

## RLFYE Coronavirus (COVID-19) Memo – Sent to all residents

Good afternoon, Chapman residents –

I have no doubt that the last day and a half have been quite stressful for many of you. Since yesterday's campus announcement about the shift to remote instruction, our team has been working diligently to get as many answers to your questions as possible. While we don't have answers to everything yet, please continue to ask questions – the situation remains fluid, as is the information we have available to provide you.

Please read through the message below (including any links, as relevant) to help clarify information regarding housing at Chapman right now and moving forward this semester. For the most up-to-date information about coronavirus from the University, visit the [Coronavirus: Updates and Resources webpage](#). For frequently asked questions about Coronavirus and the University response to it, visit the [Coronavirus: Frequently Asked Questions](#) webpage.

### **What do I need to do right now?**

Fill out the [Resident Status Form](#) to help us plan for operations over the next eight or more weeks. Part of filling out this form is deciding if you are going to follow the campus recommendation to go home or to stay in your current residential assignment.

### **Am I required to move out of Chapman housing right now?**

While you are not required to move out of Chapman housing, the University is strongly encouraging students to return home immediately for the duration of remote instruction. If you choose to leave the area, you can either remove all of your belongings and officially check out, or you can leave your belongings in your room.

### **How do I officially check out?**

To fully check out, you will need to move all of your items out of your room and leave your space clean. We have equipped our staff to conduct checkouts, starting tonight at 8 p.m. Please [sign up for a checkout appointment in your building](#) so we can ensure we have staff available. Soon, we will have an express checkout option available by each hall office in the building lobby in case staff are not available when you need to check out.

Upon checkout, you will lose access to your room, exterior building doors, and your resident meal plan (as applicable). If you choose to officially check out, you will be refunded the prorated costs for both room and board (i.e. resident meal plans). The actual refund amount depends on your check-out date, but the estimated refund is about half your costs for the semester.

### **What resources are available for me to move out?**

Our official storage partners, [Dorm Room Movers](#), has offered to help with your move-out during the recent changes in the academic schedule. We are confirming upcoming **FREE** pickup dates (tentatively Sat 3/14, Sun 3/15, and Mon 3/16) for anyone who needs to store items immediately. We are working on additional pickup dates as needed. Storage pricing is per box or non-boxed item per semester.

What's included:

- Picked-up and delivered by professional movers.
- \$100 coverage per box or unboxed item.
- Climate-protected storage and 24/7 security.



[Learn more and register](#) on the Door Room Movers website to get moving. Please note that Dorm Room Movers is an official campus partner, but any agreement with them is made solely between you and the company. We do not have control over their business policies or service availability.

**What happens if I leave campus, but choose to leave some or most of my things in my room?**

You will continue to have access to your building and to your room or apartment if you choose to return to campus to officially check out or if in-person instruction resumes. Room costs will remain on your student account. Please understand that any items left in your room or apartment are at your own risk. We encourage you to have an insurance policy that covers your items while you reside in Chapman housing.

If you have a resident meal plan, we will refund you the prorated cost while your plan is not in use. For example, if you left next week and did not use your meal plan again until May, we would refund you the approximately six weeks that you did not use your plan.

**What happens if I choose to continue to live in Chapman housing?**

If you choose to live in Chapman housing, please remember that one of the primary goals of transitioning to remote instruction is to minimize social gatherings or the possible spread of COVID-19. Be thoughtful about how you interact around your community and continue to follow public health guidelines for hygiene, illness, and self-care.

Remember that all student conduct policies and expectations still apply to your community living experience. If you choose to engage in disruptive, harmful, or destructive behavior, campus policies will still be enforced. Without a need to continue to live in Chapman housing, especially egregious behavior may result in the immediate loss of housing privileges.

Currently all dining operations around campus remain normal. Please understand that some services and resources may be limited now and in the future. While the University continues to remain open for general operations, the situation may change rapidly. Some changes that you may need to anticipate include:

- Slower or limited response for minor facilities or custodial issues
- Limited community engagement programming and education
- Limited response for resident lockouts or other non-urgent requests
- Limited or closed retail food options and limited Randall Dining Commons hours

Finally, while we hope that we do not need to take such action, there is a possibility that we could choose to consolidate remaining residents to a few residential building locations. For the safety and care of both our residents and facilities, it is highly risky to leave any building significantly under-occupied. We would only make this choice as extraordinary measure to protect our campus community.

**What about Panther Housing Selection for 2020-2021?**

For students who applied for Panther Housing Selection 2020-2021, modifications to the process are underway. Changes and updates will be communicated as they develop. Please continue to keep a close eye on your Chapman email.

**What if I still have other questions?**

Please continue to check the [Coronavirus: Updates and Resources webpage](#). For frequently asked questions about Coronavirus and the University response to it, visit the [Coronavirus: Frequently Asked Questions](#) webpage. We are also posting housing-specific information to the [Residence Life and First Year Experience website](#).

In addition to these online resources, we are extending our main office coverage from 8:00 am to 8:00 pm Monday through Friday. We can be reached at 714-997-6603 or [reslife@chapman.edu](mailto:reslife@chapman.edu). Your live-in



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## Student Affairs

Residence Life and First Year Experience

professional staff members (Area Coordinator, Resident Director, or Residential Graduate Assistant) are also available to answer questions. For any emergency situations or questions after regular business hours, please contact Public Safety at 714-997-6763 to be transferred to one of our on-call staff.

Best of luck with your transition to remote learning! Continue to look for updates, and we will continue to work to provide you with timely and accurate information as we have it.

Sincerely,

**Dave Sundby** (he, him, his)

Director

Residence Life and First Year Experience

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