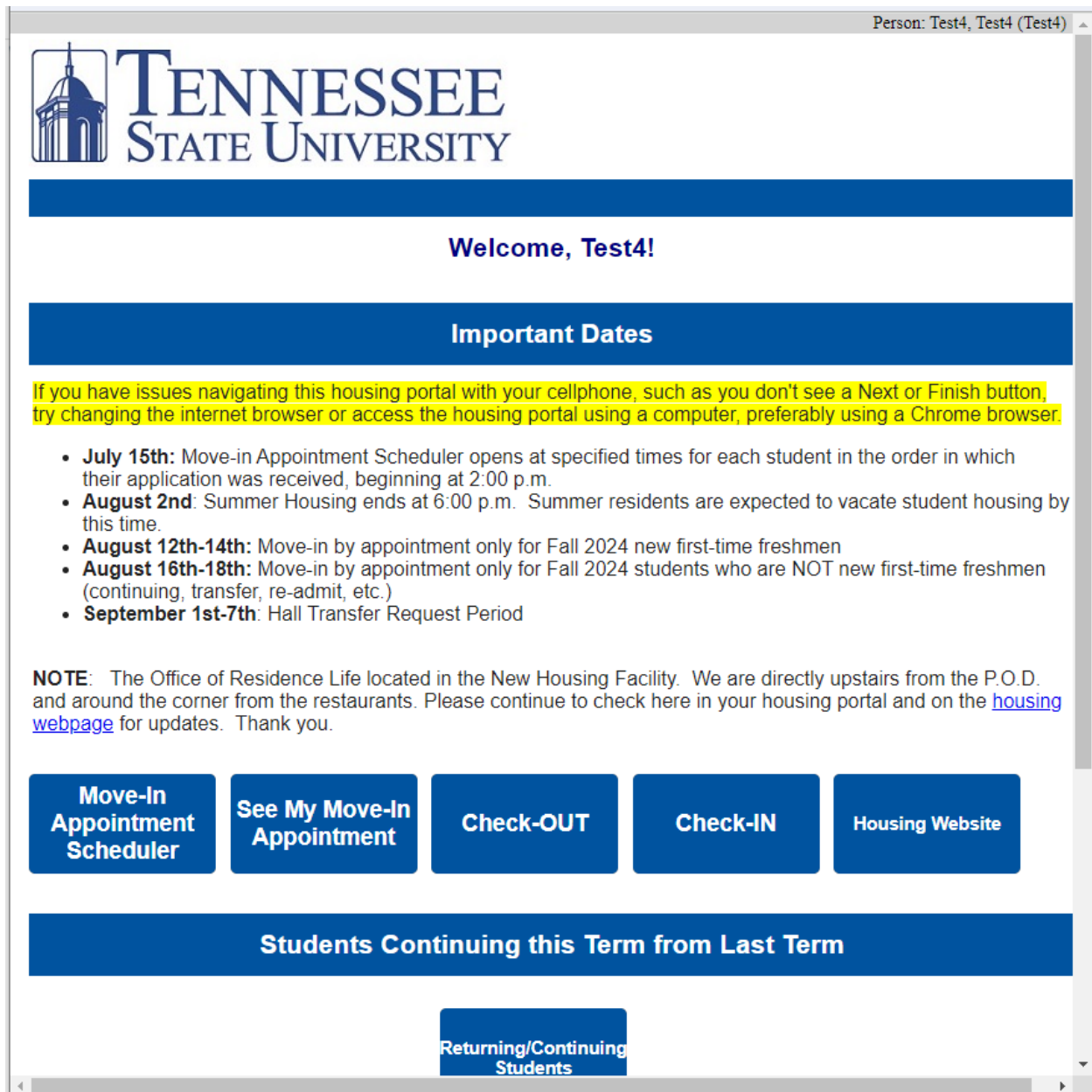



Online Pre Check-In form (Example)

(Student completes this before arriving to Move-in)

Step 1: Log into your myTSU Housing Portal, then select "Check-IN". Note: Using a Chrome Browser is preferred for optimal navigation of the housing portal software.



