1. Participate in Spring Online Room Selection on SPIRE

Go to SPIRE/Housing/Room Selection Home Page from **Monday, November 6 through Sunday, December 3, 2017** and request an appointment for the Spring Room Selection process (see schedule below). For step-by-step instructions on how to use online room selection, please view the online tutorials for using Online Room Selection on our website.

- **Request Appointment:** November 6th - December 3rd
- **Appointments Posted/Group Formation Begins:** December 5th by 3:00pm
- **Room Selection Period:** December 6th - December 12th at 11:59pm

2. Participate in a Roommate/Apartment Mate Pull-In

Residents with a confirmed vacancy* in their room/apartment for spring semester may pull in another fall on-campus resident as their roommate/apartment mate for the spring. All students will complete an online form located at [www.umass.edu/living](http://www.umass.edu/living) from **November 27th through December 4th at 5:00pm**. The student changing their assignment must check out of their current assignment prior to fall closing and can check in to their new assignment during Spring Check-In.

**IMPORTANT:** Spring Roommate Pull-In is offered to allow residents who have a confirmed vacancy to choose their roommate for the spring semester. Residents should only pull in a roommate if they plan to remain in their assignment for the spring semester.

Residents who pull another student into a space and later cancel their assignment co-opts the priority we use for students to assign themselves to on-campus spaces. To allow students to select spaces based on their priority, Residential Life Student Services will void any roommate pull-in where the student with the confirmed vacancy performs a pull-in and then cancels their assignment prior to when the halls close for the fall semester.

A confirmed vacancy exists if you have a vacancy in your room/apartment at the end of fall semester, your fall roommate has cancelled for Spring 2018 or your fall roommate has been pulled into another person’s room for Spring 2018.

**Don’t Forget!** If you select a new assignment or are pulled into a new assignment, you must remove all of your belongings and check out of your fall assignment by no later than 10:00am on **December 21, 2017**. Check-out includes removing your belongings from the room and returning your key to the Residential Service Desk. You will be reassigned to your fall 2017 space if you fail to check out properly.
Improper Check-Out Fee
A proper check-out includes removing all of your belongings from the space and turning in your key to the Residential Service Desk. A prepared vacant space consists of an empty bed, dresser, desk and closet/wardrobe. If you do not remove your belongings before the Spring 2018 early arrival and opening period you will be assessed the improper check-out fee for preventing the re-assignment and occupancy of your former space. These fees are in addition to any cancellation fee you may have already incurred.

Check Out During Early Arrival Period January 19, 2018 $175 fee
Check Out Opening Day January 21, 2018 $250 fee
Opening Week January 22-26, 2017 $400 fee

Any student who fails to prepare the room and/or participate in a proper check-out after opening week will incur a $400 improper check-out fee and additional charges based on the rent refund schedule.

Cancellation, Graduating or Going on Exchange?

Going on Exchange/Internship for Spring 2018
Don’t forget - cancel your housing assignment for free before 5:00pm on Wednesday, November 30th! You must contact RLSS by phone or in person to cancel your spring assignment.
UMass students going on exchange/internship are guaranteed the opportunity to select on-campus housing when they return, if they fill out an eligibility form in person at the time of cancelling their spring assignment.

Graduating for Fall 2017 or Winter 2018?
Students who are projected to graduate for fall 2017 or winter session 2018 will automatically have their spring 2018 assignment cancelled for no fee at 5:00pm on Friday, November 25th. If you do not expect to graduate by winter session 2018, please update your graduation date in SPIRE by no later than Wednesday, November 22nd at 5:00pm.

Transferring or Taking Time Off?
Seeking Exemptions for Spring 2018?
Fall residents who are thinking about not returning for the spring should cancel their assignment by 5:00pm on November 30, 2017 for the $100 cancellation fee and complete a check-out prior to leaving for winter session. The date you cancel your housing determines the cancellation fee.
Students who cancel their assignment after the residence halls close will have to return to campus and retrieve their belongings by January 18, 2018 to avoid additional fees. Freshmen planning to seek an exemption from their on-campus requirement for Spring 2018 must submit an application prior to 5:00 pm, November 30, 2017 to cancel their assignment for the $100 cancellation fee. Exemptions filed and approved are subject to the cancellation fee schedule.

Cancelling Your Residence Hall Contract and Spring 2018 Assignment

Current residents signed a Residence Hall contract for the academic year. If you are not living on campus for Spring 2018 you must cancel your contract and assignment by calling 413.545.2100 or by coming in person to 235 Whitmore. Note the cancellation fee schedule below. More information on who is subject to the cancellation fee schedule is available at www.umass.edu/living.

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