Spring 2023 Closing Meeting

Presented by: Michael R. Parks

Manager of Housing Operations

UNIVERSITY OF THE INCARNATE WORD

RESIDENCE LIFE *and* HOUSING OPERATIONS

Presentation Breakdown

- Section 1 – Spring 2023 Closing
- Section 2 – Returning residents: room renewal and room reservation
- Section 3 – Summer Housing
- Section 4 – Meal plan and Room changes for Fall 2023

Section 1 – Spring 2023 Closing

- Review any holds you may have – check with advising, the business office, financial aid, etc.
- Review your own departure plans, May is a few weeks away.
- Speak with your RA in regard to any questions about your departure.
- Meal Points will not roll, please use them.
- Ensure all personal information is up to date on Banner
- **Please monitor your Cardinal Email**

Check-Out Dates

- **Non-Graduating Residents:** All residence halls will close on 05/05/2023 (Friday) @ 4:00 PM
- **Graduating Residents:** All residence halls will close on 05/08/2023 (Monday) @ 1:00 PM.
- **International Residents:** All residence halls will close on 05/10/2023 (Wednesday) @ 1:00 PM.

Checking Out of Your Room

- Schedule a checkout time with your RA
  - At the time of check out, all your personal items should be removed and any of your trash brought to trash cans
- Check out signups will be posted outside your RAs door starting Monday, April 17th
- ALL Checkout times must be scheduled by Friday April 28th
- Make sure that ALL belongings and trash are removed from your room.
- Complete closing paperwork and turn-in key at checkout time

Closing Procedures

- Complete all task items on the departure form before submitting – Your RA will have knowledge on this form
- 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

Condition of room 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

Apartment Living

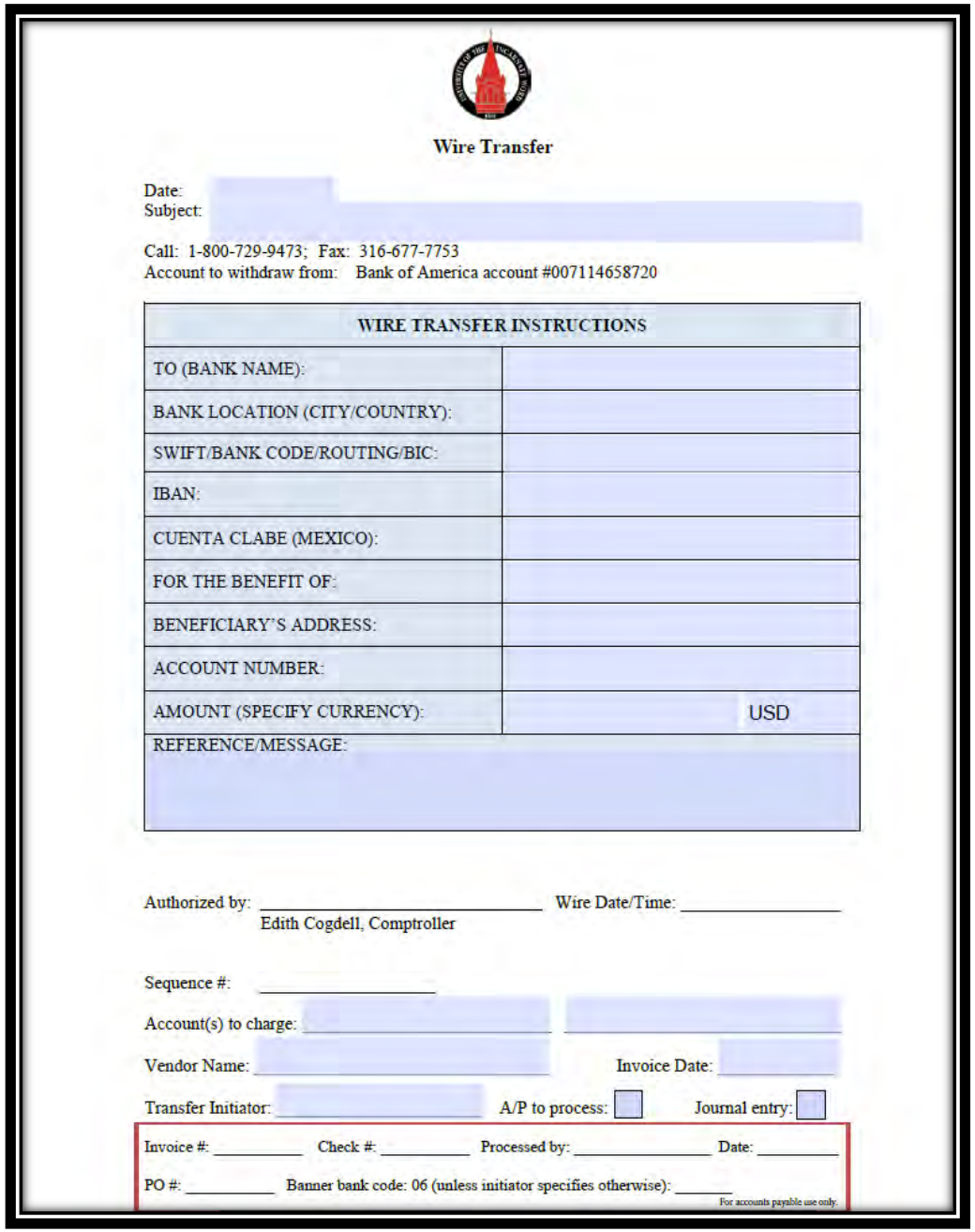
- Please coordinate amongst all roommates/suitemates regarding:
  - Left over food
  - Restrooms
  - Kitchen utensils, cooking implements, etc.
- It should not be expected for the last person to take care of your own items left behind!
- Support each other during the move out process!

