Spring 2022 Closing Meeting

Presented by: Michael R. Parks

Manager of Housing Operations

UNIVERSITY OF THE INCARNATE WORD

RESIDENCE LIFE *and* HOUSING OPERATIONS

Check-Out Dates

- **Non-Graduating Residents:** All residence halls will close on 05/06/2022 (Friday) @ 4:00 PM
- **Graduating Residents:** All residence halls will close on 05/09/2022 (Monday) @ 1:00 PM.
- **International Residents:** All residence halls will close on 05/11/2022 (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, April 18th
- Checkout times must be scheduled by Friday April 29th
- Make sure that ALL belongings and trash are removed from your room.
- ALL Checkout times must be scheduled by Friday April 29th
- Complete closing paperwork and turn-in key at checkout time

Condition of room when at time of check-out

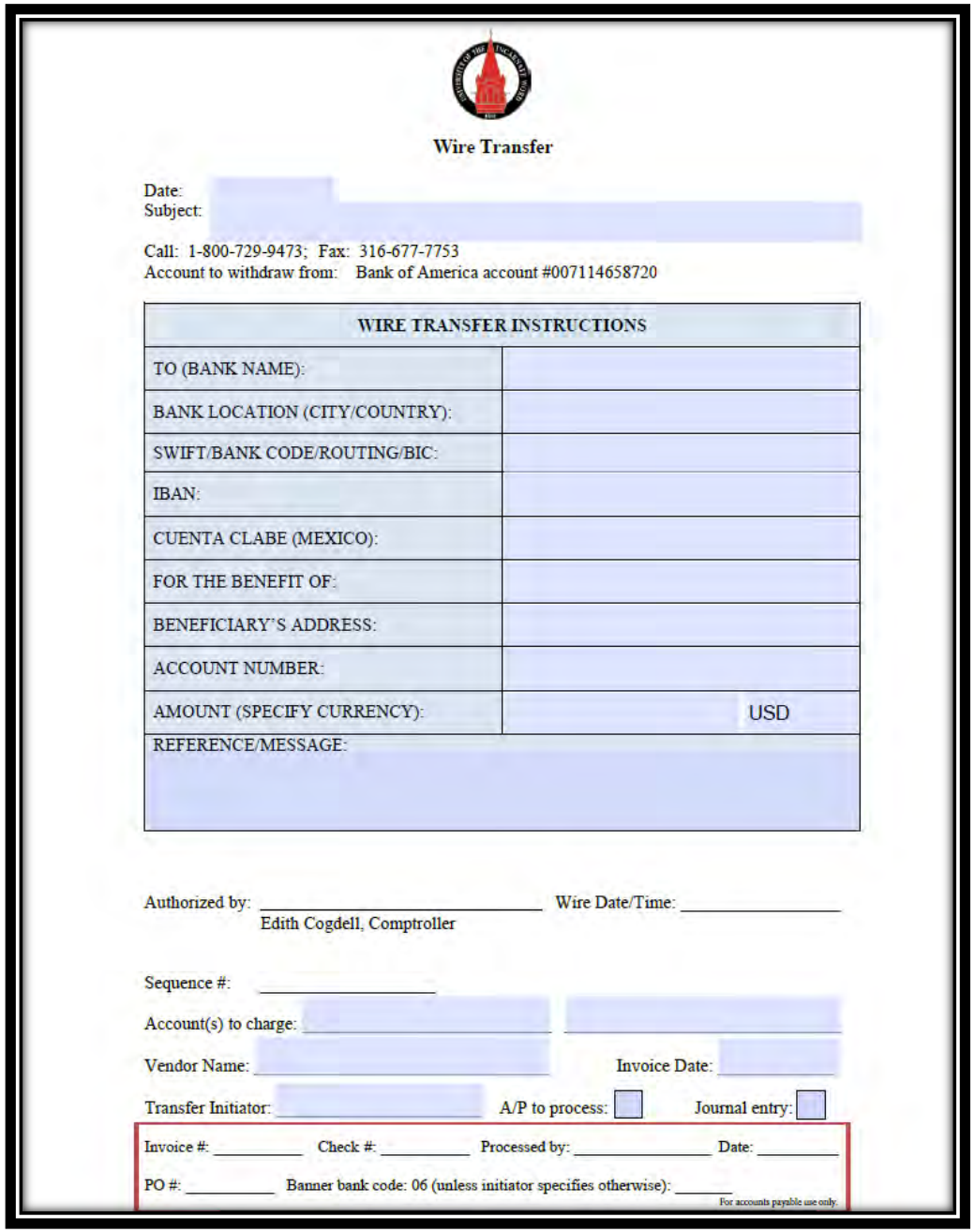
- Your room (room side) must be completely empty by the time of your check-out.
- Clean (no food, trash, or unwanted items)
- Turn off all water faucets
- Turn off all lights
- Properly dispose of all trash
- Shut & lock all windows
- Close all window shades

