Fall 2022 Closing Meeting

Presented by: Michael R. Parks

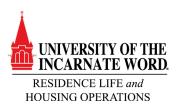
Manager of Housing Operations



RESIDENCE LIFE and HOUSING OPERATIONS

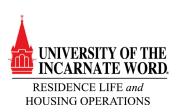
Resident Status Form

- Please make sure to check-in with your RA about your plans for winter
 - Staying for Winter Break
 - Checking Out
 - Returning to the same room

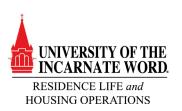


Room Checks over Winter Break

- Please make sure to take valuables and bed sheets.
- Staff will be checking rooms for maintenance issues primarily.
- Staff will be checking refrigerators/freezers to ensure they have been emptied.



Not Returning Spring 2023 Checkouts



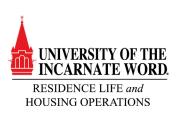
Residents Not Returning for Spring 2023

- Cancellation link is currently available online. Please fill out if you have not done so yet.
- Deposit is only refunded for graduating, exchange, and Spring study abroad residents. If no damages are assessed, issued keys are returned, and check-out is properly completed at the scheduled time.
- Residence Life is NOT responsible for Mailbox keys.
- 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 12/09/2022 (Friday) @ 4:00 PM
- Graduating Residents: All residence halls will close on 12/12/2022 (Monday) @ 1:00 PM.
- International Residents: All residence halls will close on 12/14/2022 (Wednesday) @ 1:00 PM.



Checking Out of Your Room

- Schedule a checkout time with your RA
- Check out signups will be posted outside your RAs door starting Monday, November 28th.
- ALL Checkout times must be scheduled by Friday, December 2nd.
- Make sure that ALL belongings and trash are removed from your room.
- Complete closing paperwork and turn-in key at checkout time
 - If you are returning to the same room in the Spring, you do not have to sign up

Residence Life Check-Outs RA Name: Sunday, December 08, 2019 Student Name Room# Phone Number Time 1:00 PM 1:45 PM 2:30 PM 3:15 PM 4:00 PM 4:45 PM 5:30 PM 6:15 PM 7:00 PM

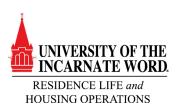
7:45 PM 8:30 PM 9:15 PM

Monday, December 09, 2019 Time Student Name Room # Phone Number						
Time	Student Name	Room #	Phone Number			
9:15 AM						
10:00 AM						
10:45 AM						
11:30 AM						
12:15 PM						
1:00 PM						
1:45 PM						
2:30 PM						
3:15 PM						
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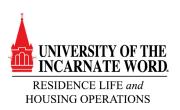
Condition of room when at time of check-out

- Your room (your side) must be completely empty by the time of your check-out.
- Clean (no food, trash, or unwanted items)
- Turn off all water faucets
- Turn off all lights
- Properly dispose of all trash
- Shut & lock all windows
- Close all window shades



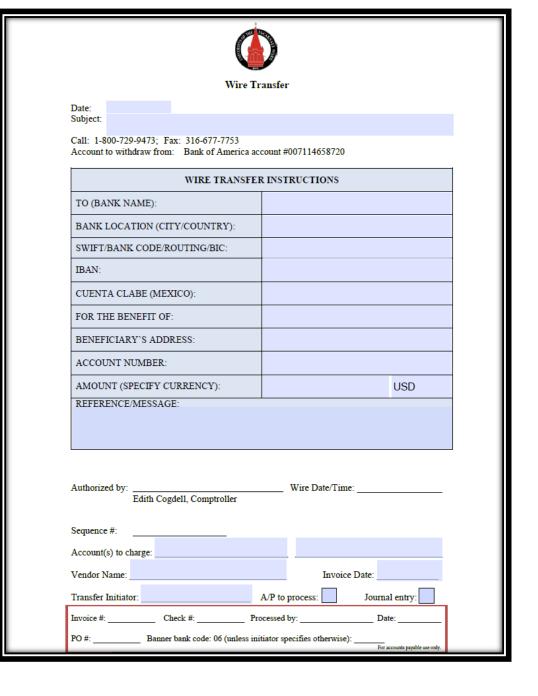
Abandoned Items

• Any items left in room or suite after the residence hall closes are considered abandoned and will be donated to charity or disposed of (Residence Life does not store any belongings).



Wire Transfer Form (Housing Deposit)

- Domestic Students
 - Direct deposit or Check
 - If by check, it will be sent to the permanent address on file
- International Student
 - You will need to fill out form for proper deposit return
 - Can be found at the Business office

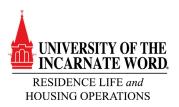


Questions?

•All students staying in housing next semester please stay



Returning Spring 2023

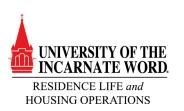


You DO NOT have to reapply for housing! You DO NOT have to repay housing deposit!



Registering for Classes

- For residents to secure their current room for Spring, they must be registered for classes (full-time) for Spring 2023 semester.
- Make sure to contact your advisor if you have not been able to register for your Spring 2023 classes
- Registration deadline to retain housing is December
 1st



Winter Break Housing

- Friday (12/09/2022) to Friday (01/06/2022): \$170.00 per week, and \$680.00 for the entire break (Sign-up via Housing Portal).
 - Application now available
- Must be returning in Spring 2023 to be eligible to stay over break. If they cannot register by 12/01/2022 for Spring, they <u>cannot</u> stay over the break.
- ATHLETES WHO ARE REQUIRED TO STAY: Must sign up for break housing in housing portal (won't be allowed on campus otherwise)



Holiday Break Housing (You do have to APPLY)

- 12/12/2022 (Monday) to 01/06/2023 (Friday)
 - \$170.00 per week
 - \$680.00 for the entire break
 - Sign-up via Housing Portal
 - Application is currently live
- You can select different weeks
- Must be returning in Spring 2023 to be eligible to stay over break.
- ATHLETES WHO ARE REQUIRED TO STAY: Must sign up for break housing in housing portal.

