



2009-10 Housing Selection Information for All Students

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Important Dates, Times & Locations

APPLICATIONS AND CONTRACTS – ALL DUE @ RESLIFE, 020 GATES WING, SBA

Applications/Contracts Available	All Residential Life Offices	Monday, March 16
First Day to Return Contracts/Vouchers	Office for Residential Life	Friday, March 20
Special Interest Housing Contracts Due Academic Living Center Contracts Due	Office for Residential Life	Tuesday, March 31, 5:00 pm
Last Day to Request Academic Reclass.	Office for Residential Life	Tuesday, March 31
Upperclass Contracts Due Sophomore Housing Vouchers Due	Office for Residential Life	Wednesday, April 1, 5:00 pm

****EVERYONE MUST BE FINANCIALLY CLEAR****

SPECIAL POSTING INFORMATION – ALL POSTED @ RESLIFE, 020 GATES WING, SBA

Southside Retention Assignments Posted	Tuesday, April 7, 12 noon
Southside Early Assignments Posted	Friday, April 10, 12 noon

ROOM DRAWINGS AND POSTING DATES

Riverview 4 Apt. Lottery Number Posting	Office for Residential Life	Tuesday, April 7, 5pm
Riverview 4 Apt. Drawing	Hoyt Auditorium	Wednesday, April 8, 6:45pm
2 Person Apt Lottery Number Posting	Office for Residential Life	Wednesday, April 8, after 9pm
2 Person Apt Drawing	Friel Lounge	Thursday, April 9, 4pm
Six Person Lottery Number Posting	Office for Residential Life	Monday, April 13, 5 pm
Six Person Drawing	May Room— Wilson Commons	Tuesday, April 14, 7:00 pm
Four Person Lottery Number Posting	Office for Residential Life	Wednesday, April 15, 5 pm
Four Person Drawing	Friel Lounge	Thursday, April 16, 4 pm
Triple Room Posting	Office for Residential Life	Thursday, April 16, 6 pm
Triple Room Drawing	Friel Lounge	Friday, April 17, 4 pm
Singles Lottery Number Posting	Office for Residential Life	Monday, April 20, 5 pm
Singles Drawing	May Room—Wilson Commons	Tuesday, April 21, 7:00 pm
Doubles Lottery Number Posting	Office for Residential Life	Friday, April 24, 5 pm
Doubles Drawing	May Room—Wilson Commons	Monday, April 27, 6:30 pm

ROOM CHANGES

1st Day to Submit Room Change Requests	Office for Residential Life	Wednesday, April 28
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IMPORTANT TERMINOLOGY:

Housing Contract – If you will be a junior or senior next year, the form that must be turned into Residential Life to participate in housing selection for next year (form given to you by your RA or CA).

Sophomore Housing Voucher – If you are currently a freshman, this is the **green form** that must be turned into Residential Life in order to participate in housing selection for next year (form given to you by your RA).

Lottery Choice Sheet – the other important form that must accompany your housing contract /sophomore voucher when you turn it into Residential Life.

Southside Retention – an alternate process to secure housing in Southside – if you have lived there this year and would like to return.

Southside Early Assignment - an alternate process to secure housing in Southside – only if you are interested.

Academic Living Centers and Special Interest Housing— an alternate process to secure housing in one of the Academic Living Centers or with one of the residence hall based greek and non-greek special interest groups

Financial Clearance – all bills must be paid to the University and the account cleared before participation in the Room Draw and associated processes.

CONTRACT CONDITIONS, ELIGIBILITY REQUIREMENTS AND OBLIGATIONS

Once a housing contract is submitted, it is a binding agreement and is not contingent on the student being able to select a specific room assignment. Failing to show up at a room draw does not break the contract. Think carefully before submitting a housing contract if you are considering living off campus.

Students in the class of 2012 and 2013 fall under the University's freshman-sophomore residency requirement and are both guaranteed and required to live in undergraduate housing. As an incoming freshman student you signed a two year housing agreement to simplify this process.

Upperclass students (juniors and seniors) are not required but are welcomed and encouraged to live on campus.

Take-5 (in their 5th year) students, students requiring an additional semester to complete requirements for graduation and those taking additional time to complete a second degree are eligible for housing this year. This will be reviewed on a yearly basis and an eligibility decision will be made based on availability of housing space.

Financial clearance information for freshmen: First year students must be financially cleared before lottery choice sheets can be accepted. Residential Life will accept the Sophomore Housing Voucher from students who are not financially clear. However, those students will NOT be allowed to participate in any of the room drawings or early assignment processes and will be automatically placed in available housing

after the completion of all the Room Drawings.

