

2009 FALL CHECK-IN PROCEDURES

The residence halls will be open during the following hours for check-in:

**Residents of Freshmen First Floors
Richardson Towers North 7th floor
Richardson Towers South 7th floor
Thursday, August 27, 2009 – 1 PM – 4:30 PM**

**Rawls Hall – 10 AM – Noon
Friday, August 28, 2009**

**All other residents
Friday, August 28, 2009 – 1 PM – 4:30 PM
Saturday, August 29, 2009 – 1 PM – 4:30 PM**

These are times you may pick up your key and sign your contract. You may move your belongings in anytime at your convenience after you sign your contract and pick up your key.

Failure to claim your room by 4:30 PM on Saturday, August 29, 2009, will result in the loss of your room assignment and forfeiture of your \$200 rental prepayment. If you are unable to check-in by 4:30 PM on Saturday, August 29, 2009, you must contact the Residence Life Office at 901-678-2295 and request to be placed on the Late Arrivals List to avoid the forfeiture of your \$200 rental prepayment and the loss of your housing assignment.

If you are assigned to:

Carpenter Complex- Apartments or Townhouses
Mynders Hall
Rawls Hall
Smith Halls
Richardson Towers North and Richardson Towers South
South Hall

Your check-in location is:

Community Building
Mynders Lobby
The floor to which you are assigned
The floor to which you are assigned
Dining Commons
South Lobby

TO CHECK-IN YOU WILL NEED YOUR ID OR DRIVER'S LICENSE.

RENT PAYMENT

Students must pay a \$200 rental prepayment by the date indicated in the assignment information email to maintain the housing assignment. Students not paying the \$200 rental prepayment will have their room assignment canceled. Students canceling after July 1 or applying and receiving an assignment after July 1 will be obligated for the \$200 rental prepayment.

All rental prepayments should be made to The University of Memphis, Bursar's Office, P. O. Box 1000, Dept. 313, Memphis, TN 38148-0313 or paid online through eBursar at www.memphis.edu/ebursar. DO NOT MAIL YOUR HOUSING PAYMENT TO RESIDENCE LIFE. Please include your University assigned UID number on all rental payments.

RENT IS DUE IN FULL PRIOR TO CHECKING INTO YOUR ROOM FOR THE 2009 FALL SEMESTER OR HAVE VERIFICATION OF FINANCIAL AID OR SCHOLARSHIPS TO COVER THE BALANCE OF THE RENT.

Students who do not pay their rental payments in full by the check-in date and are not receiving enough financial aid or scholarships to cover the entire amount of the rental balance after the \$200 rental prepayment, will be placed on an installment plan at an additional fee. Please refer to the Installment Plan Information regarding the installment plan agreement.

The amount of housing fees will remain payable even if a student withdraws from the University, except for any normal University refunds which may reduce the amount due. All installment amounts due must be paid in order to participate in the course selection process for future terms. **THE BURSAR'S OFFICE WILL NOT BE OPEN ON SATURDAY, AUGUST 29 TO RECEIVE YOUR RENTAL PAYMENT.**

ROOM CHANGE

If for some reason you are not pleased with your room or roommate assignment, you may request a room change during the room change period. The Room Change period for the 2009 Fall Semester will be Thursday, September 3 and Friday, September 4 from 1 PM until 4 PM. You will receive information on room change at check-in. You are expected to occupy the room stated on your Fall 2009 housing contract until the room change period. **NO MOVES ARE ALLOWED PRIOR TO ROOM CHANGE.** Please see your assistant area coordinator for further information.

For more information, visit our website at www.memphis.edu/reslife.

YOUR HALL STAFF

The hall staff is available to assist you on a daily basis and to make your stay in the residence halls an enjoyable experience. For your convenience, we have provided a brief description of the duties and responsibilities of the various staff members in your building.

Resident Advisors

Resident Advisors are returning students selected by the professional Residence Life and Dining Services staff to serve as student staff on each floor or unit within the housing facilities. Their primary responsibilities include serving as a resource person, familiarizing residents with the University policies and procedures, and serving as a role model. Most importantly, resident advisors foster an atmosphere of community among the residents by providing them with an opportunity to become involved in residence life activities and to have social interactions with the other residents.

