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OFFICE OF STUDENT LIFE

Dear Westminster Students,

As announced today by President Lamkin, Westminster College will be extending our Digital Blue Distance Learning Plan through the end of Spring Semester 2020. The transition to online learning will begin March 23 and end with the official last day of classes on May 7.

As always, your health and safety continue to be our priority, and based upon recent recommendations, the College has made the decision to close residential facilities effective Monday, March 23. We recognize that students were informed about the potential return date of March 28; therefore, we would like to be respectful of your travel timelines. We are asking you to please prioritize your health and safety and complete your check-out no later than Friday, April 17.

In order to begin the check-out process, **all students in Residential Life Housing are required to complete the Campus Return Plans Survey by Thursday, March 26, 2020, through [this link](#)**. Students who are unable to leave Westminster housing for any reason will need to indicate on the survey that they are applying for an extension. Approvals will be issued on an as-received basis and processed as quickly as possible. Students who are granted an exception will receive a separate communication outlining access to meals, services on campus, and other considerations, as some offices and/or services may be suspended pending health recommendations.

Individuals approved to remain on campus for the rest of the spring semester may also be relocated to a consolidated space on campus. Efforts will be made to locate students in single rooms. Medical accommodations will also be taken into consideration. Additionally, approved students who stay on campus for the remainder of the semester will not be able to host guests until/if a determination is made that the risk of doing so has subsided. Furthermore, students who will be returning home will receive a prorated amount for room and board to the account for the fall semester. Seniors will be granted a refund, and individual communication will be provided from the Business Office regarding timeline and refund amounts. Please complete the Campus Return Plans Form, located on MyWC (you must be logged in), so that we can plan accordingly.

[Campus Return Plans](#)

As a result of unfortunate circumstances and the safety of our Westminster community, we have had to modify the procedures needed to check out of the residential facilities. **Below is the form that you will be required to complete on the day that you vacate campus in order to properly check out.** Please make sure to follow all of the instructions in the form, take all of your belongings, and [leave your key on your desk](#). You will be able to access the form using your mobile device or iPad and must be logged into MyWC. If you are having trouble doing so, please contact the Office of Residence Life. Additionally, your Resident Advisor will be following up with you via email during this process.

[Housing Checkout Form](#)

Our goal is to continue to support our residents through this challenging time in any way that we can. If you have any questions or concerns regarding this process,

Finally, please check your email frequently and refer to Westminster's website at www.wcmo.edu for regular updates on Westminster's response to COVID-19.

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