Financial clearance information for upper-class students: Upper-class students must be financially cleared before application/contracts and lottery choice sheets can be accepted.

Financial Notices will be distributed via email the week of March 16th. If you receive a Financial Hold Notice, it is your responsibility to take care of this matter prior to the application/contract due date (**April 1, 2009**). Residential Life will check students financial clearance at the time the housing materials are returned. Residence Life is not allowed to accept application/contracts from these students until cleared by the University Bursar. Students who receive clearance from the Bursar must check directly with the Office for Residential Life, where we will check clearance on-line.

You must supply accurate information on all materials. Students whose application/contracts or lottery choice sheets include inaccurate information (class year, extra point conditions, etc.) may not be allowed to participate in the room drawings and will be assigned only after all on-time applications. Residential Life verifies all information. Official class standing for the Room Drawings is determined by the Office of Academic Support and reported by the Registrar. Class standing as of April 1, 2009 is the only acceptable information for purposes of the room drawings.

HOUSING CHOICES

There are a number of different housing opportunities for students outlined. Most students will participate in the Room Drawings and select residence hall housing. Some students may select to live in Southside through the Early Assignment processes or retain housing in Southside if they currently live there. Other students might opt for Freshman Fellow or D'Lion housing. Still others may choose to live with one of the Special Interest Housing groups which include residence hall based fraternities and sororities as well as non-Greek groups like Music Interest Floor, the Tiernan Project, Interclass Living Community, Health and Home, International Living Center, Film Interest Floor, WRUR or Computer Interest Floor. There will be some students who will choose to live with one of the Fraternity Quad Greek groups or in an Academic Living Center.

Housing selection for Academic Living Centers and Special Interest Housing, Greek groups, D'Lions and Freshman Fellows occurs prior to April 1. Southside retention and Southside early assignment occur outside to the lottery processes. ***Students participating in any of these programs do not participate in the actual room drawings.***

If you will be living with one of the Academic Living Center or Special Interest Housing groups or with a Greek group, please turn in your housing contract/sophomore voucher to the group's House Manager. These organizations will be turning in all their housing lists and contracts as a group.

(“CAN I SELECT A ROOM IN SPECIAL INTEREST HOUSING, ACADEMIC LIVING CENTER OR ONE OF THE FRATERNITY QUAD FRATERNITIES AND STILL PARTICIPATE IN THE ROOM DRAWING, THE SOUTHSIDE EARLY ASSIGNMENT OR RETENTION PROCESSES ?”)

No, you are not allowed to select a space in one of these special housing situations and still participate in Room Drawings or Southside special programs. Once you opt to live in one of these other housing options, you have exercised your housing option and are not eligible to participate in the room draw process.

PRIORITY POINTS

Priority for rooms in the Room Drawings are based on a seniority system. Called priority points, students are awarded these points for class year standing, Southside living and academic reclassification. A transfer student's standing is based on class year as well (as defined by Academic Support). Points are not awarded for participation or difficult roommate situations. Students enter the number of points they are claiming on the lottery choice sheet. ***Priority points are not used in Special Interest Housing or Southside special programs and cannot be banked for use in future years. Points are not considered in any future room change options.***

CLASS YEAR STANDING - Next year's seniors have 3 points, juniors 2 points and sophomores 1 point. The Office of Academic Support determines class standing and the Registrar reports each student's official class year. A cut-off date of April 1, 2009 is the official deadline for any changes to class year standing that effect the Room Drawings.

CURRENT SOUTHSIDE RESIDENT – ½ point ONE TIME USE ONLY!

Students who have lived in Southside for the entire 2008-09 academic year (from September 30th to present) are eligible for 1/2 point in this year's Room Drawings. **This 1/2 point will be credited directly to your point total and you do not need to apply for it.**

ACADEMIC RECLASSIFICATION - 1 point ONE TIME USE ONLY!

Students may only claim this in the actual year of their reclassification. Students who have been academically reclassified to a later year of graduation (09>10, 10>11) may be eligible for an extra point in the lottery in order to keep them on par with current friends. Students who claim eligibility for this point must contact the Office for Residential Life, 020 Gates by 5 p.m. Tuesday, March 31, 2009. Students must submit their names by this deadline in order for the Residential Life Office to verify the request with the Office of Academic Support. Academic reclassification points are not granted to those who will already be classified as seniors next fall.

