

June 30, 2020

Dear Students and Families,

Last week, President Barry sent out the first of a series of communications to guide you through the campus check-in and move-in process. We write to you today to share information regarding **how you can register for a specific check-in day and time**. Please read this information carefully and contact the Office of Student Affairs if you have any questions. We can be reached at studentaffairs@ab.edu or 304.457.6213.

All students must self-register for a check-in period by selecting a specific day and time period. Each check-in period is staggered and has a limited number of student slots available to minimize wait times, avoid unnecessary crowding, and to maximize social distancing. If your preferred check-in period is filled, you will need to select a different option. **Students can only move in during the designated periods and after they have completed the check-in process, which includes an on-campus test for the presence of the COVID-19 virus.** If you arrive outside of your assigned time slot, you will be asked to wait off campus until it is safe to check in.

Please click one of the links below to register for your specific check-in period, according to your student classification. You can arrive on campus and begin the check-in process at any time during this period. (For example, if you register for an 8 a.m. – 11 a.m. period, you can arrive on campus and check in at any time during this 3-hour window). Please refer to the attached instructions for more detailed information about how to register for a check-in period.

[Commuting Students and Residence Life Staff](#)

Friday, July 24

- o 8 a.m. – 11 a.m.
- o 1 p.m. – 4 p.m.

Saturday, July 25

- o 8 a.m. – 12 p.m.

[Returning Students and International Students](#)

Saturday, August 1 (*NOTE: Priority check-in for International Students*)

- o 2 p.m. – 6 p.m.

Monday, August 3, and Tuesday, August 4

- o 8 a.m. – 11 a.m.
- o 1 p.m. – 4 p.m.
- o 5 p.m. – 7 p.m.

Wednesday, August 5; Thursday, August 6; and Friday, August 7

- o 5 p.m. – 7 p.m.

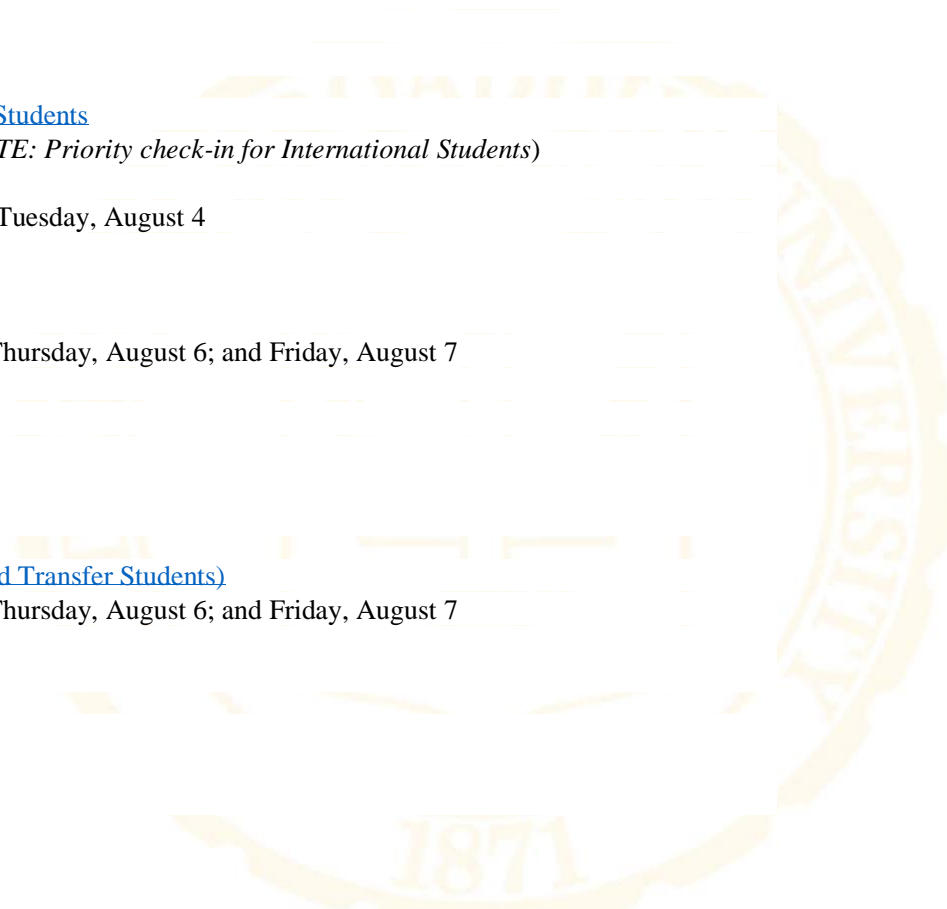
Saturday, August 8

- o 8 a.m. – 11 a.m.
- o 1 p.m. – 4 p.m.
- o 5 p.m. – 7 p.m.

