

Housing Selection Process

2019-2020

I. Introduction to the Housing Selection Process

The Housing Selection Process allows current Medaille College students to apply for housing for 2019-2020 academic year.

The Housing Selection Process is completed over the course of one day, Sunday, March 24, 2019 beginning at 1:00pm. Please read the information contained in this booklet carefully so that you understand these procedures, as there will be no exceptions made to the process outlined in this booklet. If you have questions on any of the following information, contact the Office of Residence Life at 716.880.2218

II. Housing Selection Requirements

To apply for a room for the 2019-2020 academic year, you must:

- Be a current student.
- Pay a non-refundable \$100 housing deposit to the Student Accounts Office prior to Wednesday, March 20, 2019

III. Residency Requirement

Freshman and sophomore students who do not reside with their parents or legal guardians (within a 50 mile radius) are required to live in College owned housing. Status is determined prior to the start of the fall semester for the entire academic year.

Information regarding exemption from housing requirements can be found here:

https://www.medaille.edu/sites/default/files/files/Residence_Life/application-for-exemption-medaille-march-2018.pdf

IV. 2018-2019 Price Information

Room and board charges for the 2019-2020 academic year is to be determined. Please note that the rate for 2018-2019 is listed below. Expect an increase from this rate below.

Double Occupancy Room	\$6750/semester
Single Occupancy Room rates	additional \$1000/semester (Subject to change)

TRIPLE OCCUPANCY ROOMS WILL *NOT* BE AVAILABLE.

NORTH HALL APARTMENTS

There will be a waitlist for groups of 6 individuals to sign up if they are interested in an apartment in North Hall. Apartments will only be used if occupancy numbers are high enough to completely fill south hall. Decisions about North hall apartments will not be made until the beginning of August. Students are expected to select a double room in the meantime.

SINGLE ROOMS

There will be a waitlist for students who wish to be considered for a single room at an additional fee. There will be a limited amount of spaces available which will be determined based on occupancy numbers in August. Single rooms are only available in north hall suites with a shared bathroom. Single rooms in South Hall are not available.

All resident students are required to partake of a College meal plan and maintain full-time status (*12 credit hours*). Students will be able to choose a meal plan when they select a room. Students who fail to choose a meal plan will have the 19 Meal Plan assigned. Specific operational hours and policies for the 2019-2020 academic year are subject to change.

V. Procedures

Step 1—Submission of Housing Deposits

All students who are interested in participating in the Housing Selection Process must submit a \$100 housing deposit to the Student Accounts Office (Main Building, 1st floor) prior to March 20, 2019. **NO EXCEPTIONS WILL BE GRANTED.**

Step 2—Determination of Housing Selection Levels

Each student who is eligible for on-campus residence will be placed into a Housing Selection Level. This level is based on the number of credits that a student has completed/earned. Earned credits will include:

- Courses that students have passed.
- Courses that were transferred to Medaille from another institution or through advanced placement exams.

If you have any concerns regarding your attempted credits total, you should contact the Registrar's Office at (716) 880-2261. All concerns must be resolved with the Registrar's Office by Wednesday, March 20, 2019.

<u>Housing Selection Level</u>	<u>Attempted Credits</u>
Seniors (1)	90 and above
Juniors (2)	60-89
Sophomores (3)	59-30
Freshmen (4)	29 or fewer

VII. Room Selection

All students who are eligible will have an opportunity to choose their rooms for the fall through Open Room Selection. This process is described below.

Open Room Selection

During this process, students will have an opportunity to select from rooms available in south hall.

To participate in Open Room Selection:

A. Please arrive at the Campus Center on March 24th at the time that corresponds with your Housing Selection Level (*Class Standing*). At this time you will select your number for the room selection "lottery". Once all students have selected a number; residence life personnel will immediately begin calling numbers at random for individuals to select their assignments for the 2019-2020 academic year.

B. You need to bring:

- Your completed Application/Housing Contract (including Insurance Waiver information)
- Your student I.D. card

Please Note:

You will not be able to select a room if you do not have all the above items with you when you arrive. You will check in at the designated area and receive instructions from a representative from the Office of Housing and Residence Life.

When your Room Selection appointment number is called, you will proceed to the selection area with any roommate(s) with whom you choose to live (see E below).

