

UIW will extend Spring Break through March 20, 2020. Beginning March 23, the University will transition to online course delivery for graduate and undergraduate classes for the remainder of the Spring 2020 semester.

All residence halls will be effectively closed beginning **Monday, March 30**. Students may return to the halls during the extended spring break only to collect any personal belongings and check out of their on-campus housing.

Resident students must check-out of the residence halls on or before 9 p.m., Monday, **March 30, 2020**. Your housing charges and meal plan charges will be prorated as of March 30, 2020.

If students are unable to return to their permanent residences, we will consider requests for exemptions to remain on campus. If you are granted an exemption, you will be required to participate in the online learning courses. Please be aware that many on-campus services may be significantly limited.

If you would like to request an exemption, please complete the following form by **March 15**:

[Exemption Request Form \(LINK\)](#) Your request will be reviewed, and you will receive a response within 48 business hours.

#### **Check-Out Procedures:**

We will be offering express check-outs to move-out of your hall. Please fill out the form below to inform us of the date and time you will be checking out. Please follow the Express-Check Out instructions.

1. Let us know of your departure date & time and intent to return in the Fall on the [Express Check-Out Form \(LINK\)](#)
2. **If your Check-Out time is between Monday-Friday 8:00am-5:00pm**
  1. If your residence room is located in Clement/Agnese/Dubuis/Avoca/Watson: Bring your room key and post office key to the Student Engagement Center. Follow posted signage to direct you to designated location in the Student Engagement Center.
  2. If your residence room is located in Hillside/McCombs/St. Joe's/Joeris/Sky View: Bring your key to the 1st floor of the International Conference Center. Follow posted signage to direct you to appropriate office.
3. **Check-Outs After Hours 5 p.m. -9 p.m., and Weekends 10 a.m. - 7 p.m.,**
  1. ALL CHECK-OUTS will be at the International Conference Center. Follow posted signage to direct you to appropriate office.
4. Housing deposits will be refunded to graduating seniors (May 2020) and students **not** returning to housing in the Fall. If you intent to reside on campus next semester, we will keep your deposit on file
5. Monitor Cardinal email for updates

If you have any questions, please contact us at [housing@uiwtx.edu](mailto:housing@uiwtx.edu) or call us at 210-829-6034. Safe travels home!

In Cardinal Spirit,

Diana E. Sanchez