



1) Visit <http://go.uis.edu/uischeckouts2017> & click on the blue button:

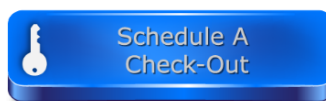
Spring 2017 Department of Residence Life Closing Information

University Housing officially closes at 12 pm on Sunday, May 14, 2017 for Spring Residents who do not have a Summer Housing Contract. Your Housing Contract officially ends at the time of closing.


Residents checking out of their spring space are encouraged to complete an Express check-out, however, Traditional check-outs will be available upon request.

- **Residence Halls officially close Saturday, May 13, 2017 at 12pm:**
 - Traditional check-outs will be available between 10 am-8:45pm beginning Saturday, May 6, 2017 through Friday, May 12, 2017.
 - Saturday, May 13, 2017 traditional check-outs will be available from 8am-11:45am.
- **Apartments/Townhouses officially close Sunday, May 14, 2017 at 12pm:**
 - Traditional check-outs will be available between 10am-8:30pm beginning Saturday, May 6, 2017 through Saturday, May 13, 2017.
 - Sunday, May 14, 2017 traditional check-outs will be available from 8am-11:30am.

To Schedule a Traditional or Express Check-Out for Spring 2017 Closing, click the button below:



2) On the next screen, select the type of check-out and the sub-area that you live in (West Campus, East Campus, LRH or FRH).



UIS ILLINOIS SPRINGFIELD

Book Appointment

Residence Life @ UIS

TYPE OF CHECK: PROVIDER > DATE > YOUR INFO > CONFIRM

Choose Type of Checkout Booking Policy

Traditional Check Outs v


| | |
|---------------------------------------------------------------------------------|---------|
| Founders' Residence Hall (FRH) - Traditional Check Out | 15 mins |
| Lincoln Residence Hall (LRH) - Traditional Check Out | 15 mins |
| West Campus Traditional Checkout (Foxglove, Marigold, Pennyroyal, and Trillium) | 30 mins |
| East Campus Traditional Checkout (Bluebell, Clover, Larkspur, and Sunflower) | 30 mins |

Express Check Outs >


Contact Info
217-206-6190
[Send Email](#)

3) Next, Select Your Court (where you currently live). On the following screen, select the day you'd like to check-out, and the system will show what times your RA is available that day (RA Availability is based on their Final

Exam Schedule). Residents must try to sign-up with their RA first, if you cannot find a time that works with both of your schedules (yours and your RA's), you can sign up with a different RA, if necessary.



Residence Life
UIS ILLINOIS SPRINGFIELD

 **Book Appointment**


Residence Life @ UIS

✓ WEST C > PROVIDER > DATE > YOUR INFO > CONFIRM

Choose Provider

[Booking Policy](#)


 Pennyroyal 1-12

 Pennyroyal 13-24

 Marigold 1-12

 Marigold 12-24

 Foxglove 1-12

 Foxglove 13-24

 Trillium 1-12

 Trillium 13-24

Residence Life @ UIS

✓ WEST C > ✓ FOXGLO > 10 MAY... > YOUR INFO > CONFIRM

Choose a Date and Time (CDT)

[Booking Policy](#)

| May, 2016 | | | | | | | Morning | Afternoon | Evening |
|-----------|----|----|----|----|----|----|----------|-----------|---------|
| Su | Mo | Tu | We | Th | Fr | Sa | 10:00 am | 12:00 pm | 4:00 pm |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 10:30 am | 12:30 pm | 4:30 pm |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11:00 am | 1:00 pm | 5:00 pm |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 11:30 am | 1:30 pm | 5:30 pm |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 2:00 pm | 6:00 pm |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | | 2:30 pm | 6:30 pm |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 3:00 pm | 7:00 pm |
| | | | | | | | | 3:30 pm | |

4) Once you've found a time, complete your contact information:

Residence Life @ UIS

✓ WEST C > ✓ FOXGLO > ✓ 10 MAY... > YOUR INFO > CONFIRM

Enter Your Information

Booking Policy

Name *

Email *

Mobile *

Comments

(Optional)

500

Additional Information

I agree to the cancellation policy

No cancellations or rescheduling is permitted within 24 hour(s) of the appointment time

Continue

Please NOTE:

- There will be a *link in your Confirmation Email that will allow you to cancel your appointment.*
- Cancellations **MUST** be made at least 24 hours in advance.
- The system will **NOT** let you reschedule until you've canceled your current appointment, and will **NOT** permit a rescheduling if the new appointment is not at least 24 hours out. Please Plan Accordingly.

Additionally, the confirmation email will include an .ics file. Double click on this file to add your appointment to your phone's or computer's calendar app.