Resident Move-In Guide
Thursday, August 20, 2015

ONLY NEW Transfer Students - East Hall, West 1, & Webster Village Apartments

During the hectic first days of college, we would like to make your move onto the Webster University campus easy and efficient. On Thursday, August 20, 2015, Orientation Leaders (OLs), Residence Life Staff, and other volunteers will be assisting you with moving in. To facilitate getting your things unloaded and up to your room as quickly as possible, we have established steps for you to follow to ensure an easy move-in process.

**Important things to remember in preparation:**
- Before you arrive at Webster University, make sure you label all your belongings and boxes with your name and room number.
- Use the campus map to help you navigate around campus: [http://www.webster.edu/campusmap/index.html](http://www.webster.edu/campusmap/index.html).
- Signs will be posted around the University in order to direct you to where, when, and how to move about the campus.

**Areas list above:** move-in times are from 9am until 3pm on Thursday, August 20th. Please plan to arrive during this allotted time period. (If you do not arrive on Thursday, please follow direction for Friday check-in).

**Here is how it will work on August 20:**
1. East Hall: When you arrive to campus, enter on Hazel Avenue off of Garden Ave and proceed to the Circle in front of East Hall.
2. WVA & West 1: When you arrive to campus, enter the WVA lot off of Garden Ave and proceed to the Circle in front of West Hall or park near your building in the WVA.
3. Walk up to the Orientation staff member (Gold Shirt), and receive check-in information. They will direct you to West Hall (#34 on the map).
4. The **student** should go inside West Hall to begin the check-in process, please bring a **Photo ID**. A **parent/guardian or friend** should stay with the student’s belongings; this person should know the student’s room number.
5. Volunteers will assist in unloading the student’s belongings to marked loading zones.
6. After checking in with housing staff, you should immediately go unlock your room, and check the condition of the room, so volunteers can place your belongings in the student’s assigned space. **East Hall** (#7 on map)
7. After the vehicle is unloaded, please immediately relocate it to the Garden Park Plaza Parking Garage (#10 on map).

**ALL NEW TRANSFER STUDENTS:** Visit the Check-in & Resource Fair for New Student Orientation:
After getting your items into your room, it is very important to stop by “Check-in & Resource Fair” located in the University Center where you will find important information about university departments, setting up your Webster e-mail, parking, and checking in with the Orientation Staff. It is important that all new students check in with Orientation Staff at “Check-in & Resource Fair” so they do not miss out on necessary information about Welcome Weekend activities.

We look forward to seeing you soon!

*For additional questions please contact:*
East Hall Map
NEW Transfer Students - East Hall, West 1, & Webster Village Apartments

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Important things to remember in preparation:

• Before you arrive at Webster University, make sure you label all your belongings and boxes with your name and room number.
• Check out our policies and procedures to make sure you don’t bring something that isn’t allowed: [http://www.webster.edu/documents/housing/moving/what_to_bring_reshalls.pdf](http://www.webster.edu/documents/housing/moving/what_to_bring_reshalls.pdf).
• Use the campus map to help you navigate around campus: [http://www.webster.edu/campusmap/index.html](http://www.webster.edu/campusmap/index.html).
• Signs will be posted around the University in order to direct you to where, when, and how to move about the campus.

West Hall 1st Floor move-in times are from 12pm until 3pm on Thursday, August 20th. Please plan to arrive during this allotted time period. (If you do not arrive on Thursday, please follow the directions for Friday check-in for Returning Students to West 1.)

Here is how it will work on August 20, Move-In Day Instructions:

1. When you arrive at campus, enter through the raised gate of the Webster Village Apartments off of Garden Ave.
2. Drive up to the Orientation staff member (Gold Shirt), and receive check-in information. They will direct you to West Hall (#34 on the map).
3. The student should go inside West Hall to begin the check-in process, please bring a Photo ID. A parent/guardian or friend should stay with the student’s belongings; this person should know the student’s room number.
4. Volunteers will assist in unloading the student’s belongings into marked loading areas.
5. After checking in with housing staff, the student should immediately go unlock his/her room, and check the condition of the room, so that volunteers can place his/her belongings in the student’s assigned space.
6. After the vehicle is unloaded, please immediately relocate it to the Garden Park Plaza Parking Garage (#10 on map).

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After getting your items into your room, it is very important to stop by “Check-in & Resource Fair” located in the University Center where you will find important information about university departments, setting up your Webster e-mail, parking, and checking in with the Orientation Staff. It is important that all new students check in with Orientation Staff at “Check-in & Resource Fair” so they do not miss out on necessary information about Welcome Weekend activities.

We look forward to seeing you soon!

For additional questions please contact:
Housing and Residential Life at 314.246.4663 or housing@webster.edu
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Important things to remember in preparation:

- Before you arrive at Webster University, make sure you label all your belongings and boxes with your name and room number.
- Check out our policies and procedures to make sure you don’t bring something that isn’t allowed: http://www.webster.edu/documents/housing/moving/what_toBring_reshalls.pdf.
- Use the campus map to help you navigate around campus:
- Signs will be posted around the University in order to direct you to where, when, and how to move about the campus.

Webster Village Apartments move-in times are from 9am until 3pm on Thursday, August 20th. Please plan to arrive during this allotted time period. (If you do not arrive on Thursday, please follow direction for Friday check-in for Webster Village Apartments.)

Here is how it will work on August 20, Move-In Day Instructions:

7. When you arrive at campus, enter through the raised gate of the Webster Village Apartments off of Garden Ave.
8. Find parking in the WVA Lot (Lot N) if available.
9. Walk up to the Orientation staff member (Gold Shirt), and receive check-in information. They will be located near West Hall (#34 on the map) and will direct you to the check-in location there.
10. The student should go inside the West Hall to go through the check-in process with staff.
11. After checking in, the student should immediately go unlock his/her room and check the condition.
12. Volunteers may be available to assist in unloading the student’s belongings to marked loading zones.
13. After the vehicle is unloaded, please immediately relocate it to the Garden Park Plaza Parking Garage (#10 on map). This will allow parking space to open up for other residents to move in.
14. If you arrive when the after 4PM and check-in is closed, please call the RA on-call at 314-565-9146 to assist you.

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Webster Village Apartments Map