Assistant Area Coordinators

Assistant Area Coordinators are live-in staff members employed by the Department of Residence Life and Dining Services. Their primary responsibilities are to supervise the student staff, to advise student groups, and handle the administrative details of managing the housing facilities. They serve as resource persons, organize and oversee a series of programs and activities, advise students on personal matters, insure the safety, security, and cleanliness of the housing facilities, and work with students to provide educational opportunities, as well as, valuable personal growth experiences.

Area Coordinators

Area Coordinators are full-time professional staff members. They direct the overall operation of the residential community in which your facility is located. The Area Coordinator is responsible for selecting, training, and supervising all full-time and student staff, and the implementation of our programming efforts to address the many needs of our residents. Additionally, the Area Coordinator is the administrator that oversees our efforts to properly manage the maintenance and cleanliness of the facilities.

DIRECTIONS TO THE UNIVERSITY OF MEMPHIS

EAST- FROM I-40

At exit 10, continue straight ahead on Sam Cooper Blvd.

Follow Sam Cooper to Highland St., which will be the third exit.

Turn left on Highland.

Follow Highland approximately 1.7 miles to Central Ave.

Turn left on Central Ave.

The Information Center is on the right at the corner of Central Ave. and Patterson. (This will be the first light you come to after turning onto Central Ave.) Richardson Towers is next to the Information Center.

SOUTH- FROM I-55

Take exit 6A, I-240 East to Nashville.

Follow I-240 East to Getwell Rd. North- exit 208. (The exit leads you into a lane that ends soon after entering Getwell.)

There will be several signs leading to the University of Memphis.

Follow Getwell until it ends at Park Ave.

Turn right onto Park Ave.

At the next light, make a left onto Goodlett.

Take Goodlett to Central Ave. (2nd light)

Take a left onto Central Ave.

The Information Center will be on the left at the 3rd light at the corner of Central Ave. and Patterson.

Richardson Towers is next to the Information Center.

NORTH- FROM HIGHWAY 51

Follow Hwy. 51 through Millington.

After you go through Millington, you will need to get into the left lane to turn onto Paul Barrett Pkwy (TN 385 S.).

Take the TN 204 S exit toward Naval Support/Activity Mid-South.

Merge onto Singleton Parkway (TN-204 S.) toward Memphis to Austin Peay Hwy (US-14 S.)

Turn right onto Austin Peay Hwy (US- 14 S.)

Continue on August Peay Hwy (US-14 S.) to National St.

Turn left on National. Go down National to Summer Ave.

Turn left on Summer Ave. (US- 64.) Take Summer Ave. (US-64) to N. Highland St.

Turn right on N. Highland St. Take N. Highland St. to Central Ave.

Turn left on Central Ave.

The Information Center is on the right at the corner of Central Ave. and Patterson. (This will be the first light you come to after turning onto Central Ave.) Richardson Towers is next to the Information Center.

WEST- FROM I-40

Follow I-40 over the bridge via Exit 1E toward Jackson, MS.

Follow I-240 south to the Crump Blvd./Lamar Exit, Exit 29.

Turn left onto Lamar Ave.

Turn left onto Central Ave.

The Information Central is on the right at the corner of Central Ave. and Patterson. (This will be the first light you come to after turning onto Central Ave.) Richardson Towers is next to the Information Center.

WEST- FROM I-55

Follow I-55 over the bridge until the interstate turns into Crump Blvd./Lamar Ave.

Follow Lamar Ave. to Central Ave.

The University is approximately 4.3 miles down Central Ave.

The Information Center is on the right at the corner of Central Ave. and Patterson.

Richardson Towers is next to the Information Center.

You may go to the Information Center or call 901-678-2295 for directions to specific residence halls.

