What each resident should know about Fall Closing Information

What is *In Residence*?

*In Residence* is the publication produced by the Department of Housing and Residential Life at the University of Miami. Find out about important deadlines throughout the year, including break periods and the summer.

Questions about specific items can be directed to:

**Housing and Residential Life Office**  
Eaton Residential College, Room 153

**Phone:** 305-284-4505  
**Email:** housing@miami.edu

**Visit our website for more information:**  
www.miami.edu/housing

Have a fun and safe winter break!
END OF SEMESTER CLOSING— RESIDENTIAL COLLEGES

The five residential colleges will close at 12:00 p.m. (Noon) on Thursday, December 17th. You will not have access to your room once the building closes—be sure to bring any essential belongings with you (i.e. medication, passport, etc.). All residents must leave within 24 hours of their last exam, or by this date and time at the latest, unless they have made prior arrangements to stay during the break between semesters. Graduating students may remain until 12:00 p.m. (Noon) on Friday, December 18th. Students who are returning to housing in the spring should not check out, but should be sure to secure their room (see left).

HOUSING SIGN-UP PROCESS
PROCESS FOR 2016-2017

Look for more detailed information in January when you return for the spring semester. Now is the time to start thinking about your housing plans for the next academic year, and to start talking with your family and friends. Make your plans now, including securing funds to cover the pre-payment of the $250 made by credit card or by electronic debit from a checking account at the time of sign-up via CaneLink.

HOW TO SECURE YOUR ROOM*

• Close all blinds
• Bag all trash, and take to trash chute/room. Do not leave in hallway, stairwells, recycle rooms or your room.
• Unplug all appliances (empty, defrost & clean refrigerators).
• Remove fish & turn off tank.
• Turn off the lights & leave A/C on low.
• Close & lock your room door

*For students who are returning to the same room spring semester
ARE YOU LIVING IN A HALF FULL ROOM RIGHT NOW?

If you are currently occupying a double room by yourself or if your roommate is moving out, you will be assigned a new roommate for the Spring 2016 semester. You must move your belongings to one half of the room prior to leaving at the end of the semester. Your cooperation will allow a new student an easy transition to the University. **Failure to move your belongings to one side, and leave your room accessible to a new roommate will result in a $100 fine, University discipline, and possible forfeiture of future on-campus housing privileges.**

ROOM CHANGES FOR SPRING SEMESTER

As a result of room changes, or students leaving the University, a very limited number of spaces will be available for reassignment. Residents who wish to change to one of these spaces should submit a room change request. Residents must remain in their present assignment until they are granted a room change.

The Department of Housing and Residential Life will assign any spaces available after room changes new students are assigned. Room change request forms are available at the Housing and Residential Life Office, located in Eaton Residential College, Room 153. Residents must complete and return room change requests to the Housing and Residential Life Office by 5:00 p.m. on Monday, November 30th.

Students will receive a written response to their request by Wednesday, December 2nd. Students who do not receive written approval to change rooms at this time cannot move until the next scheduled room change period which begins January 6, 2016.

The Department of Housing and Residential Life will assess a $100 fine and may take disciplinary action for any unauthorized changes. In addition, students making unauthorized changes will be required to move back to their assigned rooms.

WANT TO MOVE TO THE UNIVERSITY VILLAGE SPRING SEMESTER?

If you will have 60 earned credits after this semester, you can apply for a room change to live in University Village for the spring semester!

**HOW?**

- Make a room change to UV prior to January 11, 2016.
- Complete a room change request form in the Housing & Residential Life Office
COMPLETING ROOM CHANGES

The residential college reception desks will remain open until 5:00 p.m. on Friday, December 18th to accommodate these moves. Students not completing approved changes by 5:00 p.m. Friday, December 18th are subject to a fine, disciplinary action, and cancellation of their new assignment. Students making approved room changes must follow the checkout procedures (page 5) when vacating their current room.

Students changing rooms within the same college or area will get room access via Onity at their college or area reception desk. Students changing to other areas must get room access via Onity to new rooms at the appropriate college or area reception desk. Students should not exchange access cards with other students for any reason.

WHAT TO DO WITH YOUR STUFF

Residents granted room changes for spring semester must vacate their present assignment BEFORE leaving for the semester. Students have a number of options for their things:

1. They can try to make arrangements with the present occupants of their new room to move in prior to December 18th.
2. They can move all their possessions into a friend’s room who is not moving.
3. They can take all of their possessions home or store off-campus.
4. If none of these options are possible, they must stay until Friday, December 18th, the time set-aside for room changes to take place. Therefore, those students granted room changes should plan to make the necessary arrangements to stay on campus until Friday, December 18th, in case options 1-3 are not possible.
CHECKOUT PROCEDURES**

To avoid fines and charges, please check out properly. Failure to observe the following procedures will result in a daily $100 fine and possible access card replacement charges.

1. Pick up the “Express Checkout” envelope at your reception desk—available 24 hours-a-day.

2. Fill out the information on the envelope, including the updated address portion (be sure to notify anyone you receive mail from of your new address).

3. Put the envelope in the drop-off box at the reception desk.

Graduating, studying abroad, completing an int’l exchange, going on inactive status, transferring, or withdrawing from the University?

