



Fall 2008

HOUSING HOTLINE

SPRING 2009 CHECK-IN DATES

SPRING 2009 CANCELLATION

Your fall housing contract is for both the fall and spring semesters. If you do not plan to return to the residence halls for the 2009 Spring Semester, you must cancel the spring portion of your contract no later than **November 1, 2008**, in order to not be responsible for the \$200 Spring rent prepayment. Residents canceling after November 1, 2008, will be charged the \$200 Spring rent prepayment. ALL CANCELLATIONS MUST BE SUBMITTED IN WRITING TO THE RESIDENCE LIFE AND DINING SERVICES OFFICE, 011 RICHARDSON TOWERS.

Tuesday, January 13, 2009

1 PM - 4:30 PM

Wednesday, January 14, 2009

1 PM - 4:30 PM

All assigned rooms must be claimed by 4:30 PM on Wednesday, January 14, 2009. **Residents failing to properly check into their rooms by the above stated deadline will forfeit their room assignment and their \$200 rent repayment. In order to prevent your room and rent prepayment from being forfeited, you must contact the Residence Life and Dining Services Office, 011 Richardson Towers, 678-2295 and request to be placed on the Late Arrival's List if you are going to be late checking into your room.**

HOLIDAYS

THANKSGIVING- The residence halls will remain open during the Thanksgiving Holidays (November 27 - November 28); however, all University offices will be closed these days.

SEMESTER BREAK- All residents must vacate the residence halls December 12 through January 12, for semester break, with the exception of residents of the Carpenter Complex and Richardson Towers who have not canceled for the Spring 2009 Semester. University offices will be closed December 22 through December 26, 2008, and January 1, 2009.

MAINTENANCE

Any repairs that need to be made to your room should be submitted to the desk area in your building.

The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university committed to education of a non-racially identifiable student body.

RENT PAYMENT FOR SPRING 2009

Your \$200 Spring Semester rent prepayment must be paid by December

**Department of Residence Life
and Dining Services**

1, 2008, to the Bursar's Office in Wilder Tower. Students who do not make the \$200 rent prepayment and who do not cancel prior to November 1, will have their Spring 2009 room administratively canceled and will still be responsible for the \$200 prepayment. You must also vacate your current room by December 12. Students who are administratively canceled due to not making the \$200 prepayment who remain in their rooms after December 12 will be charged 25% of the spring rent. To obtain a room after your room is canceled, you must make the \$200 rent prepayment and bring the receipt to the Residence Life and Dining Services Office and complete another application for housing for the Spring 2009 Semester. Assignments will be made according to availability and date of application.

The remainder of the Spring 2009 rent must be paid by January 13, 2009, for the 2009 Spring Semester. Payments may be paid in advance by mail to The University of Memphis, Bursar's Office, P. O. Box 1000 Department 313, Memphis, TN 38148-0313 or may be paid in person in 115 Wilder Tower. If a resident is receiving financial aid or is unable to make payment in full, the resident may go to the Bursar's Office website and request an installment plan.

FOOD SERVICE

Cafeterias are located in Jones Hall and Richardson Towers. Along with traditional cafeteria style dining, there are many options, such as Chik-Fil-A, Subway,

Grillworks, Quiznos, and more. Meal plans may be purchased by contacting the Residence Life and Dining Services Office. Any changes to your meal plan for Spring should be made by January 27, 2009.

DATES & DEADLINES

November 1

Cancellation Deadline for
Spring 2009

December 1

\$200 Rental Prepayment Deadline
For Spring 2009

November 27 – November 30

Thanksgiving Holiday

December 3

Last Day of Classes

December 4

Study Day

December 12

Check-Out by 3 PM

December 13 - January 12

Semester Break

January 13 - 14

2009 Spring Check-In

January 19

Martin Luther King Holiday
University Closed

January 15

First Day of Classes

January 26 - 27

Room Change

HEALTH SERVICES

The University of Memphis Health Center is staffed with full-time, professional personnel. The Health Center is open 8 AM – 6 PM, Monday through Friday during the fall and spring semesters and 8 AM –

4:30 PM during summer sessions. It is not necessary to make an appointment in advance. Visits are free; however, prescriptions, special tests, or screenings are at the student's expense.