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 or on our website
  - Email to busad@uiwtx.edu



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 residents staying with housing for the Fall 2023 semester, please remain seated.

Returning Fall 2023

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Friendly Reminder

- **You <u>DO</u> have to reapply for housing!**
- **You <u>DO NOT</u> have to repay housing deposit!**

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Section 2 – Returning Residents

- Review any holds you may have – check with advising, the business office, financial aid, etc.
  - In order to apply for housing, you MUST be registered as a full time student (12 credit hours undergraduate/6 credits graduate)
- Review your own departure plans, May is a few weeks away.
- Speak with your RA regarding any questions about your departure.
- Meal Points will not roll, please use them.
- ***Monitor your Cardinal Email***

Room Rates for Fall 2023

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE AND HOUSING OPERATIONS
2023-2024

HOUSING RATES
PER SEMESTER

FIRST YEAR	SINGLE	DOUBLE
AGNESE SOSA	—	$3525
CLEMENT	—	$3460
JOERIS	$4730	$3950
SKY VIEW	—	$3950
DUBUIS	—	$4050

UPPER LEVEL	SINGLE	DOUBLE
AVOCA	—	$3860
HILLSIDE	$4730	—
JOERIS	$4730	$3950
MCCOMB'S**	$4160	$3950
ST. JOSEPH'S	$4060	—
TOWNSHIP	$4730	$4000
WATSON LOFTS	—	$3950

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.
ALL PRICES ARE ON A PER SEMESTER BASIS, CONTRACTS ARE FOR AN ACADEMIC YEAR.
RATES FOR THE 2023-2024 ACADEMIC YEAR HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES.

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Room Renewal

- <u>If you're interested in keeping the same room, you'll participate in room renewal</u>
- Be sure to be registered by April 20th
  - Registration begins April 14th
  - Address any holds
  - Login to the portal and apply for Fall 2023
- Application opens 24 hrs. **after** the student has registered
- Applications goes live on Monday, April 17th, 2023
- Room Renewal will begin Tuesday, April 18th, 2023 – Sunday, April 23rd, 2023.

