



## HOUSING HOTLINE

Fall 2009

## SPRING 2010 CHECK-IN DATES

### SPRING 2010 CANCELLATION

**Your fall housing contract is for both the fall and spring semesters. If you do not plan to return to the residence halls for the 2010 Spring Semester, you must cancel the spring portion of your contract no later than November 1, 2009, in order to not be responsible for the \$200 Spring rent prepayment.**

Residents canceling after November 1, 2009, will be charged the \$200 Spring rent prepayment. ALL CANCELLATIONS MUST BE SUBMITTED IN WRITING TO THE RESIDENCE LIFE AND DINING SERVICES OFFICE, 011 RICHARDSON TOWERS.

Tuesday, January 12, 2010

1 PM - 4:30 PM

Wednesday, January 13, 2010

1 PM - 4:30 PM

All assigned rooms must be claimed by 4:30 PM on Wednesday, January 13, 2010. **Residents failing to properly check into their rooms by the above stated deadline will forfeit their room assignment and their \$200 rent repayment. In order to prevent your room and rent prepayment from being forfeited, you must contact the Residence Life and Dining Services Office, 011 Richardson Towers, 678-2295 and request to be placed on the Late Arrival's List if you are going to be late checking into your room.**

### HOLIDAYS

**THANKSGIVING-** The residence halls will remain open during the Thanksgiving Holidays (November 26 - November 27); however, all University offices will be closed these days.

**SEMESTER BREAK-** All residents must vacate the residence halls December 18 through January 11, for semester break, with the exception of residents of the Carpenter Complex and Richardson Towers who have not canceled for the Spring 2010 Semester. University offices will be closed December 24 through January 4, 2010.

### DINING DOLLAR\$

All Freshmen and Sophomores will have \$300 Dining Dollar\$ added to their fees for the Spring 2010 Semester for use in the dining facilities and in select vending machines. If you have a meal plan and would like your \$300 Dining Dollar\$ applied to the cost of your meal plan, you may make this request between December 1 and January 20 online at <http://bf.memphis.edu/diningdollars//mealtransfer.php>.

Department of Residence Life  
and Dining Services

**RENT PAYMENT  
FOR SPRING 2010**

**Your \$200 Spring Semester rent prepayment must be paid by December 1, 2009, to the Bursar's Office in Wilder Tower. Students who do not make the \$200 rent prepayment and who do not cancel prior to November 1, will have their Spring 2010 room administratively canceled and will still be responsible for the \$200 prepayment. You must also vacate your current room by December 18. Students who are administratively canceled due to not making the \$200 prepayment who remain in their rooms after December 18 will be charged 25% of the spring rent. To obtain a room after your room is canceled, you must make the \$200 rent prepayment and bring the receipt to the Residence Life and Dining Services Office and complete another application for housing for the Spring 2010 Semester. Assignments will be made according to availability and date of application. We anticipate that spaces will be very limited for the Spring 2010 Semester.**

**The remainder of the Spring 2010 rent must be paid by January 13, 2010, for the 2010 Spring Semester.** Payments may be paid in advance by mail to The University of Memphis, Bursar's Office, P. O. Box 1000 Department 313, Memphis, TN 38148-0313 or may be paid in person in 115 Wilder Tower. If a resident is receiving financial aid or is unable to make payment in full, the resident may go to the Bursar's Office website and request an installment plan.

*The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university committed to education of a non-racially identifiable student body.*

## **POLICE SERVICES**

The Police Service Office is located in the Parking Garage located on Zach Curlin. In the case of an emergency on campus, call 4357 (HELP) for assistance from the on-campus Police Services.

## **DATES & DEADLINES**

### **November 1**

Cancellation Deadline for Spring 2010

### **December 1**

\$200 Rental Prepayment Deadline For Spring 2010

### **December 1 – January 20**

Dining Dollar\$ may be applied to meal plan

### **November 26 – November 29**

Thanksgiving Holiday

### **December 9**

Last Day of Classes

### **December 10**

Study Day

### **December 18**

Check-Out by 3 PM

### **December 19 - January 11**

Semester Break

### **January 12 - 13**

2010 Spring Check-In

### **January 18**

Martin Luther King Holiday  
University Closed

### **January 14**

First Day of Classes

### **January 21 - 22**

Room Change

## **HEALTH SERVICES**

The University of Memphis Health Center is staffed with full-time, professional personnel. The Health Center is open 8 AM – 6 PM, Monday through Friday during the fall and spring semesters and 8 AM – 4:30 PM during summer sessions. It is not necessary to make an appointment in advance. Visits are free; however, prescriptions, special tests, or screenings are at the student's expense.