Person: Test4, Test4 (Test4)

 **TENNESSEE**
STATE UNIVERSITY

Welcome, Test4!

Important Dates

If you have issues navigating this housing portal with your cellphone, such as you don't see a Next or Finish button, try changing the internet browser or access the housing portal using a computer, preferably using a Chrome browser.

- **July 15th:** Move-in Appointment Scheduler opens at specified times for each student in the order in which their application was received, beginning at 2:00 p.m.
- **August 2nd:** Summer Housing ends at 6:00 p.m. Summer residents are expected to vacate student housing by this time.
- **August 12th-14th:** Move-in by appointment only for Fall 2024 new first-time freshmen
- **August 16th-18th:** Move-in by appointment only for Fall 2024 students who are NOT new first-time freshmen (continuing, transfer, re-admit, etc.)
- **September 1st-7th:** Hall Transfer Request Period

NOTE: The Office of Residence Life located in the New Housing Facility. We are directly upstairs from the P.O.D. and around the corner from the restaurants. Please continue to check here in your housing portal and on the [housing webpage](#) for updates. Thank you.

Move-In Appointment Scheduler **See My Move-In Appointment** **Check-OUT** **Check-IN** **Housing Website**

Students Continuing this Term from Last Term

Returning/Continuing Students


Online Pre Check-In form (Example) (Student completes this before arriving to Move-in)

Step 2: Read further information on the check-in process, then proceed when ready.

Person: Test4, Test4 (Test4)



Welcome to the Online Check-in Form



Please read the following before completing the Online Check-in Form

This Pre Check-In Form must be completed prior to (BEFORE) your arrival to check into your respective residence facility and MUST be completed before you can pick up your room/apartment key. The check-in process is a simple 3-stage process and is listed below:

1. Complete this online PreCheck-in Form on the day of your scheduled check-in (Move-in date). With the exception of signing for a key, there little to no Check-in paperwork at the residence facility.
2. Arrive to the designated area for screening to ensure you are reporting to the correct facility on the correct date/time. First-time freshmen arriving August 12th-14th, should go to the Gentry Center staging area before being escorted to their respective residence facility. All other students arriving August 16th-18th should go directly to their respective residence facility.
3. Inspect your room upon move-in and report all maintenance and cleanliness issues to the building staff by using the reporting method instructed (There is usually a QR code to scan to a maintenance link). The Room Inspection should be completed within 48 hours of retrieving your room/apartment key.


[Click Here When You Are Ready](#)

Online Pre Check-In form (Example)

(Student completes this before arriving to Move-in)

Step 3: Review your biographical and emergency/missing person contact information. This also shows your assigned room. Select "Next" to proceed.

Person: Test4, Test4 (Test4)



Online Check-in Form

The information below is on file with the University. If it is incorrect, please contact the Office of Records at 615-963-5300.

Name: Test4 Test4
T Number: Test4
Gender: Female
Birthdate:

Your Contact Information

Your campus email is listed below. All communication will be sent to this email address. If you would like communication to be sent to a personal email in addition to your campus email, please enter a personal email in the space provided.

Personal Email

This is the cell phone number on which you wish to be contacted by the university. If at all possible, this should be the student's phone number, NOT a parent or guardian.

Cell Phone

Emergency/Missing Person Contact Information

All students must submit contact information for an Emergency Contact and a Missing Person's contact. You may submit the same person for both, if you wish. Usually the Emergency contact is a parent or guardian.

Missing is same as Emergency

Your Room Booking Information


This should be the building and room/apartment in which you are assigned for the term. Thus, it's the room in which you are moving into. If your physical room assignment changes (authorized by a housing official), then it may take a day or two for us to update it in the system. **We will not honor room/building change requests during the move-in period!**

	Bed Space	Term	Move In	Move Out
<input checked="" type="checkbox"/>	EPP-0a	2024 Fall Term	8/16/2024	12/7/2024

Online Pre Check-In form (Example)
(Student completes this before arriving to Move-in)

Step 4: Review the Liability Waiver, then select "Next" to continue. Note: Screenshot this page for your records.

