

Resident Move-In Guide
Thursday, August 18, 2011
West Hall

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 18, Orientation Leaders (OLs), Residence Life Staff and volunteers will be assisting you with moving in. To help the process of getting your things unloaded and up to your rooms as quickly as possible, we have established steps for you to follow to ensure an easy move-in process.

West Hall move-in times are from 9am until 4pm. Move-in for West Hall will occur by floor based on your room assignment. You may arrive at anytime during the two hours allotted for your floor. Check when you can move in using the chart below:

Floor:	West 4 th Floor	West 3 rd Floor	West 2 nd Floor	West 1 st Floor
Time:	9:00-11:00	11:00-1:00	1:00-3:00	2:00-4:00

Here is how it will work on August 18:

1. When you arrive to campus, enter through the gate of the Webster Village Apartments off of Garden Ave. Look for the “orientation logo,” (the logo is on the map at the end of this guide).
2. Drive up to the Orientation Leader with the green shirt, and receive a check-in card. They will direct you to West Hall (#38 on the map).
3. The **student** should go inside West Hall to begin the check-in process. 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 to marked loading zones.
5. After checking in, the student should immediately go unlock his/her 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 (#34 on map).

Visit the One Stop Shopping area:

After getting your items into your room, it is very important to stop by “One-Stop Shopping” located in the University Center where you will find important information about banking, 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 “One Stop Shopping” so they do not miss out on necessary information about Welcome Weekend activities.

Important things to remember in preparation:

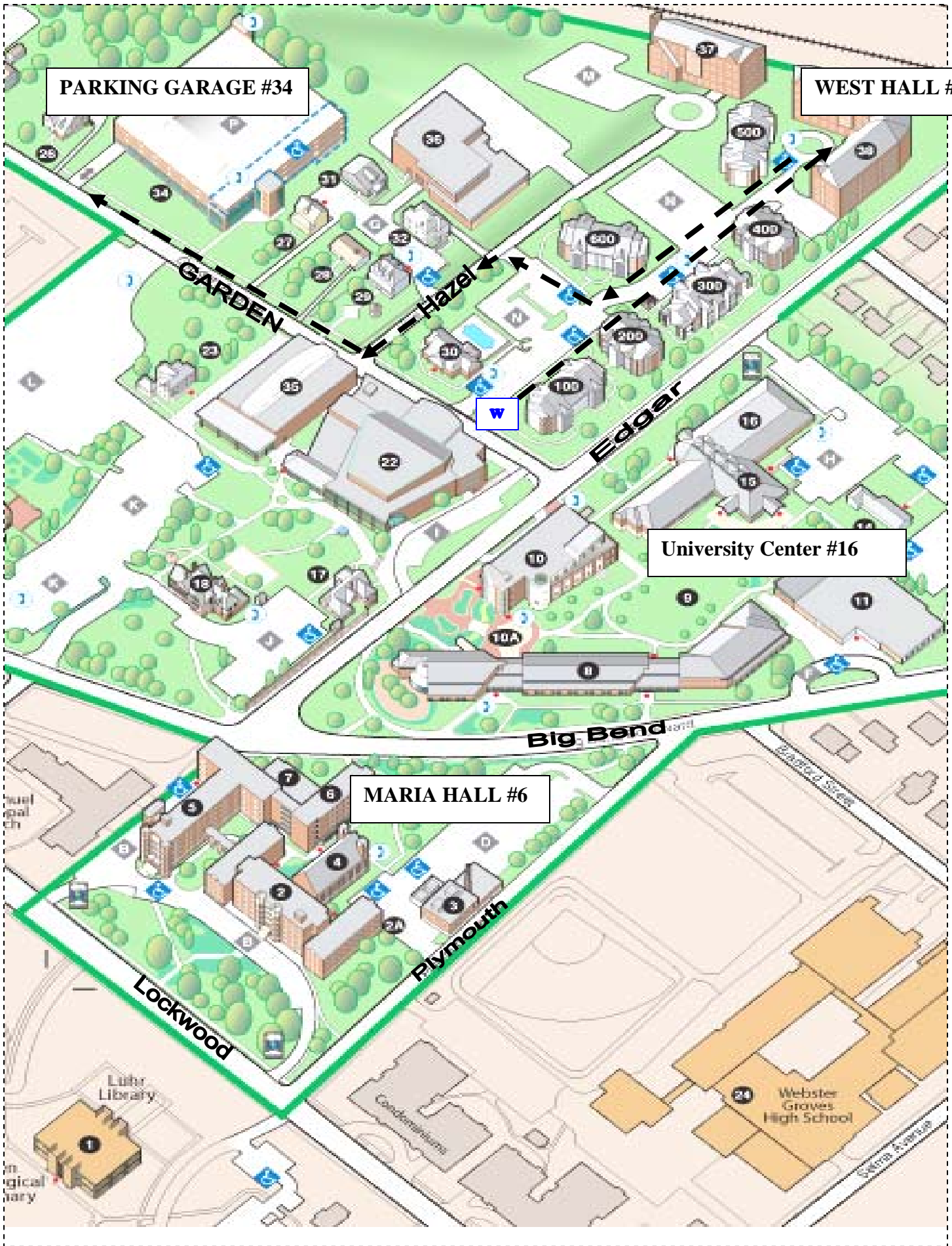
- Before you arrive at Webster University, make sure you label all your belongings and boxes with your name and room number.
- Check out our handbook’s policies and procedures to make sure you don’t bring something that isn’t allowed: http://www.webster.edu/housing/housing_forms.shtml.
- Organizing move-in by floor helps with traffic flow, so please stay within your allotted time.
- Use the campus map to help you navigate around campus: <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.

We look forward to seeing you soon!

For additional questions please contact:

Orientation Staff at 314.246.7666

Housing and Residential Life at 314.246.4663 or housing@webster.edu



PARKING GARAGE #34

WEST HALL #38

GARDEN

Hazel

Edgar

University Center #16

Big Bend

MARIA HALL #6

Lockwood

Plymouth

Madison Street

Webster Graves High School

Osborn Avenue

Luhr Library

Concessions

Biological

W