

Thanksgiving Notice

Your residence hall will remain open for the Thanksgiving break, please review the information below regarding the break period.

1. Cluster office hours for the break will be posted on the outside of your cluster office.
2. RA duty staff will be on call for each evening of the Thanksgiving break. Please follow procedures outlined by your hall staff to contact the RA on duty.
3. If you are experiencing problems with card access to your facility, please contact the RA duty staff.
4. In cases of emergency, please contact University police at 911.

Thank you for your cooperation and have a safe break!

WINTERSESSION BREAK

Brett, Lewis, Prince and Cashin will remain open for wintersession break.

Students seeking an assignment change for Spring 2010 or cancelling their Spring 2010 housing must consult the postcard sent to your on-campus housing mailbox and/or the housing website for important check-out deadlines and billing refund information.

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 Seeking Exemptions for Spring 2010?

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 to cancel your spring housing assignment.

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.

NEW! The University no longer requires sophomores to live on campus. However, freshmen are required to live on campus. To seek an exemption for Spring 2010 you must submit your application prior to 5:00 pm, 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.

IMPROPER CHECK-OUT FEE AND BLOCKED ROOM FEE INFORMATION

As you prepare for the end of the fall semester, please be aware of the improper check-out fee and blocked room fees associated with how your room is left at the time of your departure. Information is available online at www.housing.umass.edu or by calling the HAO at 413.545.2100.

Housing Information

WINTERSESSION 2010/SPRING 2010

Avoid Cancellation and Blocked Room Fees!

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

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.

Spring 2010 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 on SPIRE.

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 or by January 15 at 11:00am** (See 9/12 Postcard). 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.

Important: Fall residents in North Area Apartments and 9/12-Month halls requesting a change of assignment and/or canceling their spring housing should refer to check-out instructions and timelines mailed to your on-campus housing mailbox, or refer to the housing web site.