Room Renewal – rooms that cannot be renewed

- **Current rooms unable to renew**
  - First Time In College (Freshmen)
    - Agnese
    - Clement
    - Dubuis
    - Joeris 4th
    - Joeris 5th
    - Sky View
  - Upper Level
    - ADA Rooms
    - Dubuis 2nd floor
    - Joeris 5th
    - Sky View 6th
    - Avoca D (certain rooms)

Room reservation Process

- **Address HOLDS (Academic/Business Office)**
- Class registration begins Friday, April 14th, 2023
- Application opens 24 hrs. after the student has registered
- Applications goes live on Saturday, April 15th, 2023
- Timeslots will be allotted on Tuesday, April 25th, 2023
- Room Reservation will begin Wednesday, April 26th, 2023

Intercultural House

I-House is a Living and Learning community hosted by the Office of International Student and Scholar Services and Residence Life. Consider applying if you…

- Are interested in studying abroad
- Have studied abroad
- Have an interest in global experiences

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Housing Portal WalkThrough

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Home | Explore our Residence Halls | Application | Log Out

Term Selector

Fall Application

Thank you for your interest in housing for the Fall semester, by clicking continue you will open up a Fall Application. Please note that if you are a current student, you may be ineligable (Not registered as a full-time student - 12 credit hours Undergraduate, 6 credit hours - Graduate), you will not be able to start an application.

FTIC incoming students should be able to continue. If you have any issues please contact us at housing@uiwtx.edu or at (210)-829-6034.

Save & Continue

Application Requirements

Term Selector

Application Requirements

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

The meningococcal conjugate (MenACWY) vaccine is required for all entering students. If the student received a dose of MenACWY before their 16th birthday, they need a booster shot for maximum protection before going to college.

The vaccine must be received **prior to the 10th day before the first day of the semester.** The vaccine is available through UIW Student Health Services utilizing the School Health Insurance Plan or for a fee of $145.00. It is also available through your local health department, your Primary Care Physician, HEB, Walgreens, CVS and many other convenient care centers. Pricing will vary and is covered by most private health insurance at city-wide pharmacies.

Your meningitis records can be submitted to the Document Receiving office by emailing your record in PDF format to admissiondocs@uiwtx.edu. Be sure to include your PIDM or date of birth.

Contract Signing

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

Student ID (Signature):

Print This Page

Save & Continue

Please only put your ID number only. IDs typically start with a 1 or a 9

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RESIDENCE LIFE *and* HOUSING OPERATIONS

Information check

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
.Michael

Last Name
.Parks

Date of Birth
7/8/2004

Student Number
1002312

Gender
Male

Save & Continue

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RESIDENCE LIFE *and* HOUSING OPERATIONS

Application Requirements

- 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

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i-House

Term Selector

i-House LLC

UIW I-HOUSE

Residence Life and Housing Operations

International Student and Scholar Services

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 the Avoca Apartments and will be blended apartments, meaning we will pair international and domestic students to facilitate the development of cross-cultural community.

Mission Statement

To create a residential space where international and domestic students can connect and grow together to become informed global citizens.

Core Values

- Respect: Treat all people with dignity and be open-minded
- Diversity: Appreciate and acknowledge differences
  Social Responsibility: Commitment to making the world a better place
- Accountability: Taking responsibility for your actions
- Education: Continuously seeking opportunities for life-long learning

Priority Deadline (US Students): April 30th

Gender Inclusive Housing

Term Selector

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

Room Preference

Room Preferences (returners)

Please complete the hall and room type preferences below. In the event we must manually assign for you, we will attempt to match your room preferences. Please note that these preferences **DO NOT** confirm your room assignment or meal plan. You must complete additional steps to book your room and select your meal plan.

Rooms and meal plans will be allocated by the Department of Residence Life and Housing Operations for all applicants applying for only the spring semester. After June 15th, the Department of Residence LIfe and Housing Operations will make manual room reservations for fall only and academic year housing applicants. Once your assignment has been made, your assignment can be found on the application status page

Please view our "Explore our Halls" page for information regarding ameneties, pictures, and tour videos.

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

You can add 2 more preferences.

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Room Renewal

Room Renewal

Please select your current booking to renew it, or click I Do Not Wish to Renew - Skip below to proceed without renewal.

It is very important that if you wish to renew your room, please click **SELECT**. Once you have clicked **SELECT**, you will assign yourself into your bed space.

