

March 20, 2020

Students,

As the email from President Nunes indicated, CIA has made the decision to continue the remainder of the semester on-line. For students in the residence halls, we are requesting that if you are able to leave campus, that you do so as soon as possible.

For students who are currently on campus, whether you are now leaving or have specific reasons for needing to remain on campus, [I will ask that you click this link and fill out the following form immediately](#). For those that have reasons for needing to remain, housing staff will review and confirm your stay within 24 hours.

**All checkouts will be done by express check out, meaning your RA does not have to physically check you out of your space.** You simply just move your things out of the hall, remove any food and trash, and leave campus.

**E 117 Apartments:**

If you live in E117, you will find envelopes slid under your door. I will ask that you place your keys in the envelope, write your name and apartment number on the envelope, and place them in the outgoing mail slot of the mailboxes on the first floor.

**Uptown Residence Hall:**

If you live in Uptown, since you do not have any additional keys, you may leave upon removing all items.

**Where to park:**

**E117**

Starting this weekend, we have asked facilities to lift the gates to the faculty staff lot to provide more parking for parents and students who are moving the remainder of their things out.

**Uptown**

You may park behind Uptown Residence Hall. This is a pay lot, but the first ½ hour is free.

**Suggested timeframe**

You may begin moving out today and my hope is that for those that are not approved to stay, you will be out by March 25th.

**Cleaning**

Because of this unprecedented event, we are asking students to move out as quickly as possible. We understand that the spaces may not be as tidy as they would during normal circumstances. However, we do expect that you will remove items, garbage, and food from your suites.

## **Damages**

While we are not going to assess for damages immediately, if you are worried about any damages, please feel free to take a photo for your records. We will also take photos when we begin this process.

## **If you have equipment from check out**

If you have equipment from the check out that you will not need for the remainder of the semester, you can leave that in your room when you leave. We just need to know that you are doing that and what it is.

## **Students who did not return to campus after Spring Break**

For students who did not return to campus after spring break, we will ask that you contact your Hall Director, [bacoy@cia.edu](mailto:bacoy@cia.edu) for E117 and [nmgrimes@cia.edu](mailto:nmgrimes@cia.edu) for Uptown if you want to return to get your things sooner rather than later.

We will ask that those who have been in contact with someone with coronavirus to communicate with us about your status as we do not want you to be on campus until your quarantine period is over.

You need not worry about your things as we will keep them in place for a later time when we are able to resume normal activities. The priority is for students who are currently on campus, and can move home, to do so. The idea is to maintain physical distancing from one another in an effort to minimize contact.

If you have additional questions, please feel free to contact me or your Hall Director/Residence Life Coordinator.

We understand that this is a stressful time and we appreciate your continued patience as we continue to navigate this together.

Stay safe and continue to maintain good health habits.

Dr. Matthew Smith  
Director of Student Life + Housing  
Cleveland Institute of Art