



Spring 2010 Hall and Room Change Instructions

Current residents can choose one of two processes to request a new assignment for Spring 2010.

1. Participate in Spring Online Room Selection on SPIRE

Go to SPIRE/Housing/Room Selection Home Page from **Monday, November 16th through Monday, December 7th 2009** and request an appointment for the Spring Room Selection process (see schedule below). For step-by-step instructions on how to use online room selection, please view the online tutorials for using Online Room Selection.

Request Appointment:	November 16 - December 7
Appointments Posted:	December 8
Initial Group Formation:	December 8
Online Room Selection:	December 28 - January 6

2. Participate in a Roommate/Apartment Mate Pull-In

Residents with a confirmed vacancy* in their room/apartment for spring semester may pull-in another fall resident as their roommate/apartment mate for the spring. All students must come together to the Housing Assignment Office at 235 Whitmore from **December 7th through December 18th**. The student changing their assignment will move to their spring assignment during Spring opening check-in.

**A confirmed vacancy exists if you have a vacancy in your room/apartment at the end of fall semester, your fall roommate has cancelled for Spring 2010 or your fall roommate has been pulled into another person's room for Spring 2010.*

Don't Forget! If you request an appointment for online room selection or are pulled into a new assignment, **you must remove all of your belongings and check out of your fall assignment before leaving for winter session break**. Check-out includes completing a room inventory and returning your key to the Residence Hall staff. You must retain your room inventory and key form for your records. You will be re-assigned to your Fall 2009 room if you fail to check out properly.

9/12 Month Hall and North Apartment Residents

Important: Fall residents in North Area Apartments and 9-Month halls requesting a change of assignment and/or canceling their spring housing must refer to check out instructions and timelines included on the postcard mailed to your on-campus housing mailbox, or refer to the housing web site.

Plan Ahead and Save Time & Money!

Your residence hall assignment and contract is for the full academic year. However each fall a number of students make alternative plans for spring. The following are a number of circumstances and processes to consider.

Graduating, Exchange/Internship, or Exemptions for Spring 2009?

Don't forget to cancel your housing before 5:00pm on Friday, December 4th to avoid a cancellation fee! You must contact the HAO directly by phone or in person and request a cancellation of your spring housing.

UMASS students who go on exchange and/or internship are guaranteed on-campus housing if they submit an eligibility form this fall. Please come to the Housing Assignment Office at 235 Whitmore.

Freshmen are required to live on campus. To seek an exemption for Spring 2010 you must submit your application prior to 5:00pm, December 4, 2009. Exemptions filed and approved after this date are subject to the cancellation fee schedule.

Thinking of Transferring or

Taking Time Off? Fall residents, who are thinking about not returning for the spring, should **cancel their assignment by 5:00pm on December 4, 2009** and complete a check-out prior to leaving for wintersession.

The date you cancel your housing determines the cancellation fee. Former students who cancel their assignments after the residence halls close will have to return to campus and retrieve their belongings.

Spring 2010 Assignment and Opening Information!

Note **Students assigned to North Apartments can begin to move in on January 7, 2010 at 9:00am.

Early Arrivals

Friday, January 15, 2010 from 11:00am - 5:00pm for a \$100 Early Arrival Fee

Opening Day

Residence Halls open for check-in on Sunday, January 17, 2010 from 9:00am to 9:00pm. Check-in continues on Monday, January 18, 12:00 - 4:00pm and 7:00 - 11:00pm

Late Arrivals and Failure to Check-In

Students who plan to arrive after 5:00pm on January 19, 2010 must request a late arrival status by notifying the HAO. Students who fail to arrive by 5:00pm on January 19, 2010 will have their spring assignment cancelled as a no-show. No-show cancellations are subject to the cancellation fee of \$450 as well the improper check out fee schedule. (see next page)

Avoid Additional Fees!

Housing and Residence Life established fees that encourage students to make timely decisions about their on-campus housing and preserve the rights of students seeking new assignments. Students, who cancel after stated assignment deadlines, prevent current students from initiating roommate requests and create unanticipated vacancies. Late check-outs, blocked rooms, and abandoned belongings prevent Housing and Residence Life staff from preparing spaces for new students. These fees are in place to discourage these circumstances and negative outcomes.

Canceling Your Residence Hall Contract and Spring 2010 Assignment

Current residents signed a Residence Hall contract for the academic year. If you are **not** living on campus for Spring 2010 you must cancel your contract and assignment by calling 413.545.2100 or coming in person to 235 Whitmore. Please note the cancellation reasons and fee schedule.

The following students are subject to the cancellation fee schedule:

- Students withdrawing or transferring from the university
- Students who choose to commute or seek an exemption
- Students graduating mid-year
- Students planning to live off campus
- Students going on exchange, abroad, co-op or internship
- Students accepting a Residence Life staff position
- Students returning to their home university while being on exchange at UMass
- Students planning to live in a University approved Fraternity/Sorority
- Students withdrawing for medical reason
- Students planning to live in Hillel House
- Students removed from housing due to a Judicial sanction

Cancellation Fee Schedule

Cancellation Fee Schedule	Begins	Ends
Free Cancellation Period	Monday, November 2	5 pm Friday, December 4
\$250 Cancellation Fee Period	5 pm Friday, December 4	5 pm Thursday, December 31
\$350 Cancellation Fee Period	5 pm Thursday, December 31	5 pm Friday, January 8
\$450 Cancellation Fee Period	5 pm Friday, January 8	End of the 5th week of the spring semester.

Blocked Room Fee

Residents who prohibit another student from successfully checking into their assigned space are charged a blocked room fee of \$150 and face judicial action. Creating a "block" includes, but is not limited to, spreading out belongings on both sides of the room, utilizing both sets of furniture, removing furniture (bed frames and mattresses), moving illegal furniture into the room, not allowing an assigned student to move into the space in his/her room, etc.

Improper Check-Out Fee

A proper check-out includes: requesting and completing an inventory form, returning your room key, preparing your former space for an incoming resident, and receiving a receipt from a residence hall staff member. A prepared vacant space consists of an empty bed, dresser, desk and closet/wardrobe. **If you do not remove your belongings before the Spring 2010 early arrival and opening period you will be assessed the improper check-out fee for preventing the re-assignment and occupancy of your former space.** These fees are in addition to any cancellation fee you may have already incurred. Refer to the schedule below.

Check Out During the Early Arrival Period January 15, 2010	\$175 fee
Check Out Opening Day January 17, 2010	\$250 fee
Opening Week January 18, 2010 - January 22, 2010	\$400 fee

Any student who fails to prepare the room and/or participate in a proper check-out after opening week will incur a \$400 improper check-out fee and additional charges based on the rent refund schedule.