

Official Start of Semester Move in Dates

Fall Semester

- **New Students** – New students move into their dorm on the Friday before classes begin between 9 am and 12 pm.
- **Continuing Students** – Continuing students move on the Saturday before classes begin in between 9 am and 7 pm. Continuing students should notify their RA with their arrival time if they are moving in after 12 pm on Saturday or at a later date and time.

Dates will be posted on the Academic Calendar.

Spring Semester

- **New Students** – New students move into their dorm on the Sunday before classes begin on Monday between 2 pm and 5 pm.
- **Continuing Students** – Continuing students should return to campus before classes begin. Students should complete the check-out form accurately, so Student Life staff knows when students are returning to the residence halls.

Early Move-In Policy

Overview

This policy outlines the procedures and guidelines for students who wish to move into campus housing before the official move-in date. Early move-in is considered a privilege and is granted under specific circumstances. All requests for early move-in are subject to approval and are not guaranteed.

Eligibility Criteria

Students may be eligible for early move-in if they meet one or more of the following criteria:

1. **Distance Considerations:** Students with permanent addresses more than 1000 miles from campus may request early move-in. A student may arrive as early as the Wednesday before the first day of classes. The student will need to complete the Early Move In form.
2. **International Students:** International students may request early move-in due to travel constraints. They may arrive as early as the Wednesday before the first day of classes.
1. **Fall Athletes:** Fall athletes do not need to complete the early move in form. The athletic director will approve teams and the team's coach will provide the Student Life Office with the names of students returning for practice. Fall athletes move in on the Monday three weeks before classes begin between 9 a.m. and 12 p.m. If unable to move in on this date, athletes should adhere to the official move-in schedule.
2. **Out of Season Athletes:** If the Athletic Director has approved an out of season athletic team to return for player led practices, each player returning must complete the Early Move In form. They may arrive as early as the Wednesday before the first day of classes.
3. **On-Campus Employment:** Students who have on-campus jobs that require them to start work before the official move-in date may request early move-in. The student's supervisor must verify the dates of employment via email to the Student Life Office.
4. **Approved Student Groups:** Students participating in approved programs, such as orientation leaders, resident assistants, or other pre-arranged campus activities, do not need to request early move-in individually. The group's faculty or staff sponsor will coordinate with Student Life

Ineligibility for Early Move-In

Early move-in requests are typically denied for the following reasons:

- Accommodating personal vacation schedules.
- Simply because a roommate has been approved for early move-in.
- Transportation preferences that do not align with the official move-in schedule.

APPLICATION PROCESS

Before applying for early move in, a student must complete the following:

- The student must have completed all Student Life forms which could include the Emergency Contact, Meal Plan Selection, Vehicle Registration/Waiver, Health Insurance Waiver/Enrollment, and Medical Record & Immunization Information.
- The student must have a schedule.
- The student must have financial arrangements made with Student Accounts to pay their bill or a payment plan set up.
- **Application Submission:** Eligible students must submit an Early Move-In Request form via the housing portal by August 1 for the fall semester and January 1 for the spring semester.
- **Approval Notification:** Students will receive notification of their request status (approved or denied) via Johnson email. Approval is contingent on space availability and meeting the outlined criteria.
- **Cancellation:** Approved students can cancel their early move-in request up to one week prior to their scheduled arrival without penalty. A \$25 cancellation fee applies thereafter.

Fees

- **Standard Early Move-In Fee:** A fee of \$50 per night will be charged for each night a student stays before the official move-in date. The fee is billed to the student's account.
- **Late Application Fee:** Students who submit their request after the August 1st/January 1 deadline will be charged a \$50 administrative fee.
- **Penalty for Unauthorized Arrival:** Students arriving without prior approval or without 48 hours notice will be charged a one-time \$100 penalty in addition to the \$50/night fee.
- **Waivers:**
 - Students with permanent addresses more than 1,000 miles from campus may be eligible for a 50% off/night fee waiver if they follow the application process as outlined.
 - Approved out of season athletes may be eligible for a 50% off/night fee waiver if they follow the application process as outlined.

Special Exception

Faculty and Staff Requests: Faculty, staff, or Pioneer College Caterers may request students to return as early as the Wednesday before the start of school to assist with school start-up activities. Such students will not incur early move-in fees. Arrangements will be handled by the requesting employee, who will notify the student of their move-in date and time.

Accountability

Students who are approved for early move-in are expected to adhere to all campus policies and guidelines which can be found in the Student Handbook.

This policy ensures that the early move-in process is fair, consistent, and aligned with the institution's needs and capacity to accommodate students.

Johnson University

Early Move in Request Form

Before applying for early move in, a student must complete the following:

- You must have completed all Student Life forms which could include the Emergency Contact, Meal Plan Selection, Vehicle Registration/Waiver, Health Insurance Waiver/Enrollment, and Medical Record & Immunization Information.
- You must have a schedule.
- You must have financial arrangements made with Student Accounts to pay their bill or a payment plan set up.

Full Legal Name: _____

ID Number: _____ **Johnson Email:** _____

Reason for Early Move in Request:

- Distance Consideration - Where are you traveling from (City & State)? _____
- International Student - Where are you traveling from? _____
- Out of Season Athlete – Which sport? _____
- Other with Explanation: _____

Requested Move in Date: _____

Requested Move in Time: _____ **Note:** Moving in after 7 pm incurs an additional \$50 fee.

Mark that you have read and understand the following:

- I am responsible for transportation to Johnson University, including transportation from the airport.
- Since I am arriving before the meal plan begins, you must pay out of pocket for meals on campus or purchase food off campus. Lunch and supper will be served in the dining room with limited hours.
- By signing this document, I am responsible for the information in this document and following campus policies and guidelines which can be found in the Student Handbook.

Student Signature

Date

OFFICE USE ONLY: Approved Denied Approved by Initials: _____ Date: _____

Number of Early Days: _____ Circle one: at \$50/night at \$25/night Total: _____

Unauthorized Arrival: Additional Fee of \$100 Total: _____

Drop and Run: Fee of \$50 After hours arrival: Fee of \$50 Other: _____ Total: _____ Grand Total: _____

Fee Entered into J1 by Initials: _____ Date: _____

Early Move in Date Entered into J1 by Initials: _____ Date: _____