



# Residence Life Check-In Process

Students will report to the Saulsbury Campus Center -201 W. University Blvd. Odessa, Texas 79764.

Outside of normal business hours, residents should report to the Residence Life Office - 2311 Andrews Highway, Odessa, Texas 79761.

## Fall 2024 Move-In Schedule

<b>New Resident Move-In</b>	<b>Friday, August 16<sup>th</sup></b>	8:00 AM to 5:30 PM
<b>Returner Move- In</b>	<b>Saturday, August 17<sup>th</sup></b>	8:00 AM to 5:30 PM
<b>Returner Move-In</b>	<b>Sunday, August 18<sup>th</sup></b>	8:00 AM to 5:30 PM

## WRANGLER EXPRESS CENTER HOURS OF OPERATIONS

Monday – Thursday, 8 AM to 7 PM

Friday- 8 AM to 5 PM

Saturday – 9 AM to 12 PM

### **Step 1: Student Life Table (SCC)**

Residents will check in at the Student Life (SL) table in the Saulsbury Campus Center lobby (SCC) to check the following information:

- Housing application on file
- \$50.00 application fee
- \$200 deposit
- Bacterial Meningitis Vaccine
- Payment plan enrollment or no room and board balance
- Ask students if they chose to pay dorm deposit with an education stimulus grant
- Make sure the SL representative initials your Check-In form

At this station, residents will also receive the Residence Life folder with Check-In Requirements paperwork that must be turned in at the SCC to the SL representative:

- Confidential Contact Information (CCI) form
- Residence Life Agreement (RLA)
- Make sure the SL representative initials your Check-In form

### **Step 2: Advising Center (Available Friday and Saturday only during normal business hours)**

The residents may check their class schedule with an Advisor and make any necessary changes to their schedule.

- Make sure the class schedule is correct
- Make changes
- Get a copy of the class schedule
- Make sure your advisor initials your Check-In form

### **Step 3: OC Wrangler ID (SCC Private Dining)**

At this station, residents will take their photo for their ID and download the ID app on their phone.

- Take picture
- Download app
- Make sure the ID is working on your device
- Make sure a Wrangler Express Center representative initials your Check-In form

Once the resident has completed all the steps above and has initials by each box on the Move-In Check List, they can proceed to the **Residence Life Office**, 2311 Andrews Highway, Odessa, Texas, 79761.

<i>Item Needed</i>	<i>Staff Signature</i>
Check for app fee on file (Res. Life Staff at the SCC Lobby)	
Check for deposit fee on file (Res. Life Staff at the SCC Lobby)	
Check for a zero account balance (Res. Life Staff at the SCC Lobby)	
Check for BMV form on file (Res. Life Staff at the SCC Lobby)	
Fill out the Confidential Contact Information (CCI) form & Student Housing Agreement (SHA) & Submit to Res. Life Staff at the SCC Lobby	
Student ID (WEC Staff at the Zant room upstairs)	
Check with your Student Success Coach ( Zant room upstairs)	
**Optional: Check with financial aid for any financial aid issues.	
**Optional: Complete FERPA forms and Submit to WEC Staff.	

#### **Step 4: Century Commons (CC) Check In**

- **Station 1 - Outside CC:**
  - Resident receives an armband to enter and exit Century Commons (CC) and or Wrangler Hall (WH)
    - This armband must remain on throughout check-in until Monday, August 19<sup>th</sup>
  - Receive their room # and keycard for the suite door only
    - Bedroom doors will be open
  - Explain the Unit Condition Report inside their folder
    - Record any damages
    - Be detailed on the UCR
    - Students will be charged for unreported damages (i.e. torn blinds, chipped paint, floor stains, dented or stained furniture, etc.)
    - Remind students to return UCR to Station #2.
    - REMINDER: Residents **CAN NOT** change rooms or bedrooms unless permitted by the Residence Life Director
- **Station 2- Outside CC**
  - Return the UCR
    - Make sure the UCR has the following:
      - Student signature
      - Key codes
      - Student ID
      - Student Name
      - Student Room #
      - And all fields have been completed
  - Residents will receive their bedroom key and mail key envelope
- Enjoy your stay with Odessa College Residence Life!