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 check, it will be sent to the permanent address on file
- International Student
  - You will need to fill form out
  - Can receive at the Business Office



Wire Transfer

Date:
Subject:

Call: 1-800-729-9473; Fax: 316-677-7753
Account to withdraw from: Bank of America account #007114658720

WIRE TRANSFER INSTRUCTIONS	
TO (BANK NAME):	
BANK LOCATION (CITY/COUNTRY):	
SWIFT/BANK CODE/ROUTING/BIC:	
IBAN:	
CUENTA CLABE (MEXICO):	
FOR THE BENEFIT OF:	
BENEFICIARY'S ADDRESS:	
ACCOUNT NUMBER:	
AMOUNT (SPECIFY CURRENCY):	USD
REFERENCE/MESSAGE:	

Authorized by: _____ Wire Date/Time: _____
Edith Cogdell, Comptroller

Sequence #: _____

Account(s) to charge: _____ _____

Vendor Name: _____ Invoice Date: _____

Transfer Initiator: _____ A/P to process: ☐ Journal entry: ☐

Invoice #: _____ Check #: _____ Processed by: _____ Date: _____

PO #: _____ Banner bank code: 06 (unless initiator specifies otherwise): _____

For accounts payable use only.

Questions?

- All students staying in housing next semester please stay

Returning Fall 2022

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE *and* HOUSING OPERATIONS

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

Closing Procedures

- Complete all task items on the departure from before submitting
- Examples
  - Clean/pickup around restroom area
  - All water is off
  - All lights are off
  - All windows are shut
  - Take all trash out
  - All personal items removed

Room reservation

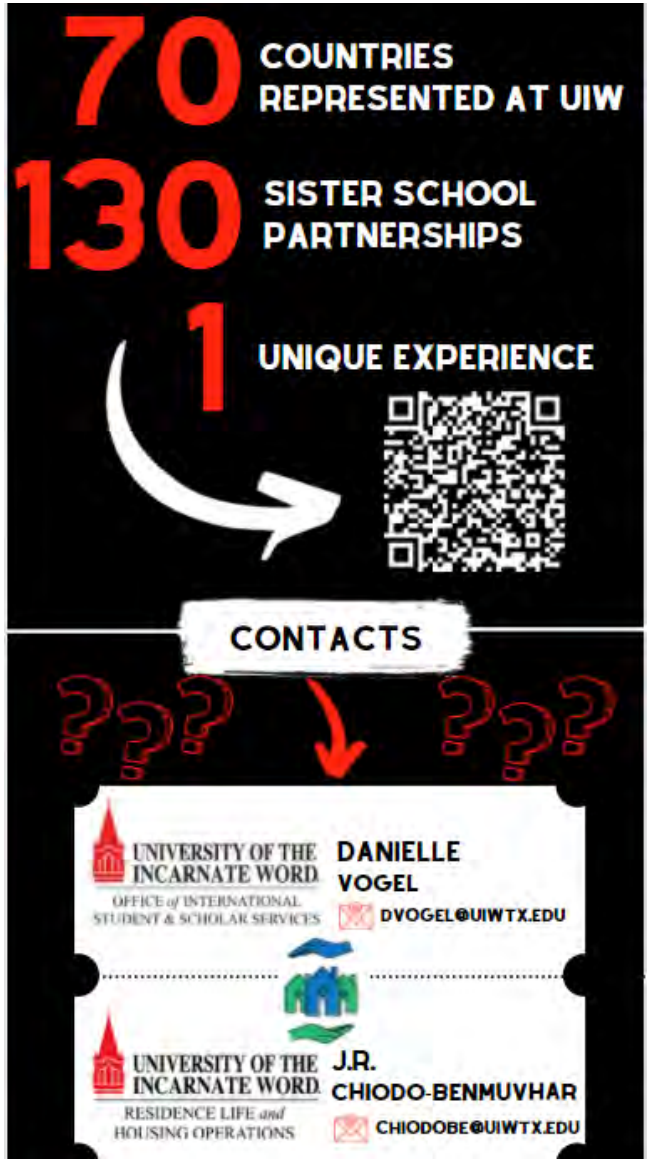
Room Reservation Process Current Residents***

