

OJC Residence Hall Students:

Due to OJC's recent announcement of finishing the spring 2020 semester remotely, the residence halls are closing for most students. If you have already left and taken your belongings with you, please fill out the Residence Hall Remote Checkout form linked below:

[Residence Hall Remote Checkout Form](#)

If you do not come back to remove your belongings by March 29, 2020, your items will be boxed up and donated to charity.

Students will be expected to return to campus to gather their belongings and officially check out of their rooms. Students need to bring their student ID, mailbox key, and any hard key they have.

Check out days are as follows and will take place in the Student Center Conference Room 120:

Friday March 27 12:00 p.m. to 2:30 p.m. – Students in Conley A & B and Wunsch Hall Women's 1st and 2nd floor.

Saturday March 28, 12:00 p.m. to 2:30 p.m. – Students in Conley C, D, E & F.

Sunday March 29, 12:00 p.m. to 2:30 p.m. – Students in Wunsch Hall Men's 1st, 2nd, 3rd floors & South Site.

This is what you should do when you arrive:

1. Come to SC room 120 to let us know you are here to checkout. You will receive a form and instructions.
2. Go directly to your assigned room to gather belongings from the room and return the room to its original state.
3. There will be a staff member on your floor or near your building. Have them sign off on the form you were given.
4. Remove all mail from you assigned mailbox and pick up all packages you have had delivered here.
5. Come back to SC room 120 and bring all requested documentation and keys.
6. If you are not returning to OJC for a future semester, at your earliest convenience, submit the request for a housing deposit refund at the link below:

[Request for Housing Deposit Refund](#)

7. Returning students for fall 2020 please submit a housing application at the link below:

[Housing Application](#)

If you are not able check-out on your assigned times you can come during normal business hours (Monday-Friday, 8:00am -5:00pm) March 23—March 27. Please send Auxiliary Services Director Dillon Martin an email explaining your situation at Dillon.Martin@ojc.edu.

We understand this is a difficult time. If your situation prevents you from going home, please fill out the Request to Stay in Residence Halls Spring 2020 form linked below. This petition to stay form will be reviewed on a case-by-case basis and only students that demonstrate hardship will be allowed to stay.

[Request to Stay in Residence Halls Spring 2020](#)

Please direct all residence halls questions during this time to Dillon.Martin@ojc.edu or 719-384-6890.

During this time we are practicing social distancing, CDC cleaning guidance, following best practices, for those remaining making an effort support social distancing in the residence halls. Please note code of conduct still applies and all polices and procedures. New polices or procedures may be enacted for the safety of OJC employees, students, and the community at large.