SUGGESTED ITEMS TO BRING

BED

Twin sheets: extra long twin size
Pillow and pillowcase
Mattress pad
Bedsread or comforter
Blanket
Bed risers
Area rug

BATHROOM

Shower shoes
Bath towels
Hand towels
Shower caddy
Toiletries
Bath mat/rug (for suite bathrooms)
Toilet paper (for Carpenter Complex residents)

KITCHENS (CARPENTER COMPLEX)

Food
Dishes
Pots/pans
Flatware
Utensils
Can opener
Plastic storage containers
Dish towels
Paper towels
Dish soap
Dishwasher detergent
Kitchen mat/rug
Broom/mop/vacuum

ELECTRICAL ITEMS

Alarm clock
Telephone
Small electric fan
TV/Radio/stereo/cd player/DVD player
Iron with auto shutoff
Coffeemaker
Study lamp
Power strip (UL approved with surge protector-
Limit 1 per person)
Laptop or computer, printer & accessories
Hair dryer/curling iron, etc.
Microwave- must have a power consumption of 5 amp
or less and maximum of 800w cooking power
Refrigerator-must have a power consumption of 1.5 amp
or less and a capacity of 4.4 cubit ft.
(Microwaves & refrigerators must have a power requirement
not greater than 120 volt.)

SCHOOL

(This will depend on your classes and what
your professors require)
Jump Drive
Calendar or appointment book

STORAGE

Laundry basket/bag
Over the door organizers
Underbed storage containers
Clothes hangers

ITEMS TO LEAVE AT HOME

Air conditioner
Candles or incense
Potpourri
Ceiling fans
Crock Pot
Toaster Oven
Hot Plates
Electric frying pans
Deep fryers/fry daddy
Charcoal, electric, gas, and George
Forman grills
Compressed gas containers
Shot glasses & other alcohol paraphernalia
Electrical items not in good condition
Animals- except for approved service
animals & fish
Netting, parachutes, and large flags, or
any large fabric
Firearms
Martial arts equipment

INSTALLMENT PLAN INFORMATION

This installment plan is available for the fall and spring semesters only. There are no installment arrangements for the summer sessions.

- After students are assigned a room, a **\$200 rental prepayment is due at a specific time designated in the student's assignment letter.** Students in good financial standing with the University may elect to sign up for the Installment Payment Plan with the Bursar's Office for the balance of the residence hall rent which will be added to the enrollment fees.
- **An initial down payment of 50% of the enrollment fees and the residence hall rent** will be required after all financial aid (grants and student loans), scholarships, and/or third party assistance award amounts have been applied.
- **An Enrollment Fee of \$50** will be assessed for the enrollment fees by the Bursar's Office at the time of sign up and a **\$40 Residence Hall Installment Fee** will be added approximately 30 days after classes begin and will be divided evenly between the last two installments. **If both tuition and housing are in the plan, the total enrollment fees will be \$90.**
- The remaining fee balance is due in two separate installments; **one-half (1/2) is due by October 1 in the fall semester, March 1 in the spring semester, and the remaining amount is due by November 1 in the fall, and April 1 in the spring.** Students remain responsible for the installment payments by the specified deadline even if they do not receive or open their fee invoice, which will be available on TigerXpress.
- The Installment Payment Plan enrollment period ends on the extended fee payment deadline for fall and spring semesters. Students assigned to the residence halls after this deadline may be placed on installment plans for rent only. Specific dates installments are due will be determined by date assignment is made.
- **A \$25 Late Payment Fee will be assessed on each installment, for both tuition (\$25 per deadline) and housing (\$25 per deadline), that is not received by the University on or before the due date. If all installment payments are late, the maximum amount for late IPP fees per semester is \$100.**
- Before enrolling in the IPP, students will be required to read and accept terms of the plan.
- **Students canceling their room assignments will still be responsible for rent based on the cancellation deadline specified in the Residence Life and Dining Services Information Brochure.**
- Unpaid installment amounts will cause holds to be placed on registering for the next term, viewing/receiving grades for current or future terms, or receiving transcripts/diplomas
- The IPP is not available for students who were deleted for non-payment and have subsequently been approved for reinstatement or who are registered late by exception.
- The University reserves the right to deny students the privilege of using the Installment Payment Plan.

All payments must be made to the Bursar's Office, P. O. Box 1000, Dept. 313, Memphis, TN 38148-0313, or 115 Wilder Tower or on line through TigerXpress.

If you have any questions regarding the Installment Payment Plan, please contact the Bursar's Office at 901-678-2712.