

Dear Residents,

As you have recently been informed, the university will be delivering academic instruction solely on-line through the end of the spring 2020 semester. As a result of this decision, and in accordance with guidelines from the CDC concerning social distancing during a pandemic event, all students living in a residence hall on campus are encouraged to move back to their permanent residence for the remainder of the semester. This notice applies to all residents of Chokka-Chaffa, Briles, Pontotoc, Pesagi, Tiger Commons, and Stadium.

For students who wish to stay on campus:

Any student with special circumstances that cannot find a suitable alternative to their residence hall can request to continue to live on campus. Please inform us if you are needing to remain on campus by completing the following form: <https://forms.gle/NT5MMMkbGBbtBksv6> Be advised that if you are to stay on campus you may be relocated to a different residence hall.

For students who wish to check out of their room:

If you wish to check out of your residence hall/apartment please complete the following form in order to schedule your expected check out date and sign our Express Check Out Agreement: <https://forms.gle/WPfo7F1mHSaNohSo7>

To complete a proper checkout, kindly follow the instructions bellow.

1. Complete the Check Out form listed above
2. Remove everything from your room and close/lock the window.
3. Clean your room completely and arrange your furniture to the original set up.
4. Lock your bathroom door and turn out all lights.
5. Kindly place your room key/ mail box key on your desk in your room.
6. Close and lock your bedroom door.

For those students who are unable to come to campus to gather their things, but still wish to check out of their room, please email housingresidencelife@ecok.edu in order for us to discuss options with you about how to retrieve your belongings.

Housing and Residence Life is working towards addressing pro-rated refunds due for housing and dining charges to students moving from the residence halls. Additional information will be forthcoming as these decisions are being finalized. Early contract termination fees have been suspended at this time. **However, please note that failure to complete our check out expectations may impact your refund and/or result in additional fines.**

Please accept our thanks for your understanding of this rapidly evolving situation. Any question you have may be sent to housingresidencelife@ecok.edu . The safety, health and well-being of our students is our top priority and is the reason for taking this action.

Sincerely,

Housing and Residence Life

580-559-5602

housingresidencelife@ecok.edu