



Fall 2021 Campus Arrival Guide

Please review this guide carefully and contact the appropriate campus office with any questions.

STEP 1 – Clear Your Business Account

All students should be cleared with the Business Office no later than 7 days prior to your assigned move-in date. Students not cleared by the Business Office will not be able to move into their residence hall and/or attend classes until they are clear. Students should log in to their my.NCWC.edu account, click the 'My Finances' tab on the top menu and check the Financial Aid and Business Office links on the side menu. You should also be on the lookout for emails from the Business Office and Financial Aid Office with important information about your account. Questions about your account should be directed to appropriate office:

Business Office businessoffice@ncwc.edu

Financial Aid financialaid@ncwc.edu

STEP 2 – Arrive on your scheduled date at your scheduled time.

Adherence to this day/time is critical to help us prepare for your arrival. Arrival dates/times are as follows:

New Students – Resident (living in campus housing)

Friday, August 20th

If you have a:

- 3rd floor housing assignment
- 2nd floor housing assignment
- 1st floor housing assignment
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Arrive at:

- 8:00-9:00am
- 9:30-10:30am
- 11:00-12:00pm

New Students – Commuter

Friday, August 20th

- 1:00-4:00pm

Returning Students – All

Monday, August 23rd

- 8:00am-3:00pm

Upon arrival to campus at your scheduled arrival time:

You will enter the campus via the South Athletic Fields Entrance (see campus map below) and proceed to the designated checkpoint. *Please arrive only at your designated time for your move-in/arrival day – early arrivals will be asked to wait until your designated time.*

COVID Requirements: Upon arrival, students must present ONE of the following documents in hard copy (paper) format only:

- COVID vaccination documentation; OR
- Evidence of previous COVID infection within 1 year of arrival date; OR
- Proof of negative COVID test administered within 10 days of arrival; OR
- Laboratory test result indicating IgG antibodies administered within 30 days of arrival.

Questions about COVID requirements should be directed to: Covid@ncwc.edu

NOTE: We cannot accept digital files and cannot print documents on site. You must have one of the above in paper format to be admitted to campus. Be sure to bring a copy and not the original document – you will be required to leave this with the arrival team. Documents will be maintained confidentially in the Health Services Office.

ON THE DAY OF YOUR ARRIVAL If you are delayed in your arrival due to unforeseen circumstances, please call and leave a message at 252.985.5564 or email ResLife@ncwc.edu to receive new arrival instructions.

O Once you have cleared the initial checkpoint, you may proceed to your residence hall (resident) or other location (commuter). If you are not cleared with one or more College offices, you will be directed to the Dunn Center to address this prior to proceeding to your residence hall or other locations.

STEP 3 – Residential Students: Proceed to your Residence Hall!

- ✓ Once you have cleared the checkpoint OR been given clearance at the Dunn Center:
- You will be directed to your residence hall. Staff will be on hand to direct traffic for unloading.
- You will receive your room key upon arrival at the residence hall.
- You will be requested to unload all belongings prior to beginning room set-up.
- Once you have unloaded your belongings, you will be directed to parking areas.
- You may visit the College Bookstore during operating hours for textbooks once you have checked into your residence hall.

Not sure what to bring? Check out the “Amenities and What to Bring” list.

<https://ncwc.edu/campus-life/live-eat-play/live/>

Commuter Students: You may pick up textbooks at the College Bookstore during operating hours.

Use this handy “[Check-in Checklist](#)” to ensure you are prepared to arrive!

Questions?

Business Account	businessoffice@ncwc.edu
Financial Aid	financialaid@ncwc.edu
Housing/check-in time	reslife@ncwc.edu
COVID Protocols	covid@ncwc.edu

We look forward to seeing you soon!

