Setting the Appointment

1. You will be taken to the calendar to select your appointment time:

2. Click on Next available appointment slot:

3. You’ll see every appointment for the week. Click on “Day” in the top right corner of the calendar.
4. Use the calendar arrows to navigate to the day you would like to select for your appointment. Then select the timeslot you wish to check-in. If you hover over a timeslot, it will show you the exact appointment time.
5. The Book Appointment will pop-up when you select a time. You name will auto-populate. In the Description Box, please write in your room number (example: CV 01.101.A) and cell phone number. Click SAVE.

6. You’ll see that the appointment has been saved, and is located on your my.utsa.edu calendar:

7. If you need to change your appointment, you need to cancel the first one in your calendar, and select another appointment time. Click on the appointment and then delete it using the trashcan.
Do not select any timeslot after August 21. Any appointments selected that take place after August 21 will be deleted without notice.

Arrival (See Map Below)

Please plan to arrive to campus a little early so that you are ready and outside of the City Center (area Front Desk) when your appointment time comes.

In Chaparral, the R2 Lot is closed with the exception of right in front of the City Center. You can drive to this area (see blue line on map), but we recommend that you walk from one of the parking areas so that this pass through remains available for those unloading their vehicles.

When your appointment time comes, please enter the City Center when there are less than 2 people at the desk.

Unloading

Unloading locations are highlighted in purple on the map. These locations are fire lanes and are truly only meant for unloading. Do not leave your vehicle unattended in these areas. We recommend that you unload your items and then you or a move-in helper park in one of the designated parking locations. Move-In bins are available at the check-in locations if you wish to utilize one.
You may also unload in the parking areas – please leave a vacant space between your vehicle and any other vehicle to avoid physical contact while unloading.

Parking

Parking is available in the following locations until 2pm on Sunday, August 23: R1, R3, R4, R5 (Resident Lots) and TAG (Tobin Ave Garage).

You may also opt to park on Tobin Ave (next to Laurel), but please park on the opposite side of the street). See our Move-In parking map at the end of this email. We will also be uploading it to our Move-In Webpage.

Important Links!

Move Webpage: https://housing.utsa.edu/move-in/
Check-In Video: https://youtu.be/H608H2F8kR4
General Parking Maps: https://www.utsa.edu/visit/main-campus.html