

MOVE IN INFORMATION

As a reminder, move in is Thursday, August 24, 2017. **Please read the following carefully.**

If you have not already done so, please schedule your move in time. To schedule your move in time, log onto the summer StART page (my.cia.edu/start) and look under **Your Checklist** and click **Schedule Your Move In Time**. *The deadline to schedule your move in time is August 18, 2017.*

If you fail to schedule a time then one will be chosen for you. If you have any questions, please contact Rebecca Ratti at rsratti@cia.edu.

In order to maintain an orderly and efficient move in experience, we are asking that you report to the address below no more than 5 minutes prior to your scheduled move in time.

As parking is at a premium, parents are asked to follow the process below:

1. **Please report to the Joseph McCullough Building located at 11610 Euclid Ave at the selected time.** You will be asked to approach the check in tent in the student parking lot using E117th off of Euclid Ave. **You will see staff directing you where to go, but we have included a map on the back of this sheet!**
2. Once in the lot, staff will verify your time and line you up accordingly. Because of this, it is important that you do not arrive much earlier than your designated time.
3. Once a spot is available, you will be given directions to the unloading area at the hall. There, student help will assist you and your family in unloading your belongings. We will ask that you also assist them in doing this to move the process along. Once your car is unloaded, we will ask that the driver park their vehicle in the auxiliary lot on E117th. Maps and directions as well as a move in parking pass will be provided upon check in.
4. There is one elevator and one stairwell to the building. Once you have checked in with staff at the building, you will be taken to your suite to be greeted by your Resident Assistant who will finish the check in process with you, while the Orientation staff unloads your things from our carts in your room.
5. After this, you are free to come and go from the building and continue to settle in.

If you have any questions, please feel free to contact me directly.

Sincerely,



Matthew Smith
Director of Student Life and Housing
The Cleveland Institute of Art
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