

**From:** TCU Housing  
**Date:** Tuesday, April 21, 2020 5:00 PM  
**To:** TCU Residential Students  
**Subject:** Residence hall move-out planned for May 16-29

Dear resident students,

I hope this email finds you well as the semester is coming to a close and we look forward to summer sessions. Registration for summer classes begins this week, and Wednesday, April 22, is room selection day for those of you who are selecting housing for next year. We continue to keep your needs in mind as we plan for next steps.

Many of you still have belongings in your residence hall, apartment or chapter house. Earlier this month we wrote to you that move-out options were being considered, and today I am writing to share the plans.

While the COVID-19 situation continues to change daily, move-out is planned for May 16 – 29. TCU continues to closely follow guidelines from the State of Texas and City of Fort Worth. Moving is deemed an essential activity and with close adherence to social distancing guidelines and careful planning and precautions, we believe we may assist you with the move out process while keeping everyone safe.

If you are unable travel to campus to gather your belongings, we have arranged moving and storage options for you. It is imperative that we clear our halls to prepare for the fall, but we stand ready to assist if you have a special circumstance.

**Please see below for instructions regarding move-out, May 16-29:**

**1. Sign up for a move-out day and time:**

Beginning Friday, April 24, log in to [my.tcu.edu](https://my.tcu.edu) and go to the *Housing* tab. There you will be able to sign up for a move-out day and time that works for you.\*

**2. Help us with safety measures:**

Please note that **we will limit the number of people in the halls each day for your safety** and for the well-being of TCU staff who will be on site as you gather your belongings. We ask that you please wear a face mask and gloves during move-out. Thank you in advance for taking these precautions and adhering to social distancing guidelines to help stop the spread of COVID-19.

**3. TCU ID card access:**

TCU ID card access is currently turned off for security reasons. When you arrive on your selected move-out date and time, TCU staff will be on site in the lobby of each hall and you will have access to your building. Please remember to bring your room key and your student ID.

**4. Moving and storage options:**

There are three moving and storage company options for those of you who want or need assistance with gathering and/or storing your belongings. Please go to the [TCU Housing website](#) to view more details on the options listed below.

- a. **Full-service packing, storage and shipping:** [USS](#) will provide packing, storage and shipping options. If you contract with USS, you will not need to be present to use their service. TCU staff will grant access to buildings and rooms to fulfill the service.
- b. **Packing and summer storage:** [Dorm Room Movers](#) and [College Truckers](#) provide packing and summer storage. We are working with these companies to have boxes delivered and waiting for you when you arrive. You must be present to pack boxes; these companies will pick them up from you and take to summer storage.

*Please note that these three companies have contracts with the University. Each has all the proper insurance and meets all the necessary guidelines to conduct business on campus. No other companies will be allowed access to TCU residence halls, so please do not contact any other company for moving and storage.*

\*We know that some people may need an alternate date outside of our designated move-out days. We understand, and we are happy to work with you. Please contact the TCU Housing office by email at [housing@tcu.edu](mailto:housing@tcu.edu) and we will assist you. **If you have other special needs related to your move out date and time, please contact the Housing office and we will do our best to accommodate you.**

Thank you for your continued patience as we work to best serve our Horned Frog family during this time.

*Craig*

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