



Residential Student Instructions

Residents Not Currently Registered to Live in Innovators Hall

Those students who made the decision not to return to campus after Reading Days will receive a refund for 6 weeks of housing.

Those students who are not currently in Innovators Hall may retrieve their belongings, so long as, doing so is not in conflict with federal and state orders or guidance on social distancing and travel. Residents who are currently out of state are advised to delay the retrieval of their belongings at this time. Residents who would prefer delaying retrieval of their belongings or who have already removed all their belongings are asked to please add your name and current contact information to this [list](#).

In order to access the building and retrieve your belongings you must have an appointment and your party maybe no larger than 3 including yourself. The appointment schedule runs from April 6-20, the appointment will be for 3 hours. An appointment for ONE resident of each floor will be available for each timeslot. This process ensures social distancing in the apartments, in the hallways, and the elevators. Your key fob will be scheduled to provide access only during the scheduled timeslot. For your safety and the safety of the community at large, individuals who arrive unscheduled will not be provided access to the building. Hand sanitizer will be available at the front desk, disinfecting cleaners will be available at the front desk (to wipe down items at the front desk, elevator buttons, and or door handles in common areas), and hand washing materials will be available in the public restrooms on the first floor (turn left past the front desk). Everyone is encouraged to wash your hands frequently while accessing campus.

- Please sign up for a time [here](#) (Please sign up at least 24 hours prior to your time so that your key may be turned back on to ensure you have access to the building)
- The express checkout process will be used for all residents. Envelopes will be taped to your door upon your return with your name on them. Students will put their key fob, room key, and mailbox key in the envelope and write their name and room number on the envelope and return it to a box behind the front desk. An electronic express sign out sheet will be sent to all residential students via their CapTechU emails. You MUST fill one out and email it to residencelife@captechu.edu . All check outs will be express there will be no contact with a staff member.

Residents Currently Registered to Live in Innovators Hall

Those students who made the decision to return to campus after Reading Days will receive a refund for 3 weeks of housing, provided they vacate the building by Sunday, April 5. Students who intend to remain in the building after April 5 must resubmit a registry to remain on campus. The registry will be considered a request to stay and will be reviewed by a panel of campus staff. Students requesting to stay due to work obligations must provide documentation from a supervisor. Students requesting to stay because they do not have Internet service at home must provide a letter from a parent or guardian. Students who live out of state or who have no other place to go do not need to provide documentation. The form and documentation must be emailed to studentlife@captechu.edu by April 3. Requests will receive an approval or denial by Tuesday, April 8. The registry form can be found [here](#) (please fill out the form and then save it to your computer before attaching, simply sending once filled in will not save your info and the form will be sent blank).

- Students who are not approved must vacate the building within 48 hours of receiving notice of the denial and will receive a refund for 2 weeks of housing.
- Students who are approved will not receive a refund and will be billed the summer rate for housing beginning April 26. (\$250/week for a single room, all rooms will be single over the summer. Applications for summer housing can be found [here](#).)