

**FGCU Housing and Residence Life**  
**COVID-19 Update #2**  
**Wednesday, March 18<sup>th</sup> – 5:30 pm**  
**PLEASE READ CAREFULLY – INSTRUCTIONS FOR ALL HOUSING STUDENTS**

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Dear North Lake Village and South Village Residents,

As a follow-up to the most recent email we sent you this morning, we would like to provide you with some specific information regarding the housing check-out process. Although housing is not closing, we understand that you may choose to check out of your space and complete the remainder of the Spring 2020 semester from home. Please review the options below to determine your best course of action:

**Option #1 – I plan to stay on campus for the remainder of the semester. I will check out at the end of the spring semester.**

You must notify us by completing a registration form in the Housing Web Portal. **Please complete this form by Thursday, March 19th.** In order to access the form, please follow these steps:

1. Log into Gulfline. <https://gulfline.fgcu.edu>
2. Click Student and Financial Aid
3. Click Login to the Housing Web Portal.
4. Once in the portal, click on Spring 2020 Housing Status Form.
5. Select “I am staying on campus” from the drop-down menu.
6. Select your best estimate of the date you intend to check-out and provide details about your need to remain on campus in the text box. (As a reminder, check out is no later than 24 hours after your last exam or no later than May 3rd, whichever comes first).
7. Click “Submit.”

**Option # 2 – I plan to remove all of my belongings and check out of my space within the next week.**

We have created an express check-out process that will allow you to check out of your space at your convenience within the next week. In order to check out of your space, please follow the instructions below:

1. Access the express check out form by going to [www.fgcu.edu/housing](http://www.fgcu.edu/housing) or go to any one of our building/community desks to pick up a form.
2. Prepare your room/suite/apartment for departure.
3. Instructions on how to prepare your room for check-out can be found at [www.fgcu.edu/housing](http://www.fgcu.edu/housing). Take the completed express check-out form and your keys to your nearest building/community desk and submit them to a housing staff member.
4. If you are checking out after hours and our desks are closed, please contact the RA on-call at the number posted in your building.

**Option # 3 - I don't have access to campus right now because I left the area, but I will make plans to return to campus soon and check out sometime later than the next week.**

You must notify us by completing a registration form in the Housing Web Portal. **Please complete this form by Thursday, March 19th.** In order to access the form, please follow these steps:

1. Log into Gulfline. <https://gulfline.fgcu.edu>
2. Click Student and Financial Aid
3. Click Login to the Housing Web Portal.
4. Once in the portal, click on Spring 2020 Housing Status Form
5. Select "I have already left campus and cannot return to check out until a later date" from the drop-down menu.
6. Provide us with the best estimate of when you might be able to return to check out.
7. Click "Submit."

As a reminder, Florida Gulf Coast University is actively working with the Florida Board of Governors for the 12 state universities, including FGCU, to look at options regarding refunds and credits for campus housing. There are a variety of factors to consider, such as financial aid implications. We will communicate with you as soon as a decision is made.

We greatly appreciate your choosing to live on campus while here at Florida Gulf Coast University, and we look forward to continuing to serve your residential needs in the future.

Sincerely,

Jameson Moschella  
Director, Office of Housing and Residence Life