- **Address HOLDS (Academic/Business Office)**
- Class registration begins Thursday, April 7th, 2021
- Application opens 24 hrs. after the student has registered
- Applications goes live on Saturday, April 9th, 2022***
- Room Renewal will begin Tuesday, April 18th, 2022 – Friday, April 22nd, 2022.
- Timeslots will be allotted on Tuesday, April 26th, 2022
- Room Reservation will begin Wednesday, April 27th, 2022

Room Renewal Information

- Current rooms unable to renew
  - First Time In College (Freshmen)
    - Agnese
    - Clement
    - Joeris 4th
    - Joeris 5th
    - Sky View
  - Upperclassmen
    - ADA Rooms
    - Joeris 5th
    - Sky View 6th

Intercultural House



UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE *and* HOUSING OPERATIONS

Rates for Fall 2022

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE AND HOUSING OPERATIONS
2022-2023

HOUSING RATES
PER SEMESTER

FIRST YEAR	SINGLE	DOUBLE
AGNESE SOSA	—	$3390
CLEMENT	—	$3360
JOERIS	$4550	$3800
SKY VIEW	—	$3800
DUBUIS	—	$3900

UPPERCLASSMEN	SINGLE	DOUBLE
AVOCA	—	$3760
HILLSIDE	$4550	—
JOERIS	$4550	$3800
MCCOMB'S**	$4000	$3800
ST. JOSEPH'S	$3960	—
TOWNSHIP	$4700	$4000
WATSON LOFTS	—	$3800

KEY GUIDE

- APARTMENT STYLE
- FEMALE
- MALE
- PRIVATE BATHROOM
- SHARED BATHROOM
- COMMUNITY SHOWER
- LIVING ROOM
- APARTMENT/HALL KITCHEN
- COMMUNITY FRIDGE AND MICROWAVE
- COMMUNITY LOUNGE

*FRIDGE IN APARTMENT WITHOUT MICROWAVE

**SOME APARTMENTS DO NOT CONTAIN KITCHEN

ALL RESIDENCE HALLS ARE DESIGNATED NON-SMOKING, AND EACH ROOM IS FURNISHED (PER STUDENT) WITH:
1 TWIN XL BED, 1 DESK, 1 DESK CHAIR, AND 1 DRESSER.
RESIDENCE HALL RATES INCLUDE ROOM, UTILITIES, AND WIRELESS INTERNET.

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE *and* HOUSING OPERATIONS

Summer Housing Eligibility

- In order to be eligible for summer housing, residents must be:
  - Enrolled in Summer coursework OR
  - Be enrolled as a full time student (12 credit hours undergraduate)
  - Please note – summer applications are separate from fall applications! An application must be on file for each of these semesters
  - All summer residents are required to have a meal plan with the exception of Maymester

Maymester

Maymester info

- Dates May 9th – May 29th
- Resident will be able to stay in their current rooms*
  - Students may be asked to relocate to their Summer I assignment

Summer I and Summer II

Summer I and Summer II

Summer I

- **Check in: Friday, May 27th and Monday, May 30th.**
- **Check out: Friday, July 1st – July 3rd**
- Halls: Sky View (Doubles) and Hillside Singles

Summer II

- **Check in: Friday, May 27th and Monday, May 30th.**
- **Check out: Friday, July 1st – July 3rd**
- Halls: Sky View (Doubles) and Hillside Singles