JO 235-1
JO 235
JO 234/235
Joeris Residence Hall
Main Campus

Select - Renew

I Do Not Wish To Renew My Room - Skip

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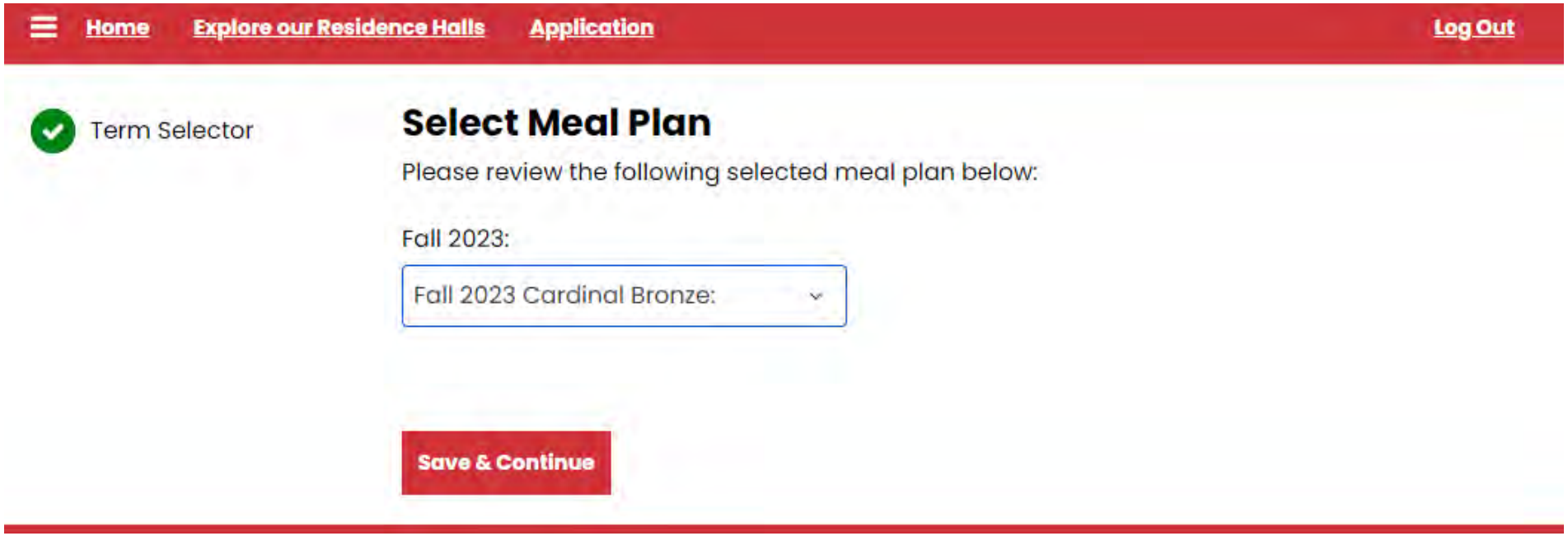
RESIDENCE LIFE *and* HOUSING OPERATIONS

Meal Plan Selection



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RESIDENCE LIFE *and* HOUSING OPERATIONS

