

Check-In Procedure



Students who arrive with helpers

Arrive at designated hall drop off location during scheduled time.

Student exits vehicle and proceeds to lobby/check-in tables to complete check-in paperwork.

Driver remains with vehicle at all times.

Assisting passengers and volunteers unload vehicle in a designated drop off zone.

- One person remains with student belongings in the drop off zone and driver parks the vehicle while the student checks-in to the residence hall
- If student comes with one person, student will drive and park the vehicle while a volunteer remains with student belongings

Volunteers will assist with unloading the vehicle and carrying the belongings to the student's room-labeled items will be verified with a rooming list.

As items are taken to the room, one person will remain with belongings left in the drop off zone until all items are carried up to the assigned room.

Students who arrive without helpers

Arrive at designated hall drop off location during scheduled time.

Student parks in the designated parking area and proceeds to lobby/check-in tables to complete check-in paperwork.

Upon completion of check-in, student takes packed vehicle to designated drop off zone.

- Volunteers unload vehicle and one volunteer remains with items in the drop off zone until student returns from parking the vehicle

Student remains in vehicle and parks the car in designated parking area after it has been unloaded.

Student returns to drop off zone and remains until all items are carried up to the assigned room.

Upon arrival you will be greeted by one of our volunteers and directed to an area where you will experience the community of Tarleton as we assist in unloading your belongings.