I. Overview

SOP for UW Residence Life and the Office of Education to determine how students who arrive earlier or later than the official UWO Residence Life move-in date are accommodated.

This SOP is only for students who attend the Oshkosh campus.

II. Applicability:

Students on an F-1 visa who plan to live on the Oshkosh campus and are arriving from abroad for Fall 2020 semester

III. Procedure: Moderate Alert Protections in Place

Early Arrivals:
1. Students who are arriving before the official UWO Residence Life Move-In date should contact Marc Nylen (GCC) for early accommodation. They should let OIE know (iss@uwosh.edu).
   i. If the student needs quarantine housing (due to observing a required quarantine from international travel) they should also contact Marc Nylen and OIE.
2. Theresa Anderson (OIE) will send a list of students to Adam Hernandez (Residence Life) of who will be utilizing the early housing and who plans to live on-campus for the Fall 2020 semester.
   i. Adam will coordinate a move-in time for the students
3. Students in early arrival/quarantine housing will have meals arranged by UW Dining Services
   i. Students are automatically enrolled in this dining arrangement when they arrange their housing with Marc Nylen.
   ii. An extra cost will be associated if the student is not enrolled in a university dining plan, or if the student arrives before the Fall 2020 meal plan begins (Sept 6 2020)
   iii. Students will be billed to their Student Accounts

Late Arrivals:
1. Students who will arrive after the official UWO Residence Life Move-In date should apply for housing ASAP.
2. Theresa will send a list of students to Adam Hernandez of who might be arriving later than the official UWO Residence Life move-in dates
   i. The list should include the arrival dates for each student. If the arrival dates are not known, Theresa will communicate them to Adam as soon as they are finalized
3. Students who arrive late will not be billed until their arrival date is confirmed. Housing fees will be pro-rated.
4. OIE will advise the students who are arriving late to get in contact with their professors to make arrangements for meeting course attendance requirements
5.

IV. Procedure Modifications: Very High Alert
   1. N/A

V. Procedure Modifications: High Alert
   1. N/a

VI. Procedure Modifications: Low Alert
   1. N/A

VII. Guidance Documents/Policy Links:

VIII. Templates/Forms:

IX. Definitions

X. Revision History:
Created: 08/13/2020
Revised/Reviewed: [Date]