FINDING YOUR POINTS

On the outside of the envelop containing your contract booklet, you will find a sticker with your name, current room assignment, class year and the number of points you have. This number does not yet include the Southside or reclassification points. Please check to be sure that your class year is correct and the number of points correspond to your class year. Any discrepancy should be reported to the Office for Residential Life by Wednesday, April 1. There can be no changes after this date. **Absolutely no changes can be made at the room drawings**

EARLY ASSIGNMENT HOUSING PROGRAMS

Participation in any of the early assignment programs listed below allows a student to be housed prior to the regular room draw processes. Students opting for these processes are sure that they want to live in Southside. Once assigned to this complex, students are no longer eligible to participate in the room drawings. The Office for Residential Life assigns students to apartments and rooms. Coed housing is allowed in all styles of apartments.

SOUTHSIDE RETENTION— RETURNING RESIDENTS TO DEKIEWIET AND VALENTINE

Students who currently live in deKiewiet and Valentine are eligible to return next year and will be given priority for assignment. Students must sign up for this option in groups of ***two for two room apartments*** or groups of ***three for three room apartments*** using the Southside Retention sheet. Groups with all Southside current residents have priority for apartment retention and moves. Current Southside residents living in different apartments may opt to join together to form an apartment group and will maintain priority status for retention.

Where only one resident wishes to return (in the case of a two room or three room apartment) or only one or two residents wish to return (in the case of a three room apartment), non-Southside students may be included to fill the apartment. The current resident in the group retains status for the current apartment but these groups have lower priority than groups comprised of all Southside residents for a move within deKiewiet and Valentine.

Current Southside residents in two room apartments can return to two room apartments but are ***not*** able to move to three room apartments unless they have a third student join their group.

Priority will be given to groups with two current Southside residents (for 2 room apartments) and three current Southside residents (for 3 room apartments) and class year seniority. A system will be in place to evaluate different combinations of class year and Southside residency status. Once a group has received an assignment in Southside, they will not be able to participate in the regular room drawings. Southside Retention Assignments will be posted on April 7.

SOUTHSIDE EARLY ASSIGNMENT — NEW RESIDENTS TO DEKIEWIET AND VALENTINE

This is a very good option for freshman students who would like to keep large groups of friends together. Residential Life can house up to 18-20 students on a floor in deKiewiet or Valentine. Each floor contains 4-two bedroom apartments and 4-three bedroom apartments. Students will need to indicate who they would like to be housed near.

Two Room Option Students interested in living in Southside as their first choice in housing must turn in a Southside Early Assignment sheet (available in housing packet) in addition to the Lottery Choice sheet. Students interested in two room apartments must participate in pairs. Priority will be given to seniors, juniors and then sophomores. Students will be asked to preference which tower – deKiewiet or Valentine and kind of apartment. Southside Early Assignments will be posted on April 10. ***Students not assigned to Southside will be entered into the regular Room Drawings.***

Three Room Option – Students interested in living in Southside as their first choice in housing must turn in a Southside Early Assignment sheet with the three students listed (available in housing packet) in addition to the Lottery Choice sheet. Students will be asked to preference which tower – deKiewiet or Valentine. Southside Early Assignments will be posted on April 10. ***Students not assigned to Southside will be entered into the regular Room Drawings.***

ROOM DRAW (LOTTERY) INFORMATION

KINDS OF HOUSING OFFERED IN DRAWINGS

Riverview 4 Person Apartment Drawing—must have 4 people (Juniors and Seniors Only):

4 person apartments in Riverview

2 Person Apartment Drawing—must have 2 people (Juniors and Seniors Only):

2 person apartments in Riverview

2 person Maisonettes

6 Person Suite and Cluster Drawing—must have 6 people:

6 person suites in Anderson and Wilder Towers

6 person suites in Hill Court (Chambers, Fairchild, Gale, Kendrick, Munro and Slater)

6 person clusters in Lovejoy— limited numbers

4 Person Suite and Cluster Drawing—must have 4 people:

4 person suites in Hill Court – limited numbers

4 person clusters in Anderson and Wilder— limited numbers

4 person clusters in Burton, Crosby, and Lovejoy – limited numbers

Any remaining 4 person apartments in Riverview

Triples Drawing—must have 3 people

Triple Rooms in Lovejoy and Tiernan—limited numbers

Any remaining three room apartments in deKiewiet and Valentine

Singles Drawing

Singles in Burton, Crosby, Tiernan, Lovejoy & Valentine

Doubles Drawing—must have 2 people, if only one, Residential Life will pair you:

Doubles in Burton, Crosby, Tiernan and Lovejoy

Center Doubles in Anderson and Wilder Towers

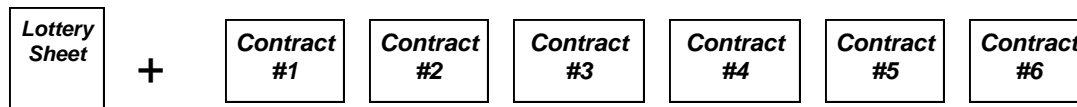
Any remaining two room apartments in deKiewiet and Valentine

