All residential facilities will be open for check-in on Sunday, August 30 from 8:00 am – 5:00 pm.

1. You will receive your key and all check-in information at your respective residence facility.
   a. Check-in stations will be open until 5:00 pm at the following locations:
      - North Lodges - Briar Lodge unit 1
      - South Lodges - Sunset Lodge unit 5
      - Townhouses - Highland 8
      - LLC - 3rd floor lobby/recreation room
      - Willow Hall - lobby
   b. Anyone arriving between 5:00 pm – 9:00 pm can acquire their key by contacting a residence staff member in the respective residence facility. Contact information will be posted in the locations above.
   c. Residents will not be able to check in after 9:00 pm.

2. Do not park near any residential facility until classes begin; these areas will initially be reserved for loading and unloading only.

3. When you check in, you will receive your room key, your student ID (if not a returning student), and instructions for picking up your mailbox key. If you are a new student, you will receive your mailbox assignment at this time.

MEAL PLAN INFORMATION
Meal plans begin with brunch on Sunday, August 30.

EARLY ARRIVAL NOTICE
Unless arriving early for an approved University function, students will not be permitted to check in before the time outlined above. No exceptions will be made due to the on-going orientation activities and arrival of the First-Year students which requires all staff to focus on the first-year halls. As such, no upperclass residential facilities will be open for check-in prior to Sunday, August 30.

Students who need to arrive early should plan on reserving space at a local hotel or make other arrangements.

MAILING INFORMATION
Inform your correspondents to address your mail as follows:

<table>
<thead>
<tr>
<th>Regular Mail (U.S. Postal Service)</th>
<th>Packages (UPS, FedEx, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line #1  Your Name</td>
<td>Line #1  Your Name</td>
</tr>
<tr>
<td>Line #2  UPJ BOX (YOUR MAILBOX #)</td>
<td>Line #2  UPJ BOX (YOUR MAILBOX #)</td>
</tr>
<tr>
<td>Line #3  P.O. BOX 1200</td>
<td>Line #3  450 Schoolhouse Rd</td>
</tr>
<tr>
<td>Line #4  Johnstown, PA  15907-1200</td>
<td>Line #4  Johnstown, PA  15904</td>
</tr>
</tbody>
</table>

ROOM CONDITION REPORTS
When you check into your room, you will be given a copy of your Room Condition Report (RCR). This document lists the current condition of the University items in each room. It is very important that you review this document. When you check out of your room, Residence Life staff will compare the condition of your room against the RCR. Any issues that are found with the condition of the room or the items in that room will be charged back against the student as a damage charge. To keep you from being charged inappropriately, it is important that you review the RCR for accuracy. You will have the opportunity to edit your RCR during the first few days after you move in, but not after.

Questions or Comments? Contact us at 814-269-7115, or upjohnl@pitt.edu.