

# IN RESIDENCE

**SPRING CLOSING • MAY 2017**  
**RESIDENTIAL COLLEGES & UNIVERSITY VILLAGE**

## What each resident should know about Spring Closing

### CHECKING OUT

Students are expected to check out of their rooms and apartments no later than 24 hours after their last final examination, or no later than 12 p.m. on Friday, May 12. Graduating students and other students participating in Commencement must check out of their rooms and apartments by 12:00 p.m., Saturday, May 13. Checking out includes the removal of all personal belongings and completing a checkout envelope available at your area lobby's reception desk.

Students who have applied for Summer Session A or C housing by Monday, May 1 may remain in their spring 2017 housing assignment and then begin moving into their summer assignment on Tuesday, May 16 from 8:00 a.m. until 3:00 p.m. when they must be checked out of their spring housing assignment.



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## PENALTIES & FINES

You will be billed for any damages in your room or apartment. Damage charges that may be quoted at checkout are estimated and are subject to review by UM-Facilities staff.

- \$100 Failure to clean room/apartment
- \$100 Failure to roll up carpet
- \$100 Improper or late check-out fine
- \$75 Missing or damaged smoke detectors
- \$55 Loss of UV bedroom keys
- \$150 Removal of TV wall mount & repair of wall

## FOOD SERVICE

Meals will be served through dinner Thursday, May 11.

## 'CANE CARD

Please keep your 'Cane Card for use next year. Students who require a new card next fall will be charged the replacement card fee.



## CHECKOUT PROCEDURES

To avoid fines and charges, please checkout properly and follow the required checkout process. Failure to follow the checkout procedures will result in a \$100 fine.

For Residential College residents, even though you will not be returning bedroom keys like UV residents as part of the check-out (unless you have temporary Onity cards you are returning) you must complete the checkout envelope and submit it via the drop-off box at the reception desk in the lobby to be considered "checked out" of your room.

1. Pick up the checkout envelope at your reception desk/UV mailroom.
2. Fill out the envelope completely.
3. After filling in the required information and putting any UV bedroom keys or temporary Onity cards in the envelope.
4. Put the envelope in the drop-off box at the reception desk/UV mailroom.

If there are room damages or other charges indicated on the Facility Control Form-FCF, your checkout receipt will be mailed upon request to your forwarding address within two weeks.

Penalties will be enforced if students do not vacate their respective residential college or apartment area by the designated times. Students remaining for summer school who have signed-up for summer housing by May 1 can remain in their spring assignments until the moveover day at no additional charge. There is an additional charge of \$100 for signing up after May 1.

# SUMMER HOUSING AVAILABILITY

On-campus housing is available for UM students who want to live on campus during the summer months - students are not required to be enrolled in summer classes. Students must apply for summer housing by May 1 via the "UM Housing" link on CaneLink, and a \$500 prepayment (credit card only) is required for each session. Students who do not sign up by May 1 will be charged a \$100 late fee.

## SUMMER HOUSING DATES

Summer housing (A & C) is available for students beginning May 16 at 8 a.m. in Pearson and 9 a.m. in the University Village Summer Session B housing begins July 2; students must check in between noon and 3 p.m. on this day. Students who have requested housing for Summer Session A & C and are remaining on campus during the interim period (May 12 - 21) must move to their summer assignment prior to Tuesday, May 16 by 3:00 p.m.

## UNIVERSITY VILLAGE

Will you have 60+ credits by the end of the spring semester? Why not stay in University Village! A variety of apartment models are offered, but some models may have limited availability. So if you're interning downtown or just want to spend your summer vacation in Miami, consider staying on campus in University Village. The cost per session varies by model. Visit [miami.edu/housing](http://miami.edu/housing) for more information.

**IMPORTANT FOR RESIDENTS OF UV 3 - 7:** If you are currently living in buildings 3 - 7 and will be staying this summer, you will need to relocate to a different apartment in buildings 1 or 2 because your building will be closed for the summer. The move-over from buildings 3 - 7 into buildings 1 or 2 will occur on May 16 between 9 a.m. - 4 p.m., so please plan accordingly.

