

UPCOMING HOUSING INFORMATION AND DATES

The Office of Residence Life has received numerous questions about the following topics in recent weeks. Please read carefully as there is important information provided in this e-mail that may require some action on your part.

Second Semester (Spring) Intentions:

A number of students have inquired about what they may need to do in order to cancel their contract for the spring 2013 semester. An on-line "Housing Contract Release" application has been created and is located on the Residence Life website under the link for Student Portal. All requests to be released from the housing contract must be submitted through the student portal system and should be submitted prior to November 21st.

This would include students that for spring semester are:

- transferring out of UWW
- graduating in December (& not continuing on for Graduate School)
- studying abroad
- withdrawing from UWW
- student teaching
- interning

All other requests, not noted above, should also utilize the student portal system to submit a request for a release. Understand that the contract is for the full academic year and there must be a change in your circumstances that would warrant a release from the contract and additional supporting documentation may be required for requests not noted above. Again, requests should be submitted prior to November 21st to allow time for review and processing requests.

Thanksgiving Break Closing:

The residence halls will remain open for the Thanksgiving break period November 22-25th. All students will have access to their rooms for the entire break period. Students DO NOT need to submit any additional contracts to remain over the Thanksgiving break period.

Winter Break Closing:

The residence halls close for the winter break period on Thursday, December 20th. Students that live in Starin, Cambridge or Fox Meadow Apartments (and will remain students for the spring semester) will continue to have access to their suites/apartments during the winter break period and NO additional Winter Break Contract would be required. Starin, Cambridge and Fox Meadows students that are approved for contract release requests at the end of the semester will be expected to check out of their suite/apartment prior to hall closing on December 22nd.

Winter Break Housing Contracts:

Current residence hall students needing housing over the winter break period (that do not live in Starin, Cambridge or Fox Meadows) will be required to submit a Winter Break Contract (available on the Residence Life website). Winter Break Contracts should be submitted prior to December 9th. Winter Break Contracts submitted after December 9th may not be guaranteed on campus housing.

Winter break period housing is located in Wells Hall only for students that currently reside in the standard residence halls. Therefore if a student in Wells Hall submits a Winter Break Contract they will be able to reside in their own room. Students from the other halls that submit Winter Break Contracts will be assigned to a lounge in Wells Hall and will NOT have access to their other residence hall during the break period.

NOTE: Additional housing charges apply for students that submit a Winter Break Contract.

2013-14 Housing Contracts and Room Re-Application:

Specific details about 2013-14 on campus Housing and Room Selection (including Starin Hall, Cambridge and Fox Meadows Apartments) will be sent to all on campus students via their university e-mail account when students return from the winter break.

The general order of housing selection will be:

- Starin Hall application and selection process
- Apartment application and selection process
- Standard residence halls application and selection process.

Watch your e-mail for more details when you return from winter break.

Questions: If you have any questions about the information or the applications on Student Portal please e-mail ORLrooms@uww.edu or Reslife@uww.edu