Students who are leaving the University at the end of the fall semester must fill out a Request for Release. Release forms are available at the Housing and Residential Life Office in Eaton Residential College, Room 153. Students must submit requests for release by November 30th to avoid additional charges/penalties. Students who are not returning must vacate their rooms, return their access cards after their last exam, and follow the checkout procedures.

UM Students studying abroad

Students participating in Study Abroad during the spring semester should check out at the conclusion of fall semester, like other students who are not returning. Due to space limitations, as well as the full-time enrollment requirement, space cannot be provided on campus for those leaving to foreign destinations in January, February, or later. Study Abroad students must notify the Department of Housing and Residential Life in writing by December 1st and must check out by December 18th. If they are interested in returning to on-campus housing following their study abroad experience, departing students need to schedule a meeting with the assignments staff in the Housing and Residential Life Office to review their options and how to apply for housing in prior to May 1, 2016.
HOUSING BETWEEN SEMESTERS

All students wanting to stay between semesters must complete an Intersession Housing application. Applications are available at the Housing and Residential Life Office, Room 153 of Eaton Residential College.

MAHONEY AND PEARSON RESIDENTIAL COLLEGES

Residents of Mahoney and Pearson Residential Colleges may stay, but must pay $575 to cover costs of operation during this period, which are not included in their room charges. Students should pay their $575 at the cashier’s window in the Ashe Building and bring their receipt to the Housing and Residential Life Office in Eaton Residential College no later than December 1, 2015. After this date, the charge for Intersession Housing will be $675.

HECHT, STANFORD, AND EATON RESIDENTIAL COLLEGES

Students from Hecht, Stanford, and Eaton Residential Colleges may stay in the space of a friend, of the same gender, in Mahoney or Pearson during this period. They MUST obtain written permission from all residents of the suite or room they plan to occupy. Students staying in Mahoney or Pearson must also pay the $575 intersession housing charge. Students can pick up consent/permission forms from Housing and Residential Life Office. Signed forms must be returned by no later than December 1, 2015. After this date the charge for intersession housing will be $675. All approved intersession residents, who do not live in Mahoney/Pearson will receive a temporary Onity access card for use during the intersession period from the Pearson Front Desk beginning December 18th.

WHAT’S THE COST?

It is important to follow the proper policies and procedures outlined in this newsletter and in the housing agreement. Failure to observe these procedures could result in the following fines.

$100 Improper checkout procedures. Does not include possible re-key/access card replacement charges

$100 Failure to move belongings to one side of the room and leave room accessible to a new roommate

$100 Unauthorized room changes

$100 Late checkout (per day)
**Winter Intersession Office Hours**  
The Pearson Residential College office will be open 24 hours-a-day for problems and emergencies during the intersession period. The telephone number to the front desk is (305) 284-4211. The Housing and Residential Life Office will be closed from December 24, 2015 through January 3, 2016.

**Room security**  
Students may leave personal belongings in their rooms if they are returning to the same room for the spring semester. However, the University assumes no liability for items left. Students should take valuable property home with them.

**Secure parking**  
Secure parking for students who are leaving their cars over break will be provided in the parking garages. Contact Parking and Transportation for more information.

**Recycling Containers**  
Please be sure to empty your recycling into the floor/building recycling containers nearby your room. Do not leave it in the hallway or floor lounge/elevator areas or in your room over break. Help us make the University of Miami a more sustainable campus.

**Perishable Packages**  
We are not able to accept on your behalf perishable packages received to the area reception desks. We do not have the ability to take responsibility for nor the capacity to store such items. While this has been our departmental policy, we have seen an increase in especially grocery services and want to reiterate the policy to our residents. Please inform your families and friends of this policy so that perishable items moving forward are not delivered to the reception desk as they will not be signed for. Should you choose to order food deliveries or use such grocery delivery services, you will need to be present at time of delivery to accept the items directly. Thank you in advance for your cooperation—we do appreciate your assistance with these deliveries being received properly.

**SAVE THE DATES...**

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<td>23 Thanksgiving Break begins</td>
<td>8 Last Day of Classes – 24-Hour Quiet Hours begin</td>
<td>6 Housing Opens for Spring Semester at 8:00a.m.; Meal Plans Resume for Spring Semester</td>
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<td>26 Thanksgiving Holiday University Offices Closed</td>
<td>9 Reading Day; Fall Closing Floor Meetings</td>
<td>11 Classes Begin for Spring Semester</td>
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<td>27 University Offices Closed</td>
<td>10 Final Exams Begin</td>
<td>16 RA Applications for the 2016-2017 Year are due</td>
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<td>30 Last Day to Submit Room Change Requests; Completing a Cancellation Release Form for Spring 2016</td>
<td>16 Final Exams End – End of the Fall Semester</td>
<td>18 Martin Luther King, Jr. Holiday-University Offices Closed, no classes</td>
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<td>30 Last Day to Sign-Up for Intersession Housing w/o an Additional Late Charge</td>
<td>17 Residential Colleges Close at 12:00p.m. (Noon) for non-graduating students</td>
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