



RESIDENCE LIFE

Fall 2017 Closing Meeting

Presented by: Manuel E. Esquivel

Residence Life Coordinator of Operations

Not Returning Spring 2018 Checkouts

Residents Not Returning for Spring 2018

- Cancellation link is currently available online. Please fill out if you have not done so yet.
 - <https://www.surveymonkey.com/s/housingcancellation>
- Deposit is only refunded for graduating, exchange, and Spring study abroad residents if no damages are assessed, key is returned and check-out is properly completed at the scheduled time.
- All other contract cancellations due to withdrawing from UIW, transferring to another institution, moving off campus, etc. will result in forfeiture of the \$225.00 housing deposit and a \$500.00 broken housing contract fee.

Check-Out Dates

- **Non-Graduating Residents:** All residence halls will close on 12/15/2017 (Friday) @ 4:00 PM
- **Graduating Residents:** All residence halls will close on 12/18/2017 (Monday) @ 1:00 PM.
- **International Residents:** All residence halls will close on 12/20/2017 (Monday) @ 1:00 PM.
 - Make arrangements with ICC for housing if you need to stay past (Wed) 12/20/17. Business Office will process deposit refund after check-out is completed.

Closing Procedures

- **Residents Not Returning for Spring Housing:** Schedule check-out time by Sunday (12/10/2017). Failure to schedule a check-out time could result in \$25.00 improper check-out fine.
- **International/ Exchange Students Not Returning to UIW:** Schedule check-out time by Sunday (12/10/2017), check-out must be scheduled before Wednesday (12/20/2017) at 1:00 PM at the latest.
 - Make arrangements with ICC for housing if you need to stay past (Wed) 12/20/17. Business Office will process deposit refund after check-out is completed.
 - **Please make sure to fill out wire transfer form in Business Office to receive your housing deposit. No cash will be refunded**
- If you miss your check-out time; \$25.00 fine.

Returning Spring 2018

Registering for Classes (Securing Room)

- In order for residents to secure their current room for Spring, they must be registered for classes (full-time) in the Spring 2018 semester.
- All residents, excluding pharmacy and nursing students, need to be registered by (Sunday) 12/8/2017 in order to retain their current room for the Spring 2018 semester.
- If residents do not register for classes in time (by 12/08), they will have to re-apply for housing in the Spring via the housing portal and check-out before (Friday) 12/15/2017.
- **Pharmacy/ Nursing:** Please communicate with the individuals below, as they will be letting Res Life know about your Spring registration status.
- **Nursing:** Dr. Nadeau / **Pharmacy:** Kristen Dicianna



Break Housing

- Sunday (12/17/2017) to Friday (01/12/2018): \$150.00 per week, and \$600.00 for the entire break (Sign-up via Housing Portal).
 - Application is available
- Must be returning in Spring 2018 to be eligible to stay over break. If you cannot register by 12/08/2017 for Spring, you **cannot** stay over the break (must check-out by 12/15/17).
- **ATHLETES WHO ARE REQUIRED TO STAY:** Must sign up for break housing in housing portal (won't be allowed on campus otherwise)

Winter Break Housing is available for current residents who will be returning to housing for the Spring 2018 Semester.

There is a cost associated with this housing option. Please select your option(s) below.

Week 1: Sunday (12/17/2017) - Saturday (12/23/2017)

Week 2: Sunday (12/24/2017) - Saturday (12/30/2017)

Week 3: Sunday (12/31/2017) - Saturday (01/06/2018)

Week 4: Sunday (01/07/2017) - Saturday (01/13/2018)

Week 5: N/A

Entire Break

[Enter custom text here]

I would like winter break housing for the entire Winter Break. Cost: \$600.

Week 1

[Enter custom text here]

I would like winter break housing for Week 1 (occurs 4 weeks prior to the Spring semester). Cost: \$150.

Week 2

[Enter custom text here]

I would like winter break housing for Week 2 (occurs 3 weeks prior to the Spring semester). Cost: \$150.

Closing Procedures

- **Residents Returning in Spring:** Complete Holiday Break Form (next slide) and turn it into your RA. Failure to fill out form by Friday (12/15/2017, 4PM) could result in a \$25 improper check-out fine.
- If you miss your check-out time; **\$25.00 fine**.

HOLIDAY BREAK FORM

NAME: _____ BUILDING and ROOM: _____

DEPARTURE DATE and TIME: _____

Your RA will check your room to determine whether you have properly checked out. Failure to complete all items and placing this form on your door when you leave will result in a \$25.00 improper check-out fine.

Please initial each section to indicate that it has been completed.

- Mini Fridge Defrosted and Unplugged **KITCHEN AND BATHROOM**
 Sink & Sink Area Cleaned
 Water Faucets Turned Off
 Disposed of Perishable Items
 Toilet Cleaned*
 Shower Cleaned* **COMPLETED:** _____

- All Light Turned Off **LIGHTS, DECOR, and WINDOWS**
 Window Blinds Shut
 All Electrical Items Unplugged
 All Holiday Decorations Removed
 Windows Shut and Locked **COMPLETED:** _____

- Floors Swept/Vacuumed **FINAL STEPS**
 Trash Taken Out and Disposed
 Linens and Valuables Removed
 Report Any Maintenance Concerns **SHIRT SIZE:** _____
 Follow Residence Life on Social Media **COMPLETED:** _____

** Avoca, Watson Lofts and McComb's ONLY*

LIFE IS ABOUT TO CHANGE

U I W S P R I N G 2 0 1 7

FIND OUT HOW



uiwreslife and @UIWResidenceLife

Holiday Break Form



Room and Meal Plan Changes

Room and Meal Plan Changes

- **Room/ Meal Plan Changes**
 - The link is officially closed and will re-open the first day of class
- If room change is granted you **must move out all your belongs** on or before 12/15/2017 and will check-in to your new room 01/12/2018.
- Halls re-open Friday (01/12/2018) @ 8 AM.

The screenshot displays the University of the Incarnate Word (UIW) website. The top navigation bar includes links for Admissions, Academics, Athletics, About UIW, Student Life, Alumni, and International Affairs. The main content area is titled "RESIDENCE LIFE" and features a sidebar with various links such as Home, Apply, Prospective Residents, About Us, Residence Halls, Additional Information, High School Residence Life Program, Policies and Procedures Home, Campus Map, Residence Life Move-In, Discover SA, Off-Campus Alternatives, and Residence Life Change Request. The main content area is titled "Residence Life Change Request" and contains two prominent buttons: "ROOM CHANGE REQUEST" with a house icon and "MEAL PLAN CHANGE REQUEST" with a fork and knife icon.

UIW
UNIVERSITY OF THE INCARNATE WORD

Ask Red A-Z Blackboard Events Give Library Mail My Word

ADMISSIONS ACADEMICS ATHLETICS ABOUT UIW STUDENT LIFE ALUMNI INTERNATIONAL AFFAIRS

RESIDENCE LIFE

Home > Residence Life > Residence Life Change Request

Residence Life Change Request

Home

Apply

Prospective Residents

About Us

Residence Halls

Additional Information

High School Residence Life Program

Policies and Procedures Home

Campus Map

Residence Life Move-In

Discover SA

Off-Campus Alternatives

Residence Life Change Request

ROOM CHANGE REQUEST

MEAL PLAN CHANGE REQUEST

Questions