



STUDENT AFFAIRS

Housing & Residence Life

# COVID-19 Move-Out Process

*To help with a smoother transition for moving-out, please follow the steps based on what option works best for you & your family.*

*The options are as follows:*

## I am a...

### **Resident of a Residence Hall, FSL Chapter, or Campus Apartment:**

1. I let TCU Housing know via the Housing portal in [My.TCU](#) starting at 10:00am (CST) on Friday, April 24. (The move-out dates are May 16-29).
2. If I am using [USS](#), [Dorm Room Movers](#) or [College Truckers](#), I will register with their website for their services.
3. I drive on campus and pull up to the hall during my designated time slot.
4. I go to my hall wearing the gloves, masks and move-out supplies I brought with me.
5. I move my belongings out.
6. I put my TCU issued keys in the Express Checkout envelope located at the front desk.
7. I complete the QR code form located at the front desk. If I do NOT have my key, I will note that on my express checkout form
8. I leave campus and travel safely.

### **Resident of GrandMarc or Village East:**

1. I let TCU Housing know via the Housing portal in [My.TCU](#) starting at 10:00am (CST) on Friday, April 24. (The move-out dates are May 16-29).
2. If I am using [USS](#), [Dorm Room Movers](#) or [College Truckers](#), I will register with their website for their services.
3. I drive on-campus and pull up to the hall during my designated move-out time slot.
4. I go to my apartment wearing the gloves, masks and move-out supplies I brought with me.
5. I get an activated key fob/door access code from the property office, if needed.
6. I move my belongings out.
7. I put my bedroom/fob/mailbox keys in the Express Checkout envelope in the Mailroom for GM or Leasing Office for Village East.
8. I complete the QR code form at the above locations. If you do NOT have your key(s), note that on your checkout QR code form
9. I leave campus and travel safely .

## Contact Information:

### **Fraternity & Sorority Life**

Email: [greeklife@tcu.edu](mailto:greeklife@tcu.edu)

Phone#: 817-257-7281

### **GrandMarc**

Email: [grandmarctx@greystar.com](mailto:grandmarctx@greystar.com)

Phone#: 817-924-2900

### **TCU Housing**

Email: [housing@tcu.edu](mailto:housing@tcu.edu)

Phone#: 817-257-7865

### **Village East**

Email: [leasing@villageeastcu.com](mailto:leasing@villageeastcu.com)

Phone#: 817-862-7468



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## I am...

### **Using Dorm Room Movers OR College Truckers to Pack and Ship/Store and I will be present on campus:**

1. I let TCU Housing know via the Housing portal in [my.tcu.edu](https://my.tcu.edu) starting at 10:00am (CST) on Friday, April 24. (The move-out dates are May 16-29).
2. I let [Dorm Room Movers](#) OR [College Truckers](#) know I need their services through their website.
3. I drive on campus and pull up to the building during my designated time slot.
4. I go to my hall wearing the gloves and masks and moving supplies I brought with me.
5. I meet Dorm Room Movers or College Truckers at my room to collect my boxes and remove all other belongings from the room I put my keys in the Express Checkout envelope located at the front desk.
6. I complete the QR code form located at the front desk. If I do NOT have my key, I will note that on my express checkout form.
7. I receive a tracking number from Dorm Room Movers or College Truckers for shipped items or notification of my stored items making it to the storage facility.

### **Contact Information:**

**TCU Housing**

Email: [housing@tcu.edu](mailto:housing@tcu.edu)

Phone#: 817-257-7865



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*The options are as follows:*

## I am...

### **Using USS to Pack and Ship/Store and will NOT be present on campus:**

1. I let USS know I need their services through their website.
2. I participate in a video call with a USS worker to identify my belongings.
3. I send all my TCU issued keys to the HRL address including your name and TCU ID Number. Ship to TCU Housing, TCU Box 297360, Fort Worth, TX 76129.
4. I complete the checkout QR code via the link from TCU Housing upon my items being shipped.
5. I receive a tracking number from USS for shipped items or notification of my stored items making it to the storage facility.

### **If I do NOT Make Contact with TCU Housing:**

1. TCU Housing will email anyone who has not communicated by May 18th, requesting notification.
2. TCU Housing will call anyone who has not communicated by May 25th.
3. USS will pack and store the student belongings at the student's expense once roommate belongings have been cleared of rooms.

## **Contact Information: TCU Housing**

Email: [housing@tcu.edu](mailto:housing@tcu.edu)

Phone#: 817-257-7865



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## I am...

### **Currently living on campus & am registered with TCU Housing**

1. I can move out any time after exams have completed.
2. Once my items are out of my space, I will turn in my key through an Express Checkout Envelope located at the front desk or in the Mailroom for GM or Leasing Office for Village East.
3. I scan the QR code at the front desk and complete my checkout document.
4. I leave and travel safely.

## **Contact Information:**

### **TCU Housing**

Email: [housing@tcu.edu](mailto:housing@tcu.edu)

Phone#: 817-257-7865



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## I am...

### requesting Summer Residency or Summer Storage

1. Summer Storage is an option for ONLY those who are returning to their same space in GrandMarc or Village East.
2. The summer housing application will open at 10:00am (CST) on Monday, April 27. Students will go to the Housing Portal on [my.tcu.edu](https://my.tcu.edu) to submit their application for summer storage or summer residency.
3. If a student needs summer residency, they will select the dates on the session selection page.
4. If a student needs summer storage, they will select the "Other" box on the session selection page and in the field, write summer storage.

## Contact Information:

TCU Housing

Email: [housing@tcu.edu](mailto:housing@tcu.edu)

Phone#: 817-257-7865