Winter Break Housing is only offered at a weekly rate not a daily rate NOTE: Meal options will not be available over winter break. Students will be repsonsible for providing their own meals I understand that I must be booked in a room for the Spring 2023 semester and registered for classes (full-time) to take advantage of Winter Housing. Please select Yes for your winter Housing Preference require housing. Please select No for the options you do not require housing. If you require housing for the entirity of winter, please select I have read and reviewed the above requirements and acknowledge the Winter Housing Requirements Prefer Winter Break Week 1: Monday (12/12/2022) - Sunday (12/18/2022) Prefer Winter Break Week 2: Monday (12/19/2022) - Sunday (12/25/2022) Prefer Winter Break Week 3: Monday (12/26/2022) - Sunday (01/01/2023) Prefer Winter Break Week 4: Monday (01/02/2023) - Saturday (01/06/2023) Prefer Entire Winter Break (December 12th, 2022 - January 6th, 2023)

Save & Continu

Closing Procedures

- Complete all task items on the departure form before submitting
- Examples
 - Defrost and unplug mini fridge
 - Clean/pickup around restroom area
 - Unplug ALL electrical items
 - All water is off
 - All lights are off
 - All windows are shut
 - Take all trash out



Holiday Break Form

- ALL students that will be returning must fill out the "Holiday Break Form."
- Will be personally handed to students by the RA

HOLIDAY BREAK FORM NAME: BUILDING & ROOM: DEPARTURE DATE and TIME: Your RA will check your room to determine whether you have properly checked out. Please complete this form and turn into your RA upon your departure. Please initial each section to indicate that it has been completed. ☐ Mini Fridge Defrosted and Unplugged KITCHEN AND BATHROOM ☐ Sink & Sink Area Cleaned ☐ Water Faucet(s) Turned Off ☐ Disposed of Perishable Items ☐ Toilet Cleaned* COMPLETED: ☐ Shower Cleaned* LIGHTS, DECOR, & WINDOWS ☐ All Lights Turned Off ☐ Window Blinds Shut ☐ All Electrical Items Unplugged ☐ All Holiday Decorations Removed COMPLETED: ☐ Windows Shut and Locked **FINAL STEPS** ☐ Floors Swept/Vacuumed ☐ Trash Taken Out and Disposed ☐ Linens and Valuables Removed ☐ Report any Maintenance Concern COMPLETED: ☐ Follow Residence Life on Social Media *Avoca, McComb's, Township, and Watson Lofts ONLY iw.edu/housing Phone: (210) 829-6034 f housing@uiwtx.edu RESIDENCE LIFE and Office: SEC 3150

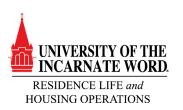


Room and Meal Plan Changes



Room Changes

- Application is currently live
- Application will close on November 28th, 2022
- Filling out a room change request does not guarantee a room change
- If your room change is granted
 - Room available You will be asked to change your room before you leave for break
 - Room not available we ask that you completely check out of your room and then move into your new room during Spring 2023 semester



Meal Plan Change

- Application is currently live
- Full ride scholarship athletes must have Platinum (your responsibility)
 - contact your coach if you have a conflict
- Students must fill out the request nobody else can

MEAL PLANS PER SEMESTER		UNIVERSITY OF THE INCARNATE WORD RESIDENCE LIFE AND HOUSING OPERATIONS 2022-2023	
PLAN	COST	DINING DOLLARS	BOARD MEALS
PLATINUM	\$2600	\$570	17/week
GOLD	\$2500	\$520	16/week
SILVER	\$2350	\$685	12/week
BRONZE* *UPPERCLASSMEN ONLY	\$2150 +TAX	\$875	8/week
MEAL PLAN	IS ARE REQUIRED FOR	TER, AND PRICED AS SUCH UNLESS N PALL RESIDENTS FOR THE FULL ACAD E BOARD OF TRUSTEES FOR THE 202	EMIC YEAR.



Account changes



Students Faculty Staff

Residence Life and Housing

Work For Us

Report a Work

Who We Are	+
Apply to Housing	+
Focused Learning and Growth System	+
Living and Learning Communities	+
Policies and Reporting	
Account Changes	

Available Changes

The following links can be utilized to request changes to your housing account. The below guidelines outline the processes regarding account changes. Requests made outside our official guidelines will not be processed.



Submit a Request to Change Rooms

The room change process occurs four times during the academic year. We will gladly accept room changes during active periods.

Note, all requests will be reviewed in the order received. While we make every effort to honor requests, changes are dependent upon room availability.

Active Room Change Request Periods:

- June 1 July 15 (Fall Semester)
 - o New Extended Request period to August 1, 2020
- August (Fall semester) First week of classes
- November (Spring Semester)
- · January (Spring semester) First week of classes







Make a Change to Your Meal Plan

The meal plan change process occurs twice during the academic year. We will gladly accept room changes during active periods.

Note that changes CANNOT occur outside meal plan change period

Active Meal Plan Change Request Period

- June 1 August 10 (Fall Semester)
- o November January 5 (Spring Semester)

Meal Plan Change Request



Contact Information

Student Engagement Center 3150





All Campus RA Phone

(210) 216-6831

Submit a Work Order

Submit a Work Order

Connect with Us



Questions?



RESIDENCE LIFE and HOUSING OPERATIONS