Any remaining Maisonette housing in Southside

Any remaining 2 person apartments in Riverview

SIGNING UP FOR HOUSING

Students must submit all housing contract/sophomore vouchers, lottery choice sheets, early assignment and retention forms by April 1, 2009 5 pm. All contracts that pertain to students' specific housing choices must accompany the lottery choice sheet or early assignment form (example: all six housing contracts attached to the lottery choice sheet for a group of students that want to enter the six person suite and cluster drawing). Students may enter any or all of the drawings listed. This is all done on the same Lottery Choice Sheet. The probability of obtaining a particular kind of housing is limited by a student's priority number, the number of spaces available and how other students choose to enter the drawings. Once a student is assigned a room, they are ineligible to participate in the remaining drawings. Students receive a new lottery number for each drawing.



HOW THE LOTTERY WORKS

All contracts/sophomore vouchers with lottery choice sheets returned by Wednesday, April 1, 5 pm are entered into the various lotteries in which students have chosen to participate. Approximately 12-24 hours prior to each drawing, the list of drawing numbers is posted at the Office for Residential Life. There will be a designated time for each range of drawing numbers so that students need not spend hours waiting at the room drawing.

At the drawings, floor plans will be available to assist students in their selection process. All available rooms will be posted for that specific drawing. Residential Life will then call each group by drawing number to the administration table to select a room. Once a room is selected, it will be crossed off the list. Each student will be given a confirmation sheet of their selection. Residential Life will continue to call numbers in order until all available rooms are selected or until all groups have selected (whichever occurs first). All students who did not selected a room will be entered into the next lottery indicated on their "lottery choice sheet" and/or the doubles lottery if no other lottery is listed.

LOTTERY NUMBERS

Lottery numbers will be assigned at random to determine priority for each student or group of students with the same number of points. Students will have different lottery numbers for each different drawing. Whenever possible, numbers for each drawing will be posted at the Office for Residential Life approximately 12-24 hours in advance of the drawing. Specific drawing times and locations are listed in this document; more specific time information will be posted with the lottery number assignments to assist you in avoiding an unnecessary wait.

PROXY INFORMATION

At most drawings, only one person from the group must be there to select a room. A student who enters the singles drawing and is unable to attend, can make arrangements for a **proxy** to select a room for them. Please contact the Office for Residential Life for additional information.

Persons who have not made prior arrangements for a proxy and are not present (no shows) at the time their lottery numbers are called will forfeit their turn and will be placed at the bottom of the drawing order for their particular time slot. After that, Residential Life will continue to call their names periodically throughout that lottery should they arrive late. A member of the Residential Life staff will select the room for a study abroad student whose proxy fails to show.

COED SUITES, CLUSTERS AND APARTMENTS

Coed suites and apartments are possible in Towers, Hill Court, Southside and Riverview. There are no restrictions on the number of males or females in each suite or apartment. In suites where there is a double room, two students of the same gender must occupy the double room.

Coed clusters are also possible. These opportunities are all on coed by random room floors. Because clusters are combinations of double rooms, students of the same gender must occupy each of the double rooms.

RANDOM ROOMMATES

Students who enter the Doubles Drawing without a roommate, or are entered by Residential Life into the Doubles Drawing, will be paired randomly with another student. The Doubles drawing is the

only drawing that Residential Life will randomly pair students. (For all other drawings, students must have the correct number of roommates/suitemates/apartment mates to participate). We will check gender and smoking status before pairing students and attempt to match for class year as close as possible. If you want Residential Life to randomly pair you with someone, submit a Lottery Choice Sheet with your name in the top section, mark the doubles room drawing and check the box labeled "RANDOM ROOMMATE".

LOOKING FOR A ROOMMATE, SUITEMATE OR APARTMENT

The Office for Residential Life and Housing Services will maintain a list of students interested in finding others to become parts of suites, apartments and rooms. Stop by the ResLife Office to put on a list or to find others looking for possible matches.

NON-SMOKING OPTIONS

All residential housing is smoke free. Lovejoy Hall will house non-smoking communities. These are communities where all members are committed non-smokers. Students who smoke outside the residence halls are not considered eligible for this housing. These floors and corridors will be clearly marked at the Drawings. Students will be required to sign an agreement to live by the non-smoking rules or risk reassignment.

