



The following information has been developed to assist with planning your departure. Please review the information in its entirety. An FAQ has been created to address additional questions you may have. If you still need assistance, contact us at reslife@scrippscollege.edu

Wednesday, March 18 ALL RESIDENCE HALLS CLOSE AT 5 P.M.

All residential Scripps students are expected to leave Scripps, unless approved to remain on campus. Requests to stay must be submitted via your [housing portal](#). The deadline to submit requests is **Friday, March 13 at 11:59pm.**

Items should be packed with the understanding that you may not be returning to campus. The College has decided to store items you are unable to take home, and you should assume you will not have access to those items until you are permitted to return. Those items should be packaged, clearly labeled, and left in your room. Boxes will be provided (if needed) and stored in the living rooms of our residence halls. Markers will also be provided so that you can print the information legibly on your belongings, as this will be used to store and retrieve your items. All items to be stored must be boxed or packed in luggage or storage bins and labeled with the following information:

First & Last Name
Student ID
Current Building & Room Number
Number of items to be stored (i.e. 1 of 2, 2 of 2)

When you are ready to leave, place your key in the checkout envelope, complete the information on the envelope and place in a key drop-box. Drop-boxes are in select living rooms and at the entrance of the Office of Student Engagement (OSE). Envelopes will be placed in the living rooms and available for pickup at OSE (during business hours only). Keys can be dropped at the following locations: GJW, Schow, Toll, Browning, Frankel, Kimberly, Revelle and OSE.

Except for students with permission to remain on campus, **swipe access to residential spaces will be removed on Wednesday, March 18** at 5 p.m. from all student accounts, including students who are currently living off campus.

Students remaining on campus will be relocated as we will be consolidating remaining students into fewer residential facilities. Selected facilities will be those that allow College to best comply with public health recommendations for social distancing.

Out of an abundance of caution, we are asking families to not come to campus to help their student move. The College will provide assistance to students needing it.

In addition to packing, please ensure the following procedures are followed:

- Empty waste bins and recycling bins and take to dumpsters. Do not place in hallways, bathrooms or kitchens.
- Dispose of all perishable food in your room.
- Defrost and unplug your refrigerator before your departure. Those who have Microfridge rental units should clearly identify their unit as a rental and leave in their room. Contact reslife@scrippscollege.edu to receive a rental label. Personal refrigerators should be taken home or stored.
- Pack all medications and essentials to take with you. **Entrance to residence halls will be restricted once the halls have closed.**
- Make sure to have all bicycles are registered with TFH and stored in the bike sheds. **Bicycles should not be stored in residence halls for any reason.**
- SCRIPPS RESERVES THE RIGHT TO ENTER STUDENT ROOMS DURING BREAK FOR STORAGE, MAINTENANCE AND INSPECTION PURPOSES.
- If you have items in campus storage (TFH), you must retrieve those items by 6pm on Friday, March 13.

Automobiles

If you are leaving your car on campus, close all windows and set your alarm if you have one. Be sure your car is registered with Campus Safety and that the registration permit is showing. Vehicles should be moved to the Tiernan Garage before your departure.

Bicycles

All bicycles must be stored in bike sheds and have up to date registration (current student and registered as a Scripps bike). Scripps registration can be obtained at TFH. Scripps registration ID is mandatory in order to store in a Scripps bike shed. Registration ID should be clearly visible on the bicycles. Bicycles with expired registrations or no registration at all may be cut and removed from Scripps bike sheds.

Early Departures

If you have already left campus, please contact our office to discuss your options.

Storage

If you would prefer to arrange your own storage, please contact our office so that we can provide you with instructions for drop off and pick up times/locations. Items stored by Scripps College are not accessible until a return date has been established.

Shuttle Services

To assist with your departures, the college has arranged shuttle service to surrounding airports (Ontario and LAX). A shuttle schedule will be provided, and reservations will be taken by Facilities on a first -come-first-served basis. To make a reservation, contact Fatima Alt, falt@scrippscollege.edu