Summer Rates

UNIVERSITY OF THE INCARNATE WORD®
RESIDENCE LIFE AND HOUSING OPERATIONS
SUMMER 2022

HOUSING RATES
SUMMER SEMESTER

13 WEEKS (MAY+EXTENDED)	SINGLE	DOUBLE
SKY VIEW	—	$2290
HILLSIDE	$4220	—

10 WEEKS (SUMMER 1 + 2)	SINGLE	DOUBLE
SKY VIEW	—	$1760
HILLSIDE	$3240	—

5 WEEKS (SUMMER TERM 1 OR 2)	SINGLE	DOUBLE
SKY VIEW	—	$880
HILLSIDE	$1620	—

MAY-MESTER (NO MEAL PLAN)	SINGLE	DOUBLE
SKY VIEW	—	$530
HILLSIDE	$980	—

MEAL PLAN OPTIONS

Summer I + II (FULL)	$1395 (plus tax) - 19 meals/week
Summer I + II (HALF)	$770 (plus tax) - 8 meals/week
Summer I Only	$770 (plus tax) - 19 meals/week
Summer II Only	$770 (plus tax) - 19 meals/week

SHARED BATHROOM · APARTMENT/HALL KITCHEN · MALE · FEMALE
PRIVATE BATHROOM · COMMUNITY LOUNGE · COMMUNITY FRIDGE AND MICROWAVE

ALL RESIDENCE HALLS ARE DESIGNATED NON-SMOKING, AND EACH ROOM IS FURNISHED (PER STUDENT) WITH:
1 TWIN XL BED, 1 DESK, 1 DESK CHAIR, AND 1 DRESSER.
RESIDENCE HALL RATES INCLUDE ROOM, UTILITIES, AND WIRELESS INTERNET.

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RESIDENCE LIFE *and* HOUSING OPERATIONS

Room and Meal Plan Changes

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RESIDENCE LIFE *and* HOUSING OPERATIONS

Room Change requests

- Application be available on Wednesday, 06/01/22 @ 9AM
- Application will close on Friday, 07/15/22
  - There will be another opportunity for room changes during the first week of classes for Fall

Meal Plan Change

- Application be available from 06/01/22 – 08/10/22
- We will not be able to adjust meal plans after 08/10/222

MEAL PLANS
PER SEMESTER

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE AND HOUSING OPERATIONS
2022-2023

PLAN	COST	DINING DOLLARS	BOARD MEALS
PLATINUM	$2600 +TAX	$570	17/week
GOLD	$2500 +TAX	$520	16/week
SILVER	$2350 +TAX	$685	12/week
BRONZE* *UPPERCLASSMEN ONLY	$2150 +TAX	$875	8/week

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE *and* HOUSING OPERATIONS

Account changes

UNIVERSITY OF THE INCARNATE WORD

Students Faculty Staff

Residence Life and Housing

- Work For Us
- Who We Are +
- Apply to Housing +
- Focused Learning and Growth System +
- Living and Learning Communities +
- Policies and Reporting
- Account Changes
- Report a Work Order

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)
  - **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

Room Change Request →

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)
- November – January 5 (Spring Semester)

Meal Plan Change Request →

Contact Information

Student Engagement Center 3150

(210) 829-6034

housing@uiwtx.edu

All Campus RA Phone

(210) 216-6831

Submit a Work Order

Submit a Work Order

Connect with Us

Housing Portal Walk Through

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE *and* HOUSING OPERATIONS

UNIVERSITY OF THE INCARNATE WORD.

Home | Explore our Residence Halls | Application | Log Out

Fall Term Selector

Please select a term below to start or continue with your application.

Fall 2022

(8/19/2022 - 12/9/2022)

Apply

Application
Requirements Advisory
Release of Resident
Information
Contract
Additional Personal
Information
i-House LLC
Gender Inclusive
Housing
Room Preferences
(returners)
Roommate Matching
Questionnaire
Roommate Selection
(UPPERS)
Application Status

Application Requirements

In order to process your housing application, the following items must be completed:
* $225 Housing Deposit
* Meningitis Immunization
* Housing Contract
* Sexual Offendor Clause

Housing Deposit

The $225 housing deposit can be paid through the housing portal. If you already have a housing deposit on file, you may continue the application.

Please check to acknowledge the deposit requirements:

☐ ⓘ

Meningitis Immunization

Effective October 1, 2013, a change to Texas State law (SB 62) mandates that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years preceding admission to the University.

Students may submit their meningitis vaccination record the Cardinal App called Med+Proctor. Med+Proctor instructions can be found here. You can access Med+Proctor by clicking here.