## PEARSON RESIDENTIAL COLLEGE

Summer housing for students who do not qualify to live in the University Village will live in Pearson Residential College only. Double occupancy rooms are available for \$1050 per session and single occupancy rooms for \$1350 per session, if available.

## FALL OPENING 2017

Summer residents moving into Fall 2017 assignments will do so on Saturday, August 12 and must be available to do so. The residential colleges and University Village will open for continuing student check-in at 8:00 a.m. on Thursday, August 17 through 5:00 p.m. on Monday, August 21. If you arrive in Miami before this date, you will need to make arrangements to stay off campus until August 17.



# IMPORTANT DATES

- Apr. 28 Classes end; 24-Hour Quiet Hours begin through May 12
- Apr. 29 Reading Days through May 2
- May 3 Final Exams through May 10
- May 11 Honors Day Convocation
- May 12 COMMENCEMENT CEREMONIES; Housing Closes at noon for Non-Commencement Participants
- May 13 Housing Closes at noon for Commencement Participants
- May 16 Summer students must complete their move over to Summer Housing in Pearson (8 a.m. - 3 p.m.) or move over to University Village 1 & 2 between 9 a.m. - 4 p.m.
- May 22 Summer Session A Classes Begin

## RECEPTION PHONE NUMBERS

- |          |                |
|----------|----------------|
| Eaton    | (305) 284-4282 |
| Hecht    | (305) 284-2188 |
| Mahoney  | (305) 284-4144 |
| Pearson  | (305) 284-4211 |
| Stanford | (305) 284-2555 |
| UV       | (305) 284-3680 |

## GOT STUFF?

Goodwill Industries South Florida will place donation collection trailers outside of each residential area and will accept donations from April 29 - May 15 between 8 a.m. and 6 p.m. Residents should not leave items at the drop-off locations outside of this timeframe.

**STORAGE:** The University does not provide on-campus storage space over the summer nor recommends any particular storage company. Residents should make their own arrangements to store their items.



## Mail

You should start now to inform magazine publishers and other correspondents about your new address to ensure continued mail service. Forwarding address information should be provided during check out, however that is for internal use only and we cannot forward your mail to your new address. Mail cannot be held and will be returned to sender upon move out.

## Moving Carts

Each reception desk has a limited number of moving carts to help transport belongings. You may obtain a cart from your reception desk during check-out. If the cart is not returned within 2 hours, a \$25 charge will be assessed. Students who do not return carts within a 24 hour period will be billed \$300 each to purchase replacement carts.

## Safety and Security

Students are encouraged to take extra precautions with their belongings as theft and vandalism can occur during the last few weeks of the semester. Remember to lock doors, closets and drawers. Do not leave belongings in your car overnight unless you lock them in the trunk. In addition, do not leave suitcases and other possessions unattended.

## Bagging Trash and Recycling

Plastic trash and recycling bags will be available at all reception desks. You have the option to bag and leave all filled trash bags and recycled materials bagged in your room/apt.; housekeeping will remove them after you check out. You will be assessed a fine if trash is dumped or swept into hallways, stairwells or landings.

## Recycling and Trash Containers

Your room/apartment has both a recycling and trash bin as part of the room. As with any room/apartment furniture, you will be charged for a replacement if either is missing when you move out. Please empty these bins into the floor/building recycling containers nearby your room. Do not leave either in the hallway or floor lounge/elevator areas. Help us make the University of Miami a more sustainable campus.

## Lofts, Microfridges and Carpets (Residential Colleges)

Lofts rented from Bedloft.com should be left assembled in your room as well as any rented microfridges. Personal carpeting should be rolled up. If carpeting is not being removed from campus, it should be neatly rolled in students' rooms. Do not drop or throw carpeting materials in hallways, stairwells, trash chutes, lobbies or out windows. No carpeting or personal furniture may be left in a room/apartment over the summer.

## Furniture

If you called 8-8282 and arranged for UM Facilities Customer Service (FCS) to come to your room or apartment and remove furniture during the year, you do not have to request the return of the furniture prior to checking out of your room. You will not be billed for the furniture that was removed via a work order. However, if you or someone other than UM-FCS removed furniture from your room or apartment, you must return it to your room or apartment prior to checking out of your room. Failure to return the furniture will result in you being charged for the missing furniture.