

Lawrence Tower Move FAQ

Students who plan to request a room change and continue living on campus or in a university-master leased property:

- **What options do I have for having my items moved?**
 - You can either take all items home with you when you move out at the end of the semester and can move the items into the new space you are assigned to when the halls reopen on Saturday, January 4, 2025 or you can opt into the assisted move option.
- **What does an assisted move consist of?**
 - Before leaving for winter break, students need to have their items packed in university- provided boxes and labeled with their full name and Lawrence Tower room number.
 - Items should be left in their room prior to leaving for break or no later than 2pm on Friday, December 13th. Staff along with the Storage Squad will move your items to your new assigned space before spring move-in.
 - Boxes, labels and tape will be provided at the Lawrence Tower front desk.
- **Is there a charge for the assisted move option?**
 - There is no charge to students to use this option.
- **How many boxes are you allowed?**
 - We encourage students to pack as efficiently as possible to help make the move as seamless as possible. YOU can request box quantities of 4, 6, or 8 through the sign-up process. If you need additional boxes, they will be available at the Lawrence Tower front desk.
- **Can I participate in the assisted move option if I sign up to stay over the winter break period?**
 - Yes, we will coordinate with you a date to move your items over the break period.
- **What if I need more boxes or labels?**
 - You can stop at the front desk anytime it is open to pick up more boxes, tape and labels.
- **If I am not staying over break, when is the last date I can visit Lawrence Tower?**
 - Access to Lawrence Tower will be removed from your BuckID when you check-out. Unless they make other arrangements, student access to Lawrence Tower will be removed at 2 p.m. on Friday, December 13th. Students would need to check out by 2pm on December 13th.
- **What do I do with large items?**
 - Please pick up a label from the front desk and label it just like you would label your boxes. Include your full name and current Lawrence Tower room number.
- **What if I'm staying for winter break?**
 - Any student who wishes to stay for any amount of time in their residence hall during winter break 2p.m. on Friday, December 13 - Saturday, January 4 at noon, are required to formally declare their plans to Housing and

Residence Education. Please access <https://housingportal.osu.edu/myhousing> to make arrangements.

- **What if I change my mind after I've packed my items into boxes?**
 - Please notify us via email at sl-fml@osu.edu so we can remove you from the move list.
- **When will I find out my room assignment for spring semester?**
 - The HRE team is working diligently to assign you to a room based on your change request. Our goal is to complete all assignments over the winter break by Friday, December 27th. Please check your university email routinely during the break for additional information.
- **When do I have to vacate the building if I am staying at Lawrence Tower over break?**
 - Students who sign up to stay over the winter break period would need to be moved out of Lawrence Tower by Saturday, January 4th at noon.
- **What happens if I don't pack the items in my room?**
- Items that are not packed and labeled by the deadline will not be moved to the student's new room, and they will be required to make their own moving arrangements.
- **Is there a deadline when I need to opt in for the moving service?**
 - You must submit your move request by Friday, December 13th.
- **I'm packed and ready to leave for break, what do I do?**
 - Students will need to check-out at the Drackett Tower front desk prior to leaving or by 2pm on Friday, December 13th.
- **I forgot/packed an item and need it during the break. How can I access my boxes to get it?**
 - Access to items over the break will be granted only on an emergency basis. If you have an emergency reach out to Housing and Residence Education at housing@osu.edu to schedule a time with a staff person to retrieve your items.

Students who plan to do the contract release to live off campus or commute from home option:

- **Can I take part in the assisted move process if I am being released from my housing contract?**
 - Yes, to make arrangements, contact Storage Squad directly. Students are required to be present during pick-up and delivery processes.