2024/2025
RESIDENCE MOVE-IN GUIDE
AUGUST 29TH TO SEPTEMBER 1ST 2024
WELCOME HOME RAVENS!

We're thrilled to have you join our vibrant community. Here, you'll find a place where lifelong friendships are made, and every day brings new opportunities for growth and discovery. Your journey starts now, and we can't wait to see all the incredible things you'll accomplish. Welcome home!

Please read through this move-in booklet to learn how to prepare for your move. Here you will find all of the information you need for a smooth transition into life on campus.
MOVE-IN PROCESS

STEP 01  Book Your Time
Book your move-in time using the Residence Check-In Appointments on the Housing Portal.

STEP 02  Pack Your Bags
Pack your bags and boxes for your move! Remember to label all of your things with your name and building.

STEP 03  Move In!
Check into residence via the drive-through Residence Check-In, located in parking lot P7, during your selected appointment.

IMPORTANT REMINDER!
You must apply for your Campus Card/Upass by **August 18, 2024** to receive it during Move-In.
Your Campus Card is your key to your dorm room and other essential campus services. **Don't forget to apply by the deadline of August 18th, 2024.** To apply for your Campus Card/Upass follow the steps below:
- Register for classes. *(Cards can only be processed for students registered in a current or upcoming term.)*
- Apply for your card [here](#). *(For the best results, use a laptop or desktop to access this service)*
- You will receive an email advising whether or not your photo has been approved.

*Should you experience any issues with the photo submission process, please email your photo to campuscard@carleton.ca.*
To make move-in as safe and smooth as possible, you will be selecting your check-in date and time using the Residence Check-In Appointment on the Housing Portal. These appointment times have been carefully coordinated to ensure a manageable volume of traffic on campus as we welcome 3000+ students to residence this fall.

Keep an eye on your Carleton email address for a link to register for your check-in date and time. Registration is expected to open early August.

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**Early Arrivals Move-In**

*Date:* Thursday, August 29th 2024  
*Times:* 9:00AM - 3:00PM  
*Please note meals and extra help will not be available on this day.*

**Residence Move-In**

*Dates:* Friday, August 30th - Sunday, September 1st 2024  
*Times:* 8:30AM - 5:00PM

**After Hours Move-In**

*Dates:* Thursday, August 29th - Sunday, September 1st 2024  
*Times:* 7:00PM - 6:30AM  
*Please note extra help will not be provided after hours.*  
*After Hours check-in must be completed at the Residence Reception Desk located on the second floor of Teraanga Commons.*

**Late Arrivals**

*Dates:* After Sunday, September 1st 2024  
*If you intend to arrive after 11:59PM on Sunday, September 1st, please complete the “Late Arrivals Form” on the Housing Portal. Otherwise, your room and deposit will be forfeited.*
Residence provides students with a furnished room and several amenities so that you do not have to worry about bringing furniture from home.

For a comprehensive list of what is included in your res room, what to bring and what not to bring please visit our website: Carleton University | Housing and Residence Life

PACKING RULES ————
For a Smooth Move-In

There will be plenty of eager and enthusiastic student facilitators around to help you lift and carry belongings to your room! Follow the rules below for a smooth operation:

1. **Have Your Identification Ready**
   You will need Government Issued Photo ID to complete your check-in. Make sure you have it on your person for a quick check-in.

2. **Label Your Belongings**
   Label all of your belongings with your name and building to help facilitators get them to your room.

3. **Hold Onto Your Valuables**
   Keep any valuables (i.e. wallets, cell phones, laptops, etc.) on your person.

*Please Note: Orientation Facilitators will not be available on August 29th to assist with move in.*
Your check-in time is booked, your boxes are labelled, and you have your identification at the ready - now all that’s left to do is move in!

**Move In!**

### MOVE-IN DAY INSTRUCTIONS

To avoid congestion on campus, and account for all of your fellow residence students also moving in, we ask that you adhere to the following instructions:

1. When you arrive on campus, follow the large red signs and the directions of staff directing drivers to Parking Lot 7. Check in will be drive through style, so please do not leave your vehicle!

2. Follow the signs to the check-in tent of your assigned building. You will be required to present a piece of government issued ID (passport, driver's license, etc.) upon check-in. Please ensure that your identification is easily accessible (not in the trunk).

3. Once checked in, you will be permitted to move your vehicle to your buildings designated unloading zone where student facilitators will be available to help you unload your belongings.

**PLEASE NOTE:** The driver must stay with the vehicle at all times while it is being unloaded. Once unloaded, please park in any designated parking lot outside of the residence areas towards the east side of campus closest to the Athletics complex.

*Facilitators will not be available on August 29th to assist with move in.*
Carleton has partnered with Coldex to provide fridge rentals to residence students. Coldex ensures that all fridge rentals are properly cleaned and in good working condition. It also contributes to the university’s sustainability efforts. Book your fridge by **August 20th** and it will be in your room when you arrive. Please visit [Coldex](http://coldex.com) to order fridge rental!

*No external fridges are permitted.*

**Please Note:** Suite-style residences (Prescott, Frontenac, and Leeds) have a meal preparation area, which includes a full size refrigerator, in each suite.