

# New MAVcard Disbursement Information

## **First Time Freshman Living On Campus**

### **If you have already taken a picture in the MAVcard Office....**

1. Please refer to the Map attached to your Housing Newsletter (sent via email) for your pick up location. Pick up locations are assigned by your Residence Hall Assignment, so please look at the map.
2. On your designated move in day (Aug.13, Aug. 18, or Aug. 19) between 8am-2pm, please drive to your pick up location.
3. Please have your valid government issued ID (license, passport) out as you drive in.
4. An Attendant will need to look at your valid government issued ID and then they will hand you your MAVcard.
5. From here, unload your car, then park your car in a nearby lot.
6. Head to the front desk of your residence hall to encode your MAVcard ID with building access for your hall and room.
7. Continue moving your belongings into your room. Welcome to Mesa, we are so happy you're finally here!

\*On Aug.13, Aug. 18, or Aug. 19, from 2:45-5pm cards will be available for pick up in the MAVcard Office.

## **First Time Freshman Living Off Campus**

### **If you have already taken a picture in the MAVcard Office....**

Monday, July 3- August 11: Pick up your new cards in the MAVcard Office 8am – 12pm, M-F

Monday, August 14-23: Pick up your new cards on the 2<sup>nd</sup> floor of the UC (UC Atrium) 8am – 5pm

Thursday, August 24-25: Pick up your new cards at the UC Lobby 8am – 5pm

August 28<sup>th</sup> and forward: Pick up will resume back in the MAVcard Office 8am – 5pm

1. Please bring your valid government issued ID (license, passport) to designated pick up location.
2. An Attendant will need to look at your valid government issued ID and then they will hand you your MAVcard. Welcome to Mesa!

## **Returning Students, Faculty, and Staff**

Monday, July 3- August 11: Pick up your new cards in the MAVcard Office 8am – 12pm, M-F.

Monday, August 14-23: Pick up your new cards on the 2<sup>nd</sup> floor of the UC (UC Atrium) 8am – 5pm, daily.

Thursday, August 24-25: Pick up your new cards at the UC Lobby 8am – 5pm.

August 28<sup>th</sup> on, pick up will resume back in the MAVcard Office 8am – 5pm, M-F.

### Instructions for pick up

1. Bring your current MAVcard ID to any pick up location designated above and swap it out for your new MAVcard ID.
2. If you currently have building access anywhere on campus, we will need to encode your new card before you leave the pickup location.

\*Please note if your access has expired and has not been renewed through the ATLAS, we will not be able to encode your card at pick up time.

## **New Faculty and New Staff**

Never had a MAVcard before....

1. Bring your HR check-in sheet and a government issued ID to the MAVcard Office, M-F 8am-12pm from now through Aug. 11 or M-F 8am – 5pm, Aug.14 on.
2. Be ready to take a picture.
3. We will print your new MAVcard.
1. If you need building access and your supervisor has sent the request to Atlas, we will encode your MAVcard before you leave the office.