

Subject: Remote Instruction Period Residence Hall Closing & Available Options

RESIDENCE HALL CLOSING INFORMATION DURING REMOTE INSTRUCTION PERIOD

As I am sure many of you are aware, Winthrop University residence halls will remain closed after Spring Break for the two week remote instruction period from Sunday, March 22 until Sunday April 5. This decision was made for the health of the Winthrop University community.

RESIDENCE HALL CLOSURE FOR THE REMOTE INSTRUCTION PERIOD ALSO APPLIES TO COURTYARD AND RODDEY RESIDENTS. UNLIKE UNIVERSITY BREAK PERIODS, YOU WILL NOT BE ABLE TO ACCESS YOUR RESIDENCE HALL AFTER 2:00 PM ON MARCH 22ND UNTIL 2:00 PM ON APRIL 5TH.

Please keep in mind:

1. You will not be able to access your residence hall after 2:00 PM on March 22nd.
2. Residence halls, **including Courtyard and Roddey** will reopen after the remote instruction period on Sunday, April 5th at 2:00 PM.
3. Please take all the items you need to complete your online studies, including books, notebooks, calculators, etc.
4. If you have an extenuating circumstance that requires you to be back on campus, this may be granted for limited exceptions. Any requests will be reviewed on a case by case basis. Please follow the instructions at the end of this email to complete an application for residence hall access consideration. You must be granted permission to return during this period, **otherwise you will not have access to your residence hall**. If you are given permission to return to your residence hall during the remote instruction period, only essential campus services will be available. Please keep in mind:
 - a. Dining services will be available, but on a more limited basis than during normal operation.
 - b. Residents are not permitted to have guests at any time during this period.**
 - c. Even though the residence halls are locked, the university is not responsible for residents' property. Please take all valuable items home with you to prevent theft or loss.
 - d. Some residence halls may be offline and you may be moved to other housing facilities.
 - e. All requests to return during the remote instruction period will be reviewed and students may receive requests for additional information.
5. Even if you have already **registered to remain on campus during Spring Break**, you **MUST** complete the form (instructions below) if you need to remain in **Courtyard or Roddey** during the remote instruction period.

TO BEGIN THE REMOTE INSTRUCTION PERIOD HOUSING REQUEST APPROVAL PROCESS:

- **LOG ON TO WINGSPAN**
 - **UNDER “STUDENT TOOLS” CLICK ON “EAGLESNEST HOUSING”**
 - **THEN CLICK ON “REMOTE INSTRUCTION PERIOD STAY REQUEST”**
 - **THE DEADLINE TO COMPLETE THE REMOTE INSTRUCTION HOUSING REQUEST IS 5:00 P.M., TUESDAY, MARCH 17, 2020**
- **Approval for Courtyard and Roddey residents is NOT Automatic.** If approved, you will receive an approval email, which you must have available (either in print or on your phone) when questioned.

OPENING INFORMATION

Residence Halls will reopen at 2 p.m. on Sunday, April 5, 2020. You will not be able to access the residence halls before that time.

We understand your concerns regarding costs associated with housing and food service disruption and will be providing additional information as soon as possible.

Throughout Spring Break and the remote instruction period, please continue to follow “[Steps to Prevent Illness](#)” as recommended by the [Centers for Disease Control and Prevention](#).

Thank you,

Department of Residence Life