CABLE TELEVISION

Basic cable-type television is connected to each resident's room at no additional charge from Telecommunications. The University of Memphis information channels are included in the basic cable package, along with a Residence Life Channel, which will keep you up to date with the latest activities. Tune into Channel 64 for your favorite movies and information regarding upcoming events. Equipment that will work on the U of M system must be advertised as "cable ready-- 150 channels or above.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association is the on-campus student governing body designed to provide various activities and address issues for on-campus residents. RHA hopes to enhance college life to make it more rewarding and enjoyable. The students involved in RHA have many exciting ideas for this year. We invite you to become involved by attending town hall meetings every other Thursday at 1 PM. The leadership for the 2008-09 RHA consists of: KeeShanda Eddings- President, Andrea Hinton- Vice President, Halima Alhassan - Secretary, and Jennyffer Smith- Treasurer.

PARKING

Students are responsible for complying with the rules and regulations governing the registration and use of motor vehicles on University controlled property. All vehicles must have a parking permit visibly hanging from the rear-view mirror.

Permits are sold according to classification during class registration. A copy of all parking regulations, which includes a color-coded map, is available from the Parking Office located in the Parking Garage on Zach Curlin. If you have questions concerning parking on campus, call 678-2212.

RESNET

The residence halls are wired for internet access with Hardwired or Wireless Networking, depending on where you are assigned, and is available to students free of charge. You will need a computer that meets minimum system requirements, your University User ID and Password, Ethernet card and cable for Hardwired access in Richardson Towers and South halls, or a compatible wireless adaptor for wireless access in Rawls, Smith, Mynders, and Carpenter Complex. Check the ResNet homepage at <http://www.memphis.edu/resnet> for links to Hardware Requirements, TCP/IP setup, Outside Vendor Contact list, FAQ and Troubleshooting.

COMPUTER LABS

Computer labs are located in Richardson Towers, Smith and Rawls halls.

Lab User Guidelines:

- Students who wish to use the lab facilities for class-related work take

precedence over lab users who are doing non-school-related work.

- No software may be run on the lab computers other than that installed by Residence Life personnel, unless it was included with the resident's course materials or has been approved by the lab coordinator.
- A study appropriate environment should be maintained in the lab.
- Food, drink, or tobacco are not allowed in the lab.
- Computer supplies (printer paper, etc.) should not be wasted or removed from the lab.
- Lab users should properly dispose of all waste, and keep their lab area clean.
- Any lab work which needs to be kept should be saved on the user's own flash drive, CD, etc. Lab users should turn off the computer when an electrical storm approaches or when a desk worker or hall staff member so directs.
- Problems with damaged, missing, or inoperative computer equipment should be reported to the lab assistant or desk worker prior to signing out of the lab.
- Lab users should comply with all posted rules and guidelines.
- **Lab Hours are 12 Noon – 12 Midnight in Richardson Towers and 24 hours in Rawls and Smith halls.**

FALL 2008 CLOSING

The University of Memphis residence halls will close for the Semester Break on Friday, December 12, 2008, at 3 PM. All residents are required to leave the residence halls 24 hours after their final exam unless they are involved in Commencement Exercises, they currently

live in Carpenter Complex or Richardson Towers and have not canceled their spring assignment. No one will be allowed to remain or be readmitted to the buildings during the Semester Break. The residence hall staff will not be available to permit re-entry into the halls after closing.

Residents of Rawls, Smith, South, and Mynders are required to sign up for an appointment to check out and surrender their room keys to their resident advisors before they leave. Residents of Richardson Towers and Carpenter should sign up for a room inspection. If you are not returning to the residence halls in the spring, you must officially check-out of your room no later than 3 PM on December 12 and cancel in writing with the Residence Life and Dining Services Office in Richardson Towers..

The buildings will reopen at 1 PM on January 13, 2009.

POLICE SERVICES

The Police Service Office is located in the Parking Garage located on Zach Curlin. In the case of an emergency on campus, call 4357 (HELP) for assistance from the on-campus Police Services.