Person: Test4, Test4 (Test4)



**TENNESSEE
STATE UNIVERSITY**

Contract Concerning Liability

LIABILITY WAIVER
BY CLICKING "NEXT" AND SUBMITTING THIS FORM YOU AGREE TO THE FOLLOWING TERMS REGARDING LIABILITY. **PLEASE SCREENSHOT THIS PAGE FOR YOUR RECORDS!**

I, Test4 Test4, Test4, Do Understand That The State Of Tennessee, Tennessee State University, Its Officers, Employees And Agents And The Department Of Residence Life Are Not Liable For Property Belonging To Me Which May Be Lost, Stolen, Or Damaged In Any Way, Anywhere On The Premises. I Agree To Hold Harmless The University, The Department Of Residence Life, Its Officers, Employees And Agents And To Indemnify Them For Any Claims For Damages Sustained By Me Or Others In My Room/Apartment. Tennessee State University And The State Of Tennessee Assume No Responsibility For Personal Injury Or For Conduct By Any Person.


[Cancel](#) [Previous](#) [Next](#)

Online Pre Check-In form (Example)

(Student completes this before arriving to Move-in)

Step 5: You have completed the Pre Check-In form! The page like the one below displays. There may or may not be further information here; however, a confirmation email is automatically sent to you with more detailed information. **Be prepared to show the confirmation email upon arrival.**

Person: Test4, Test4 (Test4)



TENNESSEE STATE UNIVERSITY

Online Check-In Complete

Test4 Test4
Test4



DONE! You have submitted your Online Check-In for the term. An email with further information has been sent to your University email. **Be prepared to show a screenshot of that confirmation email to your residence facility staff upon check-in.**







[Return to Main Menu](#)

Online Pre Check-In form (Example) (Student completes this before arriving to Move-in)


Confirmation Email: This is automatically sent to you upon completion of the online Pre Check-In. Again, be prepared to show this upon check-in. Otherwise, you may be delayed or prevented through some of the on-campus checkpoint(s). You will not be able to receive a room key and move into your assigned room until you provide proof you have completed the Pre Check-in.

Fall 2024 Pre Check-In Complete

 TSU Residence Life & Housing <reslife@tnstate.edu>
To  Proctor, Julius

  Reply  Reply All  Forward  

Wed 8/7/2024 10:08 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Test4 Test4

Your Fall 2024 Room Assignment is:

Building	Bed Space
Eppse Hall	EPP-0a

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DONE! You have completed your Online Pre_Check-In form.

You must be enrolled full-time in courses throughout the term in order to be eligible for student housing for the term. If your enrollment status falls to zero hours, you must vacate student housing within 48 hours.

- You have just completed the Pre-Check In form. You must still do the physical check-in process at your respective residence facility. After your physical check-in, residents should inspect their room and report all maintenance and cleanliness issues to the building staff by utilizing the reporting method that's instructed. This is usually through a QR code that links to a maintenance form. The Room Inspection should be completed within 48 hours of retrieving your room/apartment key.
- Report all maintenance issues through your respective residence facility's maintenance reporting method, as soon as they occur. Do not wait until time to check-out to report something that happened earlier.
- Students residing in University housing, with the exception of FRC Apartments and NRC Apartments, are required to vacate over the Semester Break (between Fall and Spring Semesters). Please make Semester Break housing arrangements in advance if this affects you.
 - Students in FRC Apartments and NRC Apartments should be enrolled for spring courses to be allowed to reside over the Semester Break.
- Students residing in University housing are required to participate in a student meal plan. Based on classification and living area type, certain meal plans are required. See our webpage <http://www.tnstate.edu/housing> for details. The last day to change a Fall 2024 Meal Plan is 8/30/2024.

For further information, contact the Office of Residence Life at (615) 963-5361 or ResLife@tnstate.edu. **Be prepared to show this email upon your arrival to move into your residence facility.**