

Dear Summer iGniTe Residents,

Welcome to Georgia Tech First-year Experience and the Summer iGniTe program! We have been awaiting your arrival, and look forward to you joining our community very soon. Summer iGniTe Move-in will take place on Tuesday, June 11<sup>th</sup> from at 8:00 am- 8:00pm. In an effort to make your move-in process as smooth one, we have created a few instructions we would like you to follow:

**Check-In/Move-In:**

Check-in for Housing will take place out of the East Community Housing office in Field Hall. The address for the residence hall can be found [here](#). When you pull around to the building, we ask that you exit your vehicle and make your way inside the lobby to check-in and receive a 20-minute temporary parking pass. Someone will need to stay in the car and loop around East Campus until a permit is obtained which allows you to move into our parking zones to move in. Please have a photo ID/passport/Buzzcard ready to show our check-in staff. At check-in, residents will receive a room key and inventory of their room to begin the move-in process.

**Building Move-In Schedule:**

We will be moving in around 400 residents on East Campus on June 11th. In an effort to provide for a smooth check-in and unloading process, we ask that you follow the move-in schedule below:

<b>East Campus Move-In, June 11<sup>th</sup> 2019</b>	
8 am to 10 am	Glenn 3 <sup>rd</sup> & 4 <sup>th</sup> Floors
10 am to 12 pm	Glenn 2 <sup>nd</sup> Floor , Cloudman 3 <sup>rd</sup> Floor
12 pm to 2 pm	Glenn 1 <sup>st</sup> Floor , Cloudman 2 <sup>nd</sup> Floor
2 pm to 4 pm	Glenn 0 Floor , Cloudman 1 <sup>st</sup> Floor

We will gladly welcome you at the time that is most convenient for you and your family. That said, we do ask that you make every effort to arrive at the time that is assigned for your building/floor.

**Parking:**

You will be allowed to park once you have obtained your key and parking pass from the check-in station in Field Residence Hall at the East Community Housing Office. Once you have been given a parking permit from our staff you can park in any space along Techwood Drive, Bobby Dodd (3<sup>rd</sup> Street) or Williams Street for 20 minutes. After you unload your belongings, we ask that all cars move to the Peters Parking deck where long-term parking will be for Tuesday, June 11<sup>th</sup> only. Directions to Peters Parking Deck can be found [here](#).

There will be Housing Professional and Student Staff in green polo shirts to assist in directing. You will only have 20 minutes maximum to move things out of your car and into your residential space. Once your car has been unloaded, we ask that you park in the Peters Parking Deck or other designated areas communicated by our staff.

**Residence Hall Information**

Summer iGniTe residences include two neighboring buildings with similar layouts - Glenn and Cloudman residence halls. Please note that Glenn Residence Hall has an elevator in the building. However, Cloudman Residence Hall does not have elevators.

### **Additional Information**

While we encourage everyone to check in during 8:00 am-8:00 pm at Field Residence Hall when our staff will be most available. After 8:00 pm, a Peer Leader on Duty can be reached at 404-626-9644 (this number will also be visible on yellow cards on all external entrances to each building). However, after 8:00 pm, this staff member can only provide access to a resident's room as the room key would need to be obtained during the next business day at the East Community Housing Office from 8:00 am to 8:00 pm.

If you have any circumstances that prevent you from checking in on June 11<sup>th</sup> and have not reached out to our staff yet, please inform us of the latest time arrival time you are requesting and reason for the delay. We ask that you send this information in an email to the Assignments staff ([information@housing.gatech.edu](mailto:information@housing.gatech.edu)) with a Cc: to Residence Hall Director Marina Martin ([marina.martin@housing.gatech.edu](mailto:marina.martin@housing.gatech.edu)).

In closing, we wanted to reaffirm that we are very much looking forward to your arrival on campus on. We have made every effort to plan an efficient process that will allow for you to move in as quickly as possible. That said, you may experience some frustrations with our process, however, we ask that you remain patient and understanding as we are working diligently to make this as smooth a move-in as possible.

If you have any remaining questions regarding the move-in process please visit [www.housing.gatech.edu](http://www.housing.gatech.edu). We wish you safe travels and look forward to seeing you soon!

Sincerely,

Marina Martin, Residence Hall Director  
On behalf of the First-year Experience Staff

