



April 22, 2020

Greetings SAU Scholars,

It is our hope that you and your families are safe and healthy as we all move through the current responses to the COVID-19 health emergency. Saint Augustine's University has developed a move-out process and plan for you to return to campus to pick up your belongings from 8 a.m. – 5 p.m., May 11 – May 22, 2020.

All residential students must complete and submit the Move-Out form by 5:00 p.m. on Thursday, April 30, 2020. This information is crucial in order to provide the appropriate number of time slots to best accommodate all students who will be coming back to campus.

Please follow the steps below to ensure a safe and smooth move-out process:

- Complete the form [here](#).
- Each resident will have EXACTLY one hour and forty-five minutes (1 hour and 45 minutes) to move-out.
- Checkout appointments may not occur at the same time for roommates and/or suite-mates.
- Students are limited to two guests to help them move out. There is a limit of 2 cars per student to assist with the move-out.
- You will need to follow special precautions due to the nature of this year's move out process and all persons entering the building must wear a mask or have a face covering.
- Students must complete the check-out form and leave their key with the Resident Director.
- Card access will be active only during the move-out appointment.
- Students are not required to clean their rooms, however, they must discard all unwanted items in the dumpsters.

Students will receive a move-out appointment email outlining your specific date and time including instructions for parking from the Resident Director. If your circumstances change because of illness or unforeseen circumstances after you have signed up for an appointment, contact your Resident Director

via email or phone and we will work through the options together.

Thank you for your patience and if you have any questions, please contact your Resident Director at:

Barbara Broadaway – [bdbroadaway@st-aug.edu](mailto:bdbroadaway@st-aug.edu)

Teasia Gist – [tlgist@st-aug.edu](mailto:tlgist@st-aug.edu)

Tyril Stokes – [tnstokes@st-aug.edu](mailto:tnstokes@st-aug.edu)

Jay Cee Sanders - [jcsanders@st-aug.edu](mailto:jcsanders@st-aug.edu)

Be safe and see you soon,

*Ann Brown*

Dean of Students

919.516.5083

[Abrown@st-aug.edu](mailto:Abrown@st-aug.edu)