Roommate Preference – Room Reservation

Stop Im

Term Selector

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

Roommate Matching Questionnaire

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

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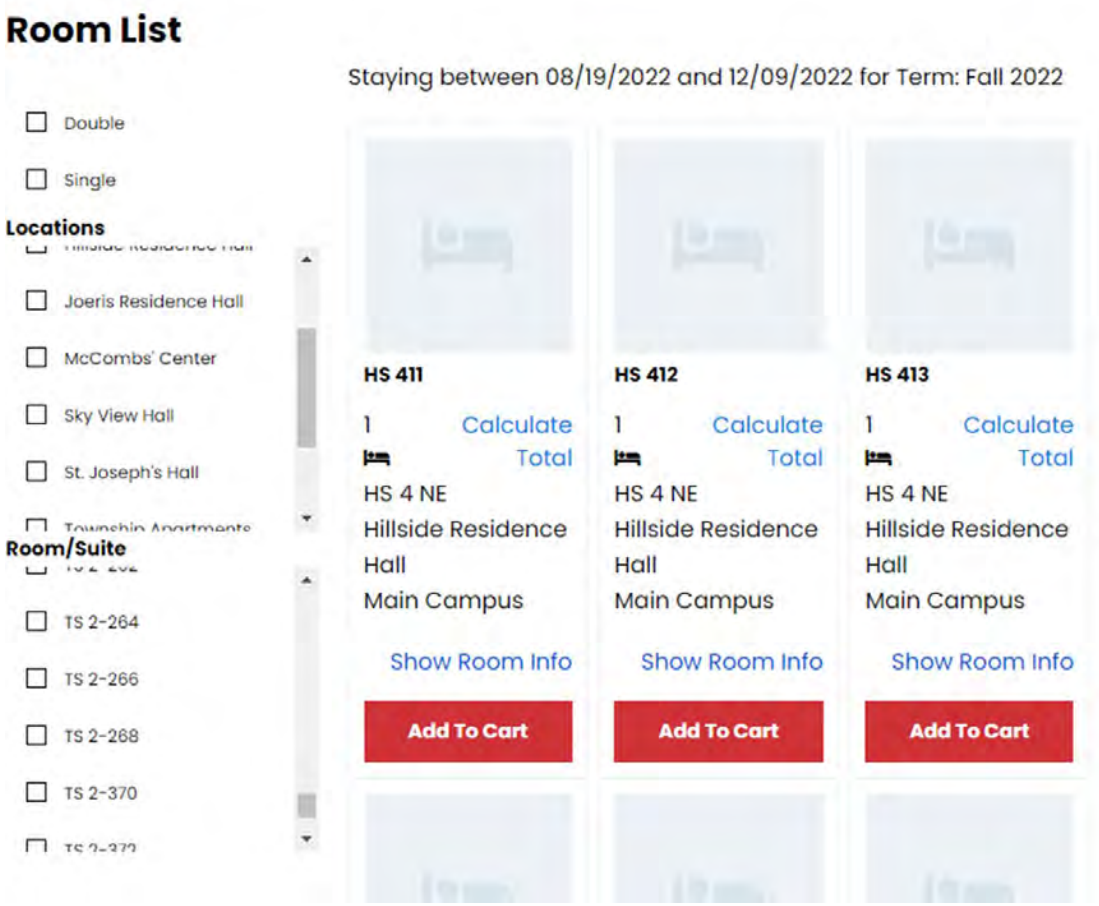
RESIDENCE LIFE *and* HOUSING OPERATIONS

Room Listings – Room Reservation



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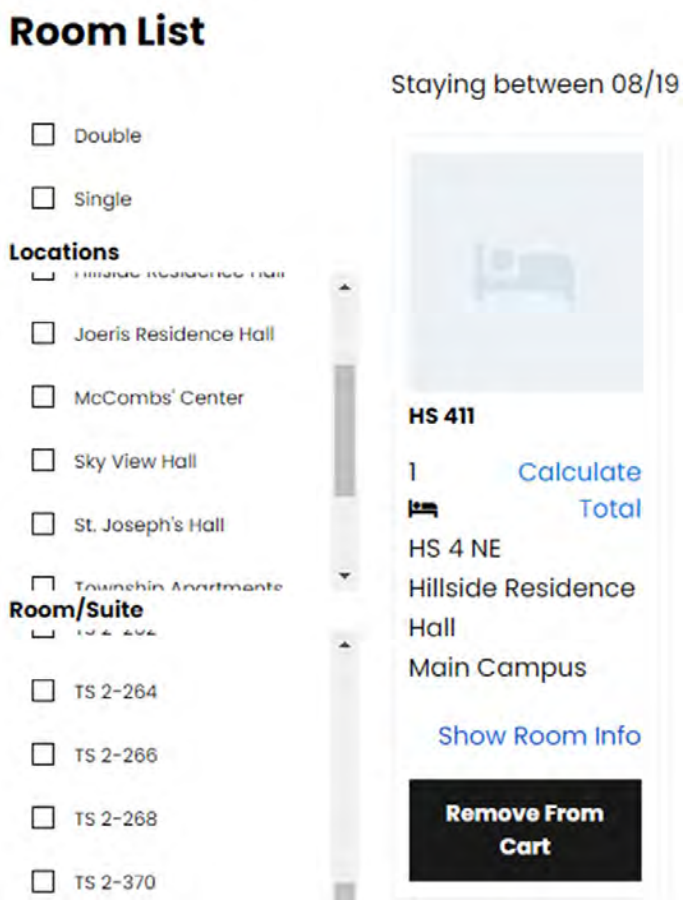
Room Listings - Options



