

March 19, 2020

Dear Ferris Students,

In our effort to get information out to you as quickly as possible we have not been as clear as we should have been. We deeply apologize. Thank you for expressing your concerns so we can clear up the confusion we caused.

With the decision made yesterday to continue remote instruction through June 1, 2020, we are closing all of the residence halls, apartments and East Campus Suites. The situation is this. We currently have approximately 400 students on campus in these living areas. Our paramount effort right now is facilitating the check-out process for these 400 students.

If you are one of those 400 students, for your health and safety, it is necessary for you to return home to your permanent residence by Sunday, March 22. We have implemented an express check-out process to make this as easy as possible for you. A check-out envelope and checklist will be available at the front desk of your facility. Upon completion, place the checklist, your key and laundry card inside the envelope and drop it into the designated drop box located in each facility. To finalize the check-out process, log in to the MyHousing portal in MyFSU and click the "Complete Express Checkout" button. Please call (231) 591-3745 or e-mail [housing@ferris.edu](mailto:housing@ferris.edu) with any questions you may have.

**For our international students and those with highly exceptional housing needs, we will work directly with you and ensure you have a place to stay.** Please complete the "Request to Remain On-Campus" form located online in the MyHousing portal under the contracts tab. **If you are a family living in University apartments you will NOT have to move.**

If you are one of the other approximately 2,800 students who did NOT return to campus after spring break, **you do NOT have to come and get your belongings before Sunday, March 22 OR mail in your key.** As we are closing the residence halls effective immediately, we are currently putting in place a check-out process specifically for you. You will be able to select a date/time during the semester that works best for your schedule to pick up your belongings and turn in your key. We do NOT expect you to come to campus OR turn in your keys before Sunday, March 22. There will be more information made available on this check-out process later today on the [Housing website](#).

We have worked very hard to implement social distancing and eliminate social gatherings of more than 20 people on campus to keep everyone safe. It was never our intent to have hundreds of students come back to campus at the same time to move out. This is not in anyone's best interest, and we are so sorry this is how our messaging came across.

Please know all of our decisions have been made to continue to protect you and our entire community from COVID-19. We sincerely apologize for this error in our communication to you.

More information will be coming soon to those students who did NOT return to campus after spring break with further instructions. If you have immediate questions or concerns, please e-mail [housing@ferris.edu](mailto:housing@ferris.edu).

Sincerely,

Gheretta Harris

Associate Vice President for Auxiliary Services