Med+Proctor takes approximately 48-72 hours to verify meningitis vaccine records. For any questions regarding submission, verification or copies of meningitis vaccine records please use the Med+Proctor chat box located in the program.

Meningitis Submission

I Agree

Housing Contract

If you are 18 years of age or older, you will sign the housing contract through an agreement checkbox. If you are under 18 years of age, please review and sign the contract with your parent/legal guardian. The contract will follow on the next steps of this application

Once completed and sign, scan the document or use your phone to take a picture and save it as a PDF file (if possible).
Please name the file as follows for easy processing: "HousingContract-student#-LastName-22-23" Click "Save and Continue" and upload document on next screen step.
Once you submit your contract, please allow 1-2 business days to review.

Sexual Offender Notice

Under Texas State Law (HB 355), I understand that if I am a registered sex offender, I cannot reside in on-campus housing of a public or private institution of higher learning.

Are you a sexual offender?

No

Notice for Reasonable Accommodations

The University of the Incarnate Word provides reasonable accommodation with adequate notice. To request disability accommodations for housing, please visit the web page for the Office of Student Disability Services or contact the office at (210) 829-3997. For students requesting housing accommodations, please review the deadlines below:
* March 1 if you are a returning student for the fall semester
* June 1 if you are an incoming student for the fall semester
* September 1st if you are an incoming student for the spring semester

Your records are separated into two different parts. The parts are listed below with possible examples:

- Resident Information
- Billing
- Application
- Assignment
- Meal Plan
- Communications to Student
- Conduct Information
- Violations of University and Housing Policy
- End of Year Charges
- Community Billing

We will ask for this information whenever you start a new application with our department. If at anytime you wish to change this information, you may visit our office so that we may update your record for you.

Please note, granting authorization to release information does not allow the listed individual to conduct business on the student's behalf. The authorization allows our department to release information only.

Approve FERPA Contact

Option 1: I decline sharing my private information

Option 2: All Residence Life information and Conduct Information
Option 4: Only Residence Life information
Option 1: I decline sharing my private information
Option 3: Only Conduct Information

Residence hall key and UIW ID: I agree to carry my UIW ID at all times and am responsible for my residence hall key. If I should lose either my key or ID, I will immediately report the loss to the Residence Life Office and pay for their replacement.

By signing this, I agree to comply with the terms of occupancy, the Residence Life Handbook, and the UIW Student Handbook, and agree to be familiar with the policies and procedures set forth by the University and the Department of Residence Life. I understand a copy of this contract and the Residence Life Handbook can be requested from the Office of Residence Life.

By placing your UIW Student ID (numbers only) below, I agree to all terms of this Residence Life Housing Occupancy Contract.

Signature:

Residence hall key and UIW ID: I agree to carry my UIW ID at all times and am responsible for my residence hall key. If I should lose either my key or ID, I will immediately report the loss to the Residence Life Office and pay for their replacement.

By signing this, I agree to comply with the terms of occupancy, the Residence Life Handbook, and the UIW Student Handbook, and agree to be familiar with the policies and procedures set forth by the University and the Department of Residence Life. I understand a copy of this contract and the Residence Life Handbook can be requested from the Office of Residence Life.

By placing your UIW Student ID (numbers only) below, I agree to all terms of this Residence Life Housing Occupancy Contract.

Signature:

Additional Personal Information

Home Address

Information below is from Banner, our student records database. If any details are incorrect, please contact the appropriate offices:

New Students - Admissions (admissions@uiwtx.edu)
Returning Students - Registrar (registrar@uiwtx.edu)

First Name

.JR

Last Name

.Chiodo-Benmuvhar

Date of Birth

9/11/2003

Student Number

942664

Gender

Female

Save & Continue

i-House LLC

Introduction

Interculture House (iHouse) is a collaborative Living and Learning Community sponsored by Residence Life and Housing Operations and International Student and Scholar Services. The purpose of iHouse is to facilitate cross-cultural dialogues between students from around the globe. Students who have studied abroad or wanting to study abroad should consider applying to this Living and Learning community, as well as those interested in global affairs and majors, including international business, political science, marketing, and more! Programming will be a blend of introducing our international participants to American culture, as well as allowing all our students to experience different cultures in our community. Maximum participation will be capped at 20 students.

