IN RESIDENCE

What each resident should know about Fall Closing Information

**LIVING IN AN APARTMENT WITH AN EMPTY BEDROOM?**

If you are currently living in an apartment with an empty bedroom, you and your roommates can request a roommate for the spring semester. The deadline for submitting a request is Monday, November 30th. The requested roommate must be a qualifying applicant who has submitted their UV housing application already. Only mutual requests will be considered.

**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!

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UV FALL CLOSING • NOVEMBER – DECEMBER 2015

UV CLOSING NEWSLETTER • FALL • 2015
Leaving for Winter Break?

You may stay in your apartment over the winter break period. If you will be away for an extended amount of time, be sure to:

- Check & empty your mailbox in the mail room.
- Close and secure your windows.
- Close all blinds.
- Bag all trash & recycling and take to the dumpster—do not leave in your apartment hallway or stairwells.
- Turn off the lights and leave the A/C on low.
- Lock the door to your bedroom and apartment.

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 will be able to do so by submitting a room change request. Residents must keep their present assignment unless they are granted a room change.

Room change request forms are available in the Village Office and 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 no later than 5:00 p.m. on Monday, November 30th. Students will receive a written response to their request by Thursday, December 3rd.

Students who do not receive 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.

COMPLETING ROOM CHANGES

There will be a specific time frame listed on approved room change paperwork for residents to complete their room change. This allows their old room assignment to be readied for another resident to move-in. Depending on the availability of the individual bedroom, the room changes will occur prior to or by December 18th. Or between January 6th and January 10th. Therefore, those students granted room changes should plan to make the necessary arrangements to be available to complete their moves.

Students not completing approved changes within the appointed time frame are subject to fines, disciplinary action, and cancellation of their new assignment. Students making these room changes must follow the checkout procedures described in this newsletter when vacating their current bedroom. Students moving to a new apartment and/or changing bedrooms must get their Onity access updated for their new apartment at the Village Office. Students should not exchange keys/access cards with other students for any reason.
CHECKOUT PROCEDURES**

To avoid fines and charges, please check out properly after removing all of your belongings from your apartment and securing your individual bedroom door. Failure to observe the following procedures will result in a daily $100 fine and possible re-key charges of up to $55:

1. Pick up the “Express Checkout” envelope at the University Village Office during regular office hours or any time in the University Village Mail Room.

2. Fill out the information on the envelope, including the forwarding address portion (be sure to notify all magazine publishers of your new address); be sure to take all mail from your mailbox prior to leaving.

3. Put your bedroom key and the forwarding address slip inside the envelope and seal it.

4. Turn in the envelope at the University Village Office during regular office hours or in the express check-out box in the UV mail room if you are checking out “after hours”.

**For students completing room changes or not returning for spring semester

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 to confirm their intent to vacate their apartment. Release forms are available at the Housing and Residential Life Office in Eaton Residential College, room 153. Residents should submit their intent forms no later than November 30th and move out by December 18th.

UM Students studying abroad

Students participating in Study Abroad 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 in the Village or elsewhere on campus for those leaving to foreign destinations in February or March.

Card Access

To verify your return, continued occupancy, and to re-initialize your apartment entrance door lock, you will need to re-code your Cane Card at the UV Office (or another kiosk on campus) upon your return if you are leaving for Winter Break, or alternatively when you are around the Village and the UV Office is open after 12:01 PM on December 18th, when your Onity entrance door access expires.

HOUSING SIGN-UP 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 a pre-payment made by credit card at the time of sign-up via CaneLink.
VILLAGE OFFICE HOURS

The University Village Office will be open Monday through Saturday from 1:00 p.m. to 6:00 p.m. during the winter break period and closed on Sunday’s as well as University holidays. If you have a problem/emergency during the intersession period you should call the Village Office telephone number (305) 284-3680 for assistance. The Housing and Residential Life Office will be closed from December 24, 2015 through January 3, 2016 and re-open January 4th.

Room security

Students may leave personal belongings in their apartments if they are returning to the same apartment 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 UV residents who are leaving their cars over winter break will be provided in the two UV parking garages.

Recycling and Trash Containers

Your recycling bin and trash can in the apartment are a shared responsibility. If it is missing when you move out, you will be charged for a replacement. Please use these bins by emptying it into the building recycling containers and trash dumpsters nearby your apartment. Do not leave it in the hallway, stairwells, or elevator areas. Help us make the University of Miami a more sustainable campus.

SAVE THE DATES...

NOVEMBER

23 Thanksgiving Break begins
26 Thanksgiving Holiday
University Offices Closed
27 University Offices Closed
30 Last Day to Submit Room Change Requests
30 Last Day to complete a Cancellation Release Form for Spring 2015
30 Last Day to Sign-Up for Intersession Housing w/o an Additional Late Charge

DECEMBER

8 Last Day of Classes – 24-Hour Quiet Hours begin
9 Reading Day; Fall Closing Floor Meetings; Late Night Breakfast
10 Final Exams Begin
16 Final Exams End – End of the Fall Semester
17 Residential Colleges Close at 12:00p.m. (Noon) for non-graduating students
18 Residential Colleges Close at 12:00p.m. (Noon) for graduating students

JANUARY

6 Housing Opens for Spring Semester at 8:00a.m.; Meal Plans Resume for Spring Semester
11 Classes Begin for Spring Semester
16 RA Applications for the 2016-2017 Year are due
18 Martin Luther King, Jr. Holiday-University Offices Closed, no