Housing Move-in Steps

Before Arrival Day
1. Connect with Roommate/Housemates
2. Update Weekend of Welcome registration on MySSU
3. Pack additional COVID-19 items found on the housing website
4. Complete the Pledge, medical form and parking permit form on MySSU
5. Download the ‘SSU app’ so you can follow the WOW schedule and links to virtual events

Day of Move-in
1. Arrive at scheduled appointment time. Limit two guests. (All must wear masks)
2. Remain in car and pull into upper level parking lot in front of the Morris University Center. Look for tents.
3. Answer health questions and temperature check by staff member
4. Receive Welcome packet (must register for WOW)
5. Pick up SSU Student ID. If you haven’t submitted your photo for your SSU ID, email lblanton@shawnee.edu for a new upload link.
   - Check your SSU email for a message from “Salutations from Online Photo” to upload your student ID photo
6. Proceed to assigned apartment and receive apartment key from Resident Assistant
7. Unload belongings and set-up space
8. Family farewells
9. Attend virtual or in person Weekend of Welcome activities

Outside Move-In Tents:
1. Department of Public Safety-Student Parking Permits
2. Spirit Shop - purchase SSU masks and apparel

Other Business:
1. Student Business Center (Financial Aid, Registrar and Bursar)
   - Morris University Center, 2nd Floor // Monday-Friday 8:00 a.m. to 4:30 p.m., Saturday, August 22, 11:00 a.m. to 3:00 p.m.
2. Barnes and Noble Bookstore
   - Morris University Center // Monday-Friday 10am - 5pm, Saturday 11:00 a.m. to 3:00 p.m. & Sunday 1:00 p.m. - 5:00 p.m.
3. Information Technology Services (ITS) -
   - See ITS Support for Students document in your housing packet if you need technical assistance. ITS Service Desk is located on the ground floor of the Clark Memorial Library. Open Monday – Thursday 9:00 a.m. - 5:00 p.m. & Friday 9:00 a.m. - 4:00 p.m.
   - Look for the ITS Service Desk Tent in front of the Library (weather permitting) at the start of the semester.