All participants will be housed in Township Apartments and will be blended apartments, meaning we will pair international and domestic students to facilitate the development of cross-cultural community.

Administrative Staff

Danielle Vogel, International Student Advisor:
210-283-6915
dvogel@uiwtx.edu

J.R. Chiodo-Benmuvhar, Assistant Director of Residence Life:
210-805-2357
chiodobe@uiwtx.edu

Are you interested in joining i-House

Yes
No

Gender Inclusive Housing

Gender Inclusive Housing:

At UIW, we believe that honor, respect, open and honest dialogue, and the defense and promotion of the dignity and rights of each and every person are sure ways to dispel fear, mistrust, hatred, and violence. Hence, we want to create a hospitable, safe, and life-giving university community.

UIW Residence Life & Housing Operations offers Gender Inclusive Housing (GIH) to students who self-identify that their gender identity and expression differs from those typically associated with their assigned sex at birth (transgender, transsexual, genderqueer, gender non-conforming). Students who have not officially updated their sex on the student record in the Registrar's Office or are transitioning their sex, may apply for housing in residence halls offering private rooms/private baths.

First Time in College (FTIC) –Joeris/Sky View

Upperclassman – Hillside/Joeris

In order to request a Gender Inclusive Housing assignment, please contact the Department of Residence Life and Housing Operations at (210) 829-6034 or housing@uiwtx.edu. The ability to accommodate requests for Gender Inclusive Housing are based on availability of preselected rooms

Save & Continue

Use the Add Preference button to the right to add up to three room preferences.

Please add at least 1 preferences. Please select at least 0 unique locations.

Add Preference

Order	Location	Room Preference	Delete
1	---Please		Delete

---Please Select---
Hillside Residence Hall
Joeris Residence Hall
McCombs' Center
St. Joseph's Hall
Township Apartments
Watson Loft 1

You can add 2 more preferences.

Save & Continue

Roommate Matching Questionnaire

PortalX Editing Tip

Screenname (or NameWeb) is the default name used throughout roommate matching, and room selection. Please make sure you create a Screenname identifiable to you! Please do not enter the name of the person you are wishing to room with.

Please note you can only select a ROOM MATE match and not suitemates

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

Roommate Search Screen Name

mrjrcb

UIW Activity Participation

Baseball:

No

Basketball:

No

Fencing:

No

Lifestyle Preferences

When I go to bed, I prefer the light levels to be...

Complete Darkness

Sleeping Noise Levels:

Complete silence

Preferred wake up time . . .

6:00 AM or earlier

Preferred bed time...

12:00 AM

Preferred room condition:

Somewhat Clean

I like having guests in the room...

Sometimes

Spend free time...

Alone

When I study, I will probably study:

In the room

When I study, I prefer the following...

Some noise is fine

Do you smoke cigarettes?

Roommate Selection (UPPERS)

This part of the Housing Application is where you will match with your preferred roommate, or find a roommate among your fellow UIW classmates. You can do this 3 ways:

1. Search directly for your preferred roommates by searching by their first or last name, or Student ID Number.
2. Search for roommates by using the answers in the roommate matching questionnaire to find someone with similar attributes.
3. Take a look at suggested roommates based on how closely you match based on your answers in the roommate matching questions.

You have not selected any roommates

Roommate searching options are below to the right.

Search for Roommates by Details
Search for Roommates by Roommate Profiles
Suggested Roommates

Save & Continue

Select Meal Plan

This is the default text to display, refer to the widget settings to update the content.

Fall 2022:

(Please Select Meal Plan)

- (Please Select Meal Plan)
- Fall 2022 Cardinal Platinum: $2,600
- Fall 2022 Cardinal Gold: $2,500
- Fall 2022 Cardinal Silver: $2,350
- Fall 2022 Cardinal Bronze: $2,150

Room List

Staying between 08/19/2022 and 12/09/2022 for Term: Fall 2022

- [ ] Double
- [ ] Single

Locations

- [ ] Hillside Residence Hall
- [ ] Joeris Residence Hall
- [ ] McCombs' Center
- [ ] Sky View Hall
- [ ] St. Joseph's Hall
- [ ] Township Apartments

