

# STEPS TO A SUCCESSFUL MOVE-IN DAY @ UWSP

Building: \_\_\_\_\_ Room: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_  
Move-In Time: \_\_\_\_\_

We will have **many** trained volunteers who will help unload vehicles, load blue carts, and carry furniture and other belongings. Volunteers are essential to a quick and smooth move-in day. Please take advantage of these wonderful volunteers and **please accept this help!**



**Remember to bring your PointCard!**

PointCard Office is located @ 601 Division Street.

## PRIOR TO MOVE-IN DAY

- Confirm building and room assignment in the housing portal, plus your move-in date and time
- Review the move-in map for your building, parking zones, and the cart/recycling tents
- Check with roommate(s) for when they plan to arrive and what they plan to bring
- Review the Packing List (pack light)— make sure you pack your PointCard (student ID)

## ON MOVE-IN DAY

- Arrive on campus at the beginning of your move-in appointment and pull into the unloading zone closest to your assigned residence hall
- Student (and any helpers) will be greeted by a **Pointer Pal** in a neon vest who will welcome you to campus and give a quick overview on our process  
*arrival time, building/room, and a contact phone number will be noted on each vehicle so we can keep track of whose vehicles are in the unloading zones*
- Student enters their residence hall to check in with their PointCard (or other ID) at the front desk
- Students will be issued a key that unlocks their room and opens their mailbox  
*after checked in, the PointCard will allow a student to access their building*
- While the student is checking in, helpers/family members can go to the nearest tent location to borrow one or two blue carts  
*someone will need to leave an ID to check out cart(s), will be traded back upon cart return*
- Students are allowed 10-15 minutes to unload and then will be asked to move their vehicle(s) to a short-term or long-term parking lot—**use those volunteers to help speed up the process!**  
*we will have more students arriving every 20 minutes, so it's important that vehicles get unloaded and moved out of the way as quickly as possible*
- Before setting up their room, students should return the blue carts back to the tent so the carts may be used by other students moving in
- Adjust loft to desired height—refer to the Loft Instructions sheet for more information
- As students are unpacking, organizing, and decorating, we ask that extra cardboard boxes are broken down and neatly stacked **outside in a recycling tent**
- Once the student is moved in and settled, visit one of the photo booths for a snapshot and then guests can be on their way home—*students will have supper with other students from their floor*
- Remember! **Students must attend a mandatory floor meeting** within their building; watch for signs and/or talk with the RA

**Students will have other required activities this evening. Check Pointers Week Schedule.**