Weekend is scheduled for August 15 - 16, 2015 (Saturday - Sunday). Residence Hall Opening for returning students is scheduled for August 11 - 14, 2015 (Tuesday - Friday). Students are strongly encouraged to arrive during the Saturday of Fall Move-In Weekend if possible, as we are able to provide the best service to you on that day (Jag-Guide assistance, community/hall programming, parking & traffic control, staff availability, & other resources). PLEASE NOTE: For Fall 2015, all students assigned to New Hall and Stokes Hall must check-in on or after Saturday, August 15, 2015 as these buildings will not be ready to accept students prior to this date.

USA Housing & Dining recognizes that some students may need to move in earlier than the scheduled opening of residence halls in order to meet academic or department requirements. An Early Arrival Program is offered for students who have an active Housing assignment & a documented, University-related need to move into their fall housing assignment prior to Residence Hall Opening. Approval for early arrival will be determined by USA Housing & Dining following the guidelines below.

Eligibility
To be eligible for the Early Arrival Program, a student must have an active Housing assignment & meet one or more of the following criteria:

- Student is employed by a program, department, or college that requires them to start working prior to the start of the fall semester.
- Student is associated with a program, department, or college that has invited or requested their participation in a pre-fall semester training or orientation program.

Some of the groups using this service in the past include:

- USA Marching Band
- USA Athletic Groups (i.e. Football, Soccer, Track & Field)
- USA Academic Programs (i.e. Engineering, Nursing, Honors, Bridge)
- Orientation Leaders

Costs Associated With Requests?
$12.75 nightly rate for all approved early residence hall move-ins will be charged starting from the date of arrival until the date the halls open (see Early Arrival Nightly Rate Sheet (/housing/pdf/nightlyrate.pdf)).
charge is to cover the cost of staffing, services, & utilities required to accommodate early move-ins. Any students who are required to return to campus prior to the scheduled opening of residence halls should keep this charge in mind.

All requests received after July 15th will be subject to a late charge of $100.00 in addition to the $12.75 nightly rate. All early arrival charges will be assessed to the students’ account (PAWS) unless the sponsoring department/unit requests to be billed for the charges.

Instructions

For Individual Residents - Deadline is July 15th
Eligible students (based on the above criteria) who have confirmed their need to arrive early for fall move-in with their employer or the USA program inviting them to participate in pre-fall quarter training or orientation programs should submit a request online.

- The student will receive an e-mail to their University email account outlining the status of their request.
- For those receiving approval, the e-mail will include specific instructions for their early move-in (including check-in date, time, & key pick-up location).
- If you are unsure of your status, please contact us by e-mail (housing@southalabama.edu) or by phone at 251-460-6185.
- Students who wish to be considered for the early arrival program after the July 15th submission deadline may still submit their request. If approved, the student will be subject to a late charge of $100.00 in addition to the $12.75 nightly rate.

For Members of a USA Group or Department - Deadline is July 15th
Eligible members (based on the above criteria) interested in requesting an early fall move-in should contact the program coordinator for their group for information about early arrival. The program coordinator for the group may then submit the request for all eligible group members to USA Housing & Dining. If the program coordinator instructs you to submit your own request, please follow instructions above for individual residents.

For Members of the USA Jaguar Marching Band who will be living on-campus
Students who will be living in on-campus housing & who are in the Jaguar Marching Band:

- Make sure you have completed the online Intent Form for the Jaguar Marching Band
- Please do not fill out an early arrival request form (found on this page) for band camp
- The Jaguar Marching Band will submit your early arrival paperwork for you
- The Jaguar Marching Band will pay for your early move-in fees
- For more information, call 251-460-6136

Special Notes and Considerations

Please review all of the following carefully before submitting your Early Arrival Request

- I am aware the deadline for submission of a Fall Early Arrival Request to Housing & Dining is July 15th
- I understand I will be charged at a rate of $12.75 per night if my request is approved
- I understand I will be subject to a $100.00 late charge in addition to the nightly rate if my request is received on or after July 15th.
- I am aware not all requests to arrive early can be granted as some rooms are unavailable until the standard Move-In weekend. If this applies to my room I will be notified via University email that I cannot participate in the Early Arrival Program after USA Housing & Dining has processed my request.
- I understand the earliest move-in period for residents in this category will be August 15, 2015.
- If I am approved for an early arrival, I am aware that many services may not yet be fully operational. In some instances, I may need to adjust my schedule or find alternative options until the residence halls are officially open. For instance, the on-campus dining locations do not open until Saturday, August 15th at 4:00PM.
- I understand Early Arrival housing is a privilege offered as a convenience to students.
- I understand if I withdraw from the program/event that necessitated my early arrival, I will no longer
be eligible to arrive early.

- I am aware that during the Early Arrival period I am responsible for the terms and conditions outlined in my signed Residence Hall Contract.
- I further understand that I will be expected to abide by all housing Community Standards and I am aware that violations of such may result in disciplinary action.
- **I understand that during the Early Arrival period, overnight guests are not permitted.**
- If I will be sharing a room, I will remember that my roommate(s) will be joining me in a few days and understand that USA Housing & Dining strongly recommends that I wait to make final decisions regarding sleeping spaces & furniture configurations until my roommate(s) arrive & decisions can be made jointly.
- I am aware building maintenance, including painting and final cleaning may be ongoing in the residential communities during the Early Arrival period.

Go to [http://www.southalabama.edu/departments/housing/earlyarrival.html](http://www.southalabama.edu/departments/housing/earlyarrival.html) to complete Early Arrival Form. This form is an example.

### Early Arrival Form

<table>
<thead>
<tr>
<th>* Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Name</strong> *</td>
</tr>
<tr>
<td><em>(First, M., Last)</em></td>
</tr>
<tr>
<td><strong>Student ID Number</strong> *</td>
</tr>
<tr>
<td><em>(J00......)</em></td>
</tr>
<tr>
<td><strong>Permanent Address</strong> *</td>
</tr>
<tr>
<td><em>(Street/P.O. Box and City, State Zip)</em></td>
</tr>
<tr>
<td><strong>Home Phone #</strong></td>
</tr>
<tr>
<td><em>(xxx-xxx-xxxx)</em></td>
</tr>
<tr>
<td><strong>Cell Phone #</strong> *</td>
</tr>
<tr>
<td><em>(xxx-xxx-xxxx)</em></td>
</tr>
<tr>
<td><strong>Semester of Request</strong> *</td>
</tr>
<tr>
<td><em>(Which of these semesters are you requesting to arrive early for?)</em></td>
</tr>
<tr>
<td>Fall</td>
</tr>
<tr>
<td>Spring</td>
</tr>
<tr>
<td>Summer</td>
</tr>
<tr>
<td><strong>Reason for Request</strong> *</td>
</tr>
<tr>
<td>What University-related need requires you to move into your fall housing assignment prior to Residence Hall</td>
</tr>
</tbody>
</table>