

As you prepare for the rest of the fall semester and into the spring, we'd like to provide you with some information regarding your housing and dining.

Your Fall room assignment and meal plan will automatically rollover to the Spring. If you wish to keep your current assignment and meal plan, there is nothing you need to do.

If you wish to **request a room change** for the Spring:

- Email housing@tcu.edu with your name, TCU ID# and hall(s) request. All roommate requests must be mutual; therefore, we must receive an email from each of you.
- We will notify you on/before Friday, December 9 if your request has been approved.
- You must remove all your items from your fall space before December 18 and either
 - Place items in storage (a list of storage facilities can be found here: <http://www.rlh.tcu.edu/local-storage.asp>).
 - OR**
 - Move to your spring room if we have notified you that your new room is available
- If you are moving to a Greek Chapter Facility, you will move out of your fall space before December 17 and you can return to your new space on Saturday, January 14 by making arrangements with your CRA. You may contact Fraternity & Sorority Life at (817)257-7281 about storage availability in the chapter facilities.
- If these steps are not followed, you may lose your desired room and/or receive a fine.

If you wish to **change your meal plan** for the Spring:

- Email housing@tcu.edu with your name, TCU ID# and meal plan selection before February 1, 2017.
- Your Fall Campus Cash & Frog Bucks will rollover and then your new Spring balances will be used.

If you need **Winter Break Housing**:

- There is no charge for Winter Break Housing; however, we ask that you register if you will be on-campus at any point during that time.
- Winter Break Housing is not available in the Greek Chapter Facilities.
- The registration link will be available on my.tcu.edu November 7 – December 9 under Timely Links.
- As a reminder, dining options are limited when the university is closed. For hours of operations, please visit: <https://tcu.sodexomyway.com/dining-choices/hoursofoperation.html>.

If you are **not returning to TCU Housing** for Spring 2017 (Withdrawal, Study Away, Moving Home):

- Email housing@tcu.edu with your name, TCU ID# and reason for cancellation.
- You must check out of your room on or before Sunday, December 18.
- *Students leaving belongings in the room after this date will be charged for Spring 2017 housing.*

If you are **Graduating**:

- Email housing@tcu.edu with your name, TCU ID# and confirmation of your graduation.

- You must check out of your room on or before Sunday, December 18.
- Sign up in your hall office for a checkout appointment.

We hope you enjoy the remainder of your Fall semester. If you have questions about the Fall to Spring room change process, you may visit with your Hall Director. You may also visit our office, located in the garden level of Pamela & Edward Clark Hall in Worth Hills, or contact us at (817)257-7865 or housing@tcu.edu.