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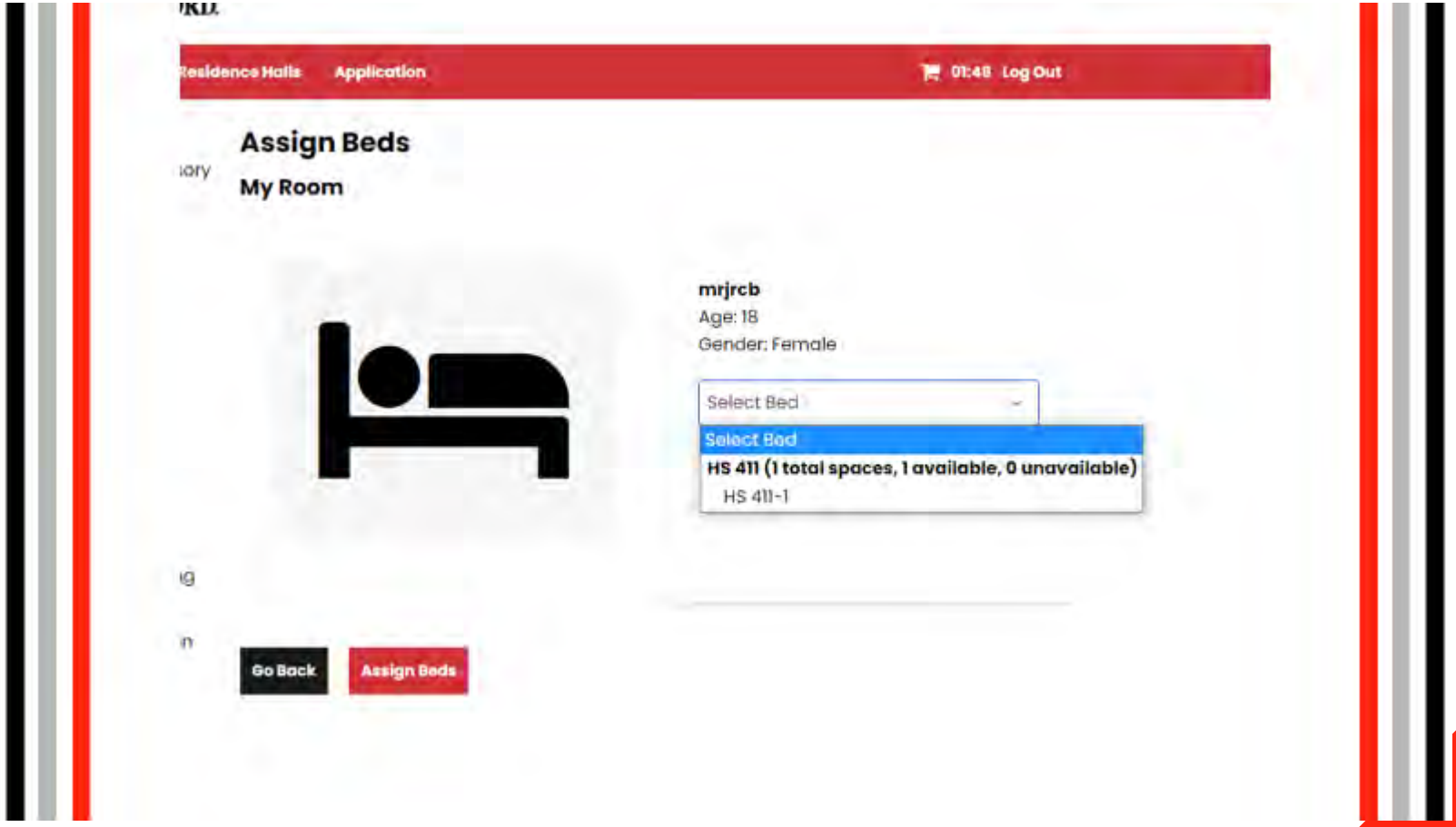
Confirming a room – Room Reservation



