IMPORTANT INFORMATION

• All Halls will be closed for winter break and no residents will be allowed back in the Halls until Friday, January 12th at 8:30 am. Please remember to take all valuables, medication, or other belongings that you might need during the break with you. You can leave all other non-necessities in your room.

• Residents returning for the Spring Semester must complete the "Winter Break Inspection Checklist" and post it on your room suite door. The checklist tells you what needs to be completed before you leave for winter break.

• Current students planning to return in the Spring don’t need to reapply for the Spring Semester. Your contract goes through the end of next semester.

• Remember that failure to follow these procedures may result in improper check out fees.

• For information about decorating your room for the holidays, please visit uta.edu/housing and view the online documents under the Residence Hall section of the website.

RESIDENTS NOT RETURNING FOR THE SPRING SEMESTER

• Remove all of your belongings and thoroughly clean your room, suite, and bathroom areas.

• Vacuum your room and suite areas

• Remove the trash to the dumpsters.

• Lower your bed (Arlington, Vandergriff, Kalpana Chawla, & Lipscomb South)

• Defrost & unplug your refrigerator if you are the last person in your suite using it.

• Unplug everything from the wall outlets.

• Lock all windows, close the blinds, and turn off the lights.

• Meet with your RA to complete your check out. Be prepared to turn in your keys and relinquish access to the building.

• Failure to return your keys will result in a $80 lost key charge per room, suite, and closet. ($17 charge for Trinity and Lipscomb North closet keys.)
NOVEMBER 2017

ASAP  Residents not returning to Halls for the Spring Semester (including Graduating Seniors) should complete an online Contract Release Form by this date.

DECEMBER 2017

12/7  Residents need to sign up for a check out time with an RA by 5pm.

12/16  Residence halls close at 1 pm except for residents who have received an extension (Graduates and those who are completing a Room/Hall change).

12/17  Those who are completing a Room/Hall change must do so by 3:00 pm and then follow the Winter Break Check-Out Procedures before leaving the Halls for the break.

12/17  Winter Session Move-In

JANUARY 2018

1/1  January rent payments are due

1/1  All tuition payments must be made

1/11  Winter session housing ends. Those who are in winter session housing must checkout of assignment by noon and relocate back to permanent space.

1/12  Halls will reopen for the Spring Semester at 8:30 am

1/16  All residents must check into their rooms & with their RA by 5:00 pm
• Sign up for a checkout time with your Resident Assistant by Thursday, December 7th at 5:00pm.

• Check-out of your room by your scheduled check-out day and time.

• Complete the winter break room/suite cleaning agreement.

• Check-out before 1:00 p.m. on Saturday, December 16th unless given special permission by your Residence Director.

• Check your campus email for a complete list of items on how to avoid fee(s).
Sign up for a check-out time with your Resident Assistant
Complete the Cleaning Agreement with your roommate(s) and post on door before leaving
Defrost the refrigerator at least 24 hours before leaving
Unplug all electronics
Vacuum and pick up items from the floor
Remove all personal items from the shower
Clean the toilet, sink, bathroom floor, shower, mirrors & counters
Remove all trash from the room
Take down all holiday decorations
Close and lock all windows and close the blinds
Set the thermostat to 70 degrees
Pack all valuables, medicine, and any other necessities
Take home any fish or plants
Turn off all lights before leaving
Lock the bedroom door
Check out with your Resident Assistant

*Failure to complete any of these tasks will result in a fee no less than $50.*