## **CABLE TELEVISION**

Basic cable-type television is connected to each resident's room at no additional charge from Telecommunications. The University of Memphis information channels are included in the basic cable package, along with a Residence Life Channel, which will keep you up to date with the latest activities. Tune into Channel 64 for your favorite movies and information regarding upcoming events. Equipment that will work on the U of M system must be advertised as "cable ready-- 150 channels or above.

## **RESIDENCE HALL COUNCIL**

The Residence Hall Council is the on-campus student governing body designed to provide various activities and address issues for on-campus residents. RHC hopes to enhance college life to make it more rewarding and enjoyable. The students involved in RHC have many exciting ideas for this year. We invite you to become involved by attending council meetings which will be advertised by flyers in the residence halls

## **PARKING**

Students are responsible for complying with the rules and regulations governing the registration and use of motor vehicles on University controlled property. All vehicles must have a parking permit visibly hanging from the rear-view mirror. Permits are sold according to classification during class registration. A copy of all parking regulations, which includes a color-coded map, is available from the Parking Office located in the Parking Garage on Zach Curlin. If you have questions concerning parking on campus, call 678-2212.

## **RESNET**

The residence halls are wired for internet access with Hardwired or Wireless Networking, depending on where you are assigned, and is available to students free of charge. You will need a computer that meets minimum system requirements, your University User ID and Password, Ethernet card and cable for Hardwired access in Richardson Towers and South halls, or a compatible wireless adaptor for wireless access in Rawls, Smith, Mynders, and Carpenter Complex. Check the ResNet homepage at <http://www.memphis.edu/resnet> for links to Hardware Requirements, TCP/IP setup, Outside Vendor Contact list, FAQ and Troubleshooting.

## **FOOD SERVICE**

Cafeterias are located in Jones Hall and Richardson Towers. Along with traditional cafeteria style dining, there are many options, such as Chik-Fil-A, Subway, Grillworks, Quiznos, and more. Meal plans may be purchased by contacting the Residence Life and Dining Services Office. Any changes to your meal plan for Spring should be made by January 22, 2010.

## **COMPUTER LABS**

Computer labs are located in Smith and Rawls halls.

#### Lab User Guidelines:

- Students who wish to use the lab facilities for class-related work take precedence over lab users who are doing non-school-related work.
- No software may be run on the lab computers other than that installed by Residence Life personnel, unless it was included with the resident's course materials or has been approved by the lab coordinator.
- A study appropriate environment should be maintained in the lab.
- Food, drink, or tobacco are not allowed in the lab.
- Computer supplies (printer paper, etc.) should not be wasted or removed from the lab.
- Lab users should properly dispose of all waste, and keep their lab area clean.
- Any lab work which needs to be kept should be saved on the user's own flash drive, CD, etc. Lab users should turn off the computer when an electrical storm approaches or when a desk worker or hall staff member so directs.
- Problems with damaged, missing, or inoperative computer equipment should be reported to the lab assistant or desk worker prior to signing out of the lab.
- Lab users should comply with all posted rules and guidelines.
- There is an iprinter located at the RTS desk for resident use.

The University of Memphis residence halls will close for the Semester Break on Friday, December 18, 2009, at 3 PM. All residents are required to leave the residence halls 24 hours after their final exam unless they are involved in Commencement Exercises, they currently live in Carpenter Complex or Richardson Towers and have not canceled their spring assignment. No one will be allowed to remain or be readmitted to the buildings during the Semester Break. The residence hall staff will not be available to permit re-entry into the halls after closing.

Residents of Rawls, Smith, South, and Mynders are required to sign up for an appointment to check out and surrender their room keys to their resident advisors before they leave. Residents of Richardson Towers and Carpenter should sign up for a room inspection. If you are not returning to the residence halls in the spring, you must officially check-out of your room no later than 3 PM on December 18 and cancel in writing with the Residence Life and Dining Services Office in Richardson Towers..

The buildings will reopen at 1 PM on January 12, 2010.

## **MAINTENANCE**

Any repairs that need to be made to your room should be submitted at the desk in your building or online at [www.memphis.edu/reslife](http://www.memphis.edu/reslife) under the Current Residents tab.

## **FALL 2009 CLOSING**