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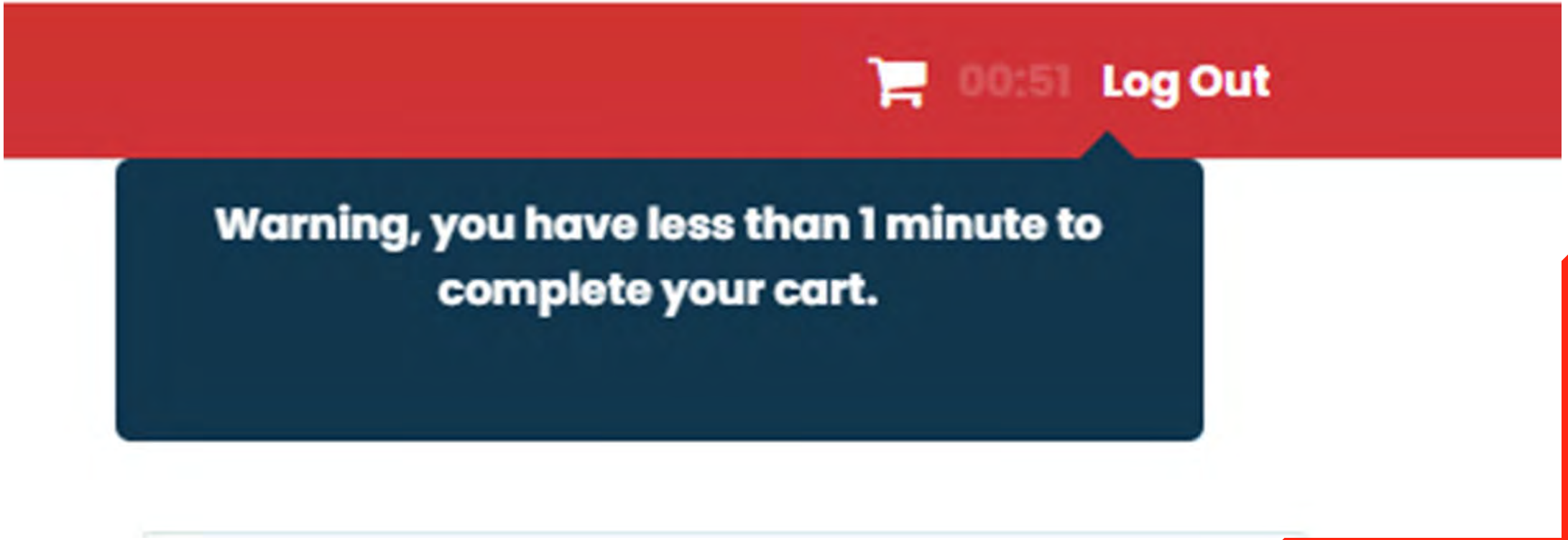
FYI - Time limit



Non-Renewal rooms

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.

Room Change Opportunities

- If you didn't get the room that you were hoping for, there's still an opprotunity to apply for a room change.
  - Room Change application will go live June 1st
  - Between June 1st and July 15th, we'll be reviewing room changes
  - More information later in the presentation

Room Reservation Tips and Tricks

- Roommate Pairings
  - You may only select a roommate – NOT suitemates
  - A roommate is the person who you would be sharing the same room with and applies to DOUBLE rooms
  - You cannot select through the Roommate Groups who will be in an adjoining room
- Room Selection
  - If you do not Renew your room (and are eligible), you will be placed in a later time slot.
  - Our suggestion is to renew your room and go through the Room Change process that occurs during the Summer. Our office will do everything we can to grant room changes through the entire summer.

Questions?