MEAL PLAN TIED TO RESIDENCE HALL

Dining plans are tied to residence halls. The dining portion of the contract should be completed with the exception of the actual plan at the time the housing materials are turned into the Office for Residential Life and Housing. There will be an opportunity to select the specific plan at the time a room is selected at the room draw. Students who do not fill out the dining contract will be assigned the minimal plan for the residence hall in which they live.

Residential Group 1	Residential Group 2	Residential Group 3	Residential Group 4
SBA	Gilbert	Anderson	Chambers
Hoeing	Burton	Wilder	Gale
Crosby	Tiernan		
Lovejoy	Fairchild		
Kendrick	Munro		
Slater			
			deKiewiet
			Valentine
			Maisonettes
			Riverview
			CLC
			Drama
			DU

UNHOUSED AFTER THE LOTTERIES

Do not panic! There may be some students who are not able to select at the drawings. It is not unusual. Students will be asked to submit their housing and roommate preferences. Students will need to rank order all five (5) housing areas: the Quad, Anderson and Wilder Towers, Hill Court ("Phase"), deKiewiet and Valentine (Southside) and Riverview. Residential Life works during the summer to match students, their preferences and available housing. Vacancies in housing occur as a result of students choosing to participate in study abroad programs, transferring to other schools or going on inactive status. In almost all cases, Residential Life has been able to keep roommate pairs together and rarely

has had to go to a third or fourth housing choice. Please be advised that there may come a point in the summer where Residential Life will need to suspend preferences in an effort to get all students assigned prior to the start of school. Students will be able to submit room change requests to try to secure their preferred housing after the start of classes. Residential Life will keep students regularly posted during the summer on the assignment process.

ROOM CHANGE REQUESTS

Following completion of all room drawings, students may begin requesting changes in room assignments. Room change request forms may be obtained at Residential Life, 020 Gates, SBAH. Change requests received between April 28 and May 18 will be randomly ordered by class within gender and a list is established at the close of business on May 18. Those room change requests received after May 19 will be placed by date of receipt at the bottom of their appropriate class year and gender.

MICROFRIDGE INFORMATION

Microfridges are handled for us by the Refrigerator Leasing Company. If you would like to place an order online with them for next fall, please go to their website at www.rentalcompanyone.com. We do not know yet if there will be a price increase for the 2009-10 academic year.

PARKING LOTTERY

Just a reminder from Parking Services...Please be sure to sign up for the Parking Lottery right after you have completed your room selection. Students will hear about parking assignments over the summer.

WHERE TO FIND HOUSING FORMS

<p>Sophomore Voucher Dining Change Form (1st year students only) Housing Contract Southside Retention Southside Early Assignment Form Lottery Choice Sheet Fraternity House Contract</p> <p>D'Lion Contract Freshman Fellow Contract</p>	<p>Green Form given to you with this packet by your RA Given to you with this packet by your RA Given to you with this packet by your RA/CA Enclosed in this packet Enclosed in this packet Enclosed in this packet Available from House manager (Fraternity Quad greek groups only) Separate mailing Separate mailing</p>
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<i>If you are participating in:</i>	<i>Required Materials</i>	<i>Where to bring</i>
Room Draws only - <ul style="list-style-type: none"> • Riverview 4 person • 2 person apts. — Riverview & Maisonettes • 6 person • 4 person • Triples • Singles and/or • Doubles 	Sophomore Voucher or Housing Contract Lottery Choice Sheet Dining Contract form	Office for Residential Life by April 1
Southside Retention only	Housing Contract Southside Retention Form Dining Contract form	Office for Residential Life by April 1
Room Draw and Southside Early Assignment	Sophomore Voucher or Housing Contract Lottery Choice Sheet Southside Early Assignment Sheet Dining Contract form	Office for Residential Life by April 1
Special Interest Housing & Academic Living Centers	Sophomore Voucher or Housing Contract Dining Contract form	House Manager who then brings all vouchers/ contracts to Reslife by April 1
RA/CA	Sophomore Voucher or Housing Contract Signed RA/CA Contract Dining Contract form	Office for Residential Life by March 24
D'Lion	Sophomore Voucher or Housing Contract Signed D'Lion Contract Dining Contract form	D'Lion Advisor by March 31
Freshmen Fellow	Sophomore Voucher or Housing Contract Signed Freshmen Fellow Contract Dining Contract form	Freshman Fellow Advisor by March 31
Fraternity Quad Greek Groups	Sophomore Voucher (current Freshmen) Fraternity House Contract	House Manager – who then brings all vouchers/ contracts to Office of Fraternity and Sorority Affairs – 510 Wilson Commons by March 28