

Subject: Retrieving your Personal Belongings

Dear Resident Student:

Thank you for your patience and understanding as we work out logistics related to MCLA's move to remote instruction and close residence areas for the remainder of the semester. This email addresses the processes for scheduling an appointment to retrieve your belongings from your residence.

1. Retrieving Your Personal Belongings from MLCA Residence Areas

You will be able to schedule a time to remove your personal belongings from Friday, March 20 through Friday, March 27 between 9 a.m. and 6 p.m. This appointment process has been created to adhere to social distancing guidelines set by the U.S. Centers for Disease Control (CDC).

We are asking that you only bring ONE person with you to help you move out. Please limit interpersonal contact when you check in for your appointment. **Because MCLA must follow social distancing guidelines, it is very important for you to not come to campus at a time for which you are not scheduled, and to arrive on time for your scheduled appointment.** Please pack and leave your residence area as swiftly as possible so we can maintain the scheduled appointment times. If you use a key to enter your residence area and have not yet turned it in, please bring it back with you.

If you cannot schedule an appointment during this time period, please contact MCLA Residential Programs and Services at 413-662- 5249 or rps@mcla.edu as soon as possible so we can accommodate you.

Berkshire Towers Residents:

- **If you live in Berkshire Towers- A Tower**, schedule an appointment here: <https://bt-atower-moveoutappt.youcanbook.me>
- **If you live in Berkshire Towers- B Tower**, schedule an appointment here: <https://bt-btower-moveoutappt.youcanbook.me>

Please don't forget to bring your keys back to campus with you.

Hoosac Hall Residents:

All Hoosac Hall residents can schedule appointments here: <https://hh-moveoutappt.youcanbook.me>

Please don't forget to bring your keys back to campus with you.

Flagg Townhouse Residents:

- **If you live in T1 - T36**, schedule an appointment here: <https://th-t01-t36-moveoutappt.youcanbook.me>
- **If you live in T37 – T64**, schedule an appointment here: <https://th-t37-t64-moveoutappt.youcanbook.me>
- **If you live in T65 – T88** can schedule an appointment here: <https://th-t65-t88-moveoutappt.youcanbook.me>

Townhouse residents will need to pick up their apartment and room keys in the Greenhouse before proceeding to their apartments to pack their belongings.

2. Waiver Request to Live on Campus for Remainder of Semester

We will be reviewing all requests to remain on campus once classes resume remotely on March 30, with a very limited set of criteria for exceptions. These criteria are based on guidance from the Massachusetts Department of Higher Education (DHE) and are designed to make sure we adhere to CDC and Massachusetts Department of Public Health (DPH) guidelines.

If you have an extraordinary situation that you believe necessitates that you live on campus for the rest of this semester, you may request an exception by completing this [Waiver Request Form](#).

If you have questions about the move-out process, please email RPS@mcla.edu or call 413-662-5249.

If you have questions about the exception process, please call my office at 413-662-5231.