- Please remain seated if you are interested in Summer Housing or Room/Meal Plan changes for Fall 2023

Section 3 – Summer Housing

- **Residents interested in Summer Housing**

Summer Housing Eligibility

- To be eligible for summer housing, residents must be:
  - Enrolled in Summer coursework OR Fall Semester.
  - Be enrolled as a full-time student (12 credit hours undergraduate/ 6 credit hours for graduate students) for the Fall Semester.
  - 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 except for Maymester residents

Maymester

Maymester info

- Dates May 13th – May 26th
- Most residents will be able to stay in their current rooms
  - Students may be asked to relocate to their Summer I assignment
    - Agnese Sosa

Summer I and Summer II

Summer I and Summer II

- **<u>Summer I - Check in: Friday, May 26th and Monday, May 29th.</u>**
  - ***Check out: Friday, June 30th – July 3rd.***
  - Halls: Clement (Males - Doubles), Agnese (Females - Doubles), and Dubuis (Singles)
- **<u>Summer II - Check in: Friday, June 30th and Sunday, July 2nd.</u>**
  - ***Check out: Friday, August 4th – August 6th.***
  - Halls: Clement (Males - Doubles), Agnese (Females - Doubles), and Dubuis (Singles)
- **Reminder - Meal plans are required for Summer I/Summer II**

Summer Rates

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE AND HOUSING OPERATIONS
SUMMER 2023

HOUSING RATES
SUMMER SEMESTER

13 WEEKS (MAY+EXTENDED)	SINGLE	DOUBLE
AGNESE/CLEMENT	—	$2380
DUBUIS	$4385	—

10 WEEKS (SUMMER 1 + 2)	SINGLE	DOUBLE
AGNESE/CLEMENT	—	$1830
DUBUIS	$3370	—

5 WEEKS (SUMMER TERM 1 OR 2)	SINGLE	DOUBLE
AGNESE/CLEMENT	—	$915
DUBUIS	$1685	—

MAY-MESTER (NO MEAL PLAN)	SINGLE	DOUBLE
AGNESE/CLEMENT	—	$550
DUBUIS	$1010	—

MEAL PLAN OPTIONS	Meal plans required for Summer I and II terms
Summer I + II (FULL)	$1450 (plus tax) - 19 meals/week
Summer I + II (HALF)	$800 (plus tax) - 8 meals/week
Summer I or II Only	$800 (plus tax) - 19 meals/week

CLEMENT AGNESE DUBUIS

SHARED BATHROOM
PRIVATE BATHROOM
COMMUNITY SHOWER
LIVING ROOM
COMMUNITY LOUNGE
MALE
FEMALE
COMMUNITY FRIDGE AND MICROWAVE
APARTMENT/HALL 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.
ROOM RATES FOR SUMMER 2023 HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES.

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RESIDENCE LIFE *and* HOUSING OPERATIONS

Section 4 – Meal Plan and Room Changes

- Returning Residents
  - Application for Meal and Room Changes goes live June 1st

Room Change requests

- Application be available on Thursday, 06/01/23 @ 9AM
- Application will close on Friday, 07/15/23
  - There will be another opportunity for room changes during the first week of classes for Fall

Meal Plan Change

- Application be available from 06/01/23 – 08/31/23
- We will not be able to adjust meal plans after 08/31/23

MEAL PLANS
PER SEMESTER

UNIVERSITY OF THE INCARNATE WORD
RESIDENCE LIFE AND HOUSING OPERATIONS
2023-2024

PLAN	COST	DINING DOLLARS	BOARD MEALS
PLATINUM	$2700 +TAX	$570	17/week
GOLD	$2600 +TAX	$520	16/week
SILVER	$2440 +TAX	$685	12/week
BRONZE* *UPPER LEVEL ONLY	$2230 +TAX	$875	8/week

ALL AMOUNTS ABOVE ARE PER SEMESTER, AND PRICED AS SUCH UNLESS NOTED OTHERWISE.
MEAL PLANS ARE REQUIRED FOR ALL RESIDENTS FOR THE FULL ACADEMIC YEAR.
ALL MEAL PLANS HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES FOR THE 2023-2024 ACADEMIC YEAR.

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Account changes

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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