Room/Suite

- [ ] TS 2-262
- [ ] TS 2-264
- [ ] TS 2-266
- [ ] TS 2-268
- [ ] TS 2-370
- [ ] TS 2-372

HS 411

1 Calculate Total

HS 4 NE
Hillside Residence Hall
Main Campus

Show Room Info

Add To Cart

HS 412

1 Calculate Total

HS 4 NE
Hillside Residence Hall
Main Campus

Show Room Info

Add To Cart

HS 413

1 Calculate Total

HS 4 NE
Hillside Residence Hall
Main Campus

Show Room Info

Add To Cart

Room List

Staying between 08/19,

- [ ] Double
- [ ] Single

Locations

- [ ] Joeris Residence Hall
- [ ] McCombs' Center
- [ ] Sky View Hall
- [ ] St. Joseph's Hall

Room/Suite

- [ ] TS 2-264
- [ ] TS 2-266
- [ ] TS 2-268
- [ ] TS 2-370

HS 411

1 Calculate Total

HS 4 NE
Hillside Residence Hall
Main Campus

Show Room Info

Remove From Cart

Application 02:23 Log Out

1 Calculate Total	1 Calculate Total	1 Calculate Total
HS 4 NE	HS 4 NE	HS 4 NE
Hillside Residence Hall	Hillside Residence Hall	Hillside Residence Hall
Main Campus	Main Campus	Main Campus
Show Room Info	Show Room Info	Show Room Info
Add To Cart	Add To Cart	Add To Cart

Previ... 1 2 3 4 5 6 7 8 Next

... 40

Save & Continue

RD.

Residence Halls Application 01:48 Log Out

Assign Beds

sory

My Room

mrjrcb
Age: 18
Gender: Female

Select Bed

Select Bed
HS 411 (1 total spaces, 1 available, 0 unavailable)
HS 411-1

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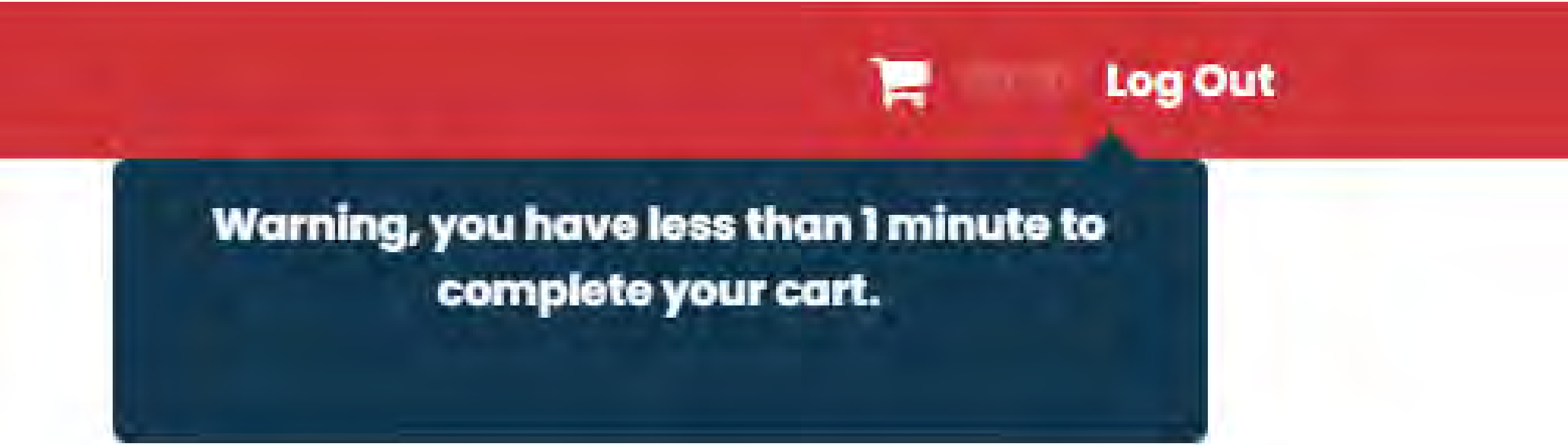
ın

Go Back Assign Beds


Log Out
Warning, you have less than 1 minute to complete your cart.

Room Renewal

> You do not have a valid booking to renew.

Please select your current booking to renew it, or click Skip below to proceed without renewal.

Questions?