

LifeWorks Program Office

Bulletin: #128

Topic: On-Campus Housing for Early Arrival Student Workers

To: Student Work Supervisors

Date: June 14, 2021

Early arrival student workers are those who return just prior to the beginning of the fall semester for training and/or to help supervisors prepare for the start of the academic year. This bulletin covers procedures to request on-campus housing for early arrival students. You do not need approval for commuters or those not needing on-campus housing. You do not need approval for student workers who are already living on campus for regular summer work.

Residence Life's Early Arrival Housing period begins August 15th. Residence Life cannot house student workers who arrive earlier than the 15th. Some points to consider:

1. If at all possible, supervisors should use regular summer workers in lieu of bringing back students early.
2. Due to housing renovations, some early arrival workers may be housed in temporary spaces until their fall housing assignments are ready. As a result, these students will have to relocate within 24 hours of receiving their fall housing assignment notifications.
3. On-campus dining options are limited for early arrival student workers. Please keep this in mind when bringing students back early, especially those without transportation.

Click on the link below to request housing for an early return student worker.

1. Requests are due no later than 5pm, June 25th.
2. Residence Life and LifeWorks will review the requests.
3. Residence Life will communicate with supervisors by July 9 to confirm their dates.
3. Residence Life will notify early arrival details to approved students by July 23rd.
4. Again, please do not submit requests for students already living on campus for summer work.

<https://berry.presence.io/form/early-arrival-request-form>

Please direct any questions to the LifeWorks Program Office at x2244.