[New Students \(First-Year Students and Transfer Students\)](#)

Wednesday, August 5; Thursday, August 6; and Friday, August 7

- o 8 a.m. – 11 a.m.
- o 1 p.m. – 4 p.m.



Move-in and Check-in Special Instructions:

- You can arrive on campus at any time during your designated time slot. If you arrive on campus outside of your designated time slot, you will be asked to wait off-campus until it is safe to begin the check-in process.
- Students may only bring two (2) guests to assist with check-in and move-in.
- You and all guests are strongly encouraged to wear a mask or face covering while on campus.
- Upon arrival, report directly to the check-in table in Burbick Hall (signs will be posted directing you) so you can begin the check-in process.
- If you will be living on campus, you cannot move into your room until you have completed the check-in process.

We look forward to welcoming you to campus in a few weeks. Please contact the Office of Student Affairs if we can assist you in any way.

Sincerely,

The Office of Student Affairs Team

studentaffairs@ab.edu

304.457.6213

STEP 1: Read the instructions for the registration. Click “Read More” to see the entire set of instructions.

The screenshot shows a Doodle registration page for Alderson Broaddus University. The page title is "Check-in Registration for RETURNING & INTERNATIONAL students" by Alderson Broaddus University, posted 4 days ago. The page includes navigation links for "Sign up", "Log in", and "Create a Doodle". A "Add to Slack" button is also present. The main content area contains several paragraphs of instructions:

- A location pin icon indicates the registration is at Burbick Hall.
- A hamburger menu icon indicates that the registration is for returning and international students only.
- A paragraph states that all students are required to register for a check-in period and that they cannot move into their residence hall until they have completed the process, including being tested for COVID-19.
- A paragraph explains that to enhance health and safety, there is a limit to the number of students per check-in period, and users must select an available period.
- A paragraph instructs users to register with their full legal name.

A yellow arrow points to the "Read more" link at the bottom of the instructions. Below the instructions, there are additional details: "All times displayed in America/New York" and "Only you and Alderson Broaddus University can see your vote and comments."

STEP 2: Click the arrow next to the dates to see all check-in periods.

To enhance the health and safety of the campus community and visitors, there is a limit to how many students can register for each check-in period. Please select an available check-in period that fits your schedule. You cannot select a check-in period if no student slots remain.

To register for a check-in period, type in your FULL LEGAL NAME (no nicknames or initials, please) and select a check-in period and click SEND below.

As a reminder, students are limited to no more than TWO guests to assist them with the check-in and move-in process. It is strongly encouraged that everyone wears a face covering.

Report directly to the check-in table when you arrive on campus to begin the check-in process. There will be signs posted to direct you there. Room keys will not be issued to students until they have completed the check-in process.

Show less

🕒 All times displayed in America/New York

👁️ Only you and Alderson Broaddus University can see your vote and comments.

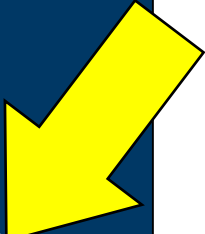
Table Calendar

	Aug 1 SAT 2:00 PM 6:00 PM	Aug 3 MON 8:00 AM 11:00 AM	Aug 3 MON 1:00 PM 4:00 PM	Aug 3 MON 5:00 PM 7:00 PM	Aug 4 TUE 8:00 AM 11:00 AM	Aug 4 TUE 1:00 PM 4:00 PM	Aug 4 TUE 5:00 PM 7:00 PM	Aug 5 WED 5:00 PM 7:00 PM	Aug 6 THU 5:00 PM 7:00 PM
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< Turn on calendar sync Login first >

Send
Cannot attend

Contact the poll creator



STEP 3: Select a check-in period and type in your FULL NAME (No initials or nicknames, please). Click the green "Send" button to confirm your registration.

Note: The registration page will not allow you to select a check-in period once all student slots have been filled. You will need to select an alternative period if there are no slots available during your preferred period.

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Show less

All times displayed in America/New York

Only you and Alderson Broaddus University can see your vote and comments.

Table Calendar

Aug 1	Aug 3	Aug 3	Aug 3	Aug 4	Aug 4	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 8	Aug 8
SAT	MON	MON	MON	TUE	TUE	TUE	WED	THU	FRI	SAT	SAT	SAT
2:00 PM 6:00 PM	8:00 AM 11:00 AM	1:00 PM 4:00 PM	5:00 PM 7:00 PM	8:00 AM 11:00 AM	1:00 PM 4:00 PM	5:00 PM 7:00 PM	5:00 PM 7:00 PM	5:00 PM 7:00 PM	5:00 PM 7:00 PM	8:00 AM 11:00 AM	1:00 PM 4:00 PM	5:00 PM 7:00 PM

AB STUDENT

Turn on calendar sync
Login first

✓ 1 Send

Enter your FULL NAME

Select your check-in period

Click SEND to complete your registration