C. Once in the selection area, you (and your prospective roommate) will select your room for the 2019-2020 academic year and submit all of your paperwork. It is important to note that the contract is binding and obligates you to the room and board plan for a *full academic year*, unless you are graduating, taking a leave of absence, or withdrawing from the College at the close of the fall semester. If you do not move into your assigned room at the beginning of the fall semester, you will forfeit your \$100.00 deposit.

D. It is important that you complete all steps of the process. Your official assignment is made only after verification that you have completed each step. Immediately after you are finished, please exit the Room Selection area.

E. Students choosing a double during Open Room Selection may "pull in" a roommate with a higher Housing Selection Level or number provided the roommate(s) is eligible to participate in Open Room Selection (for example, if you are number 1, you may pull in anyone with a higher number as your roommate). Prospective roommates are advised to be present at the appointment time of the student with the lowest Housing Selection Level or number (i.e., earliest time of selection).

- **North Hall Apartments:**

Only groups that can fill an entire apartment (6 residents) may sign up for the apartment wait list should we open apartments due to increased occupancy. This will not be decided until late July at the earliest. Individuals/pairs/etc. will not be added to the apartment waitlist. <https://medaille.forms-db.com/view.php?id=52290>

- **North Hall Suites:**

Students who would like to express interest in living in a suite in north hall may sign up for a suite wait list should more become available due to increased occupancy. This will not be decided until late July at the earliest. <https://medaille.forms-db.com/view.php?id=87623>

- **Single Rooms:**

Single Room Interest forms are available here: <https://medaille.forms-db.com/view.php?id=87408>

VII. Financial

Students whose financial accounts with the College are not in good standing as of August 1st may have their room reservations cancelled. Your student account will be considered in good standing if on August 1st, 2019:

- a) Your Fall 2019 room, board, tuition and fees balance is paid in full; or
- b) You have a pre-approved payment arrangement (approved by the Student Accounts Office) which has been paid up to date; or
- c) You have been awarded Fall 2019 financial aid (verified by the Office of Financial Aid) sufficient to cover your account balance.

VIII. Medical or Physical Considerations

All students who wish to live on campus during the 2019-2020 academic year must participate in the Housing Selection Process and are encouraged to select a room which best meets their individual needs. If you have a medical or physical condition(s) that may require modification of your accommodations, you should contact Genevieve Kruly, Coordinator of Accessibility Services at (716) 566-3087 **prior** to the Housing Selection Process. Please note: You must arrange to discuss your accommodation prior to participating in Housing Selection.

For access to accommodation request forms and information about timelines, please select appropriate links from this webpage: <http://www.medaille.edu/student-life>

IX. Residence Hall Smoking Policy

For health, safety, and comfort reasons, all housing at Medaille College is smoke-free. *Smoking is prohibited in and on Medaille College grounds.*

X. Fall 2019 Campus Housing Opening and Closing Dates

Residence halls will open and close on the following dates and times. Please make travel plans accordingly.

Fall Semester Opening: Sunday September 1, 2019 (Returning resident students only)

Thanksgiving Break Closing: November 27, 2019 at 9am

Thanksgiving Break Opening: December 1, 2019 at 10 am

Fall Semester Closing: All residents must vacate the halls no later than 4 hours after their last class/exam, or by December 13, 2019 at 9 am, whichever is earlier.

XI. Frequently Asked Questions

What if I am scheduled to select a room toward the end of Open Room Selection—will there be any rooms left?

Yes, although you may not get your first choice, space will be available for all participants.

What if I am unable to be present at the time I am scheduled to select a room?

If this situation arises, you may have a proxy (another student) choose your space. A proxy form, which you must fill out and sign, must accompany that student. The selection made by the proxy is final! Proxy forms can be picked up at Student Development between the hours of 10 a.m. and 4 p.m., Monday through Friday and will also be available at both residence hall front desks. If you opt to use a proxy, they must come to Room Selection with all your documents, including the completed proxy form and application.

What if I pay my housing deposit, but decide not to live on campus?

Housing deposits are non-refundable. However, to avoid being charged for housing for the Fall 2019 semester, please notify Residence Life via email by May 31, 2019. You can email reslife@medaille.edu to inform the department of your change.

STUDENTS WHO ARE NOT COMMUTING FROM HOME AND ARE GOING TO BE SOPHOMORES IN FALL 2019 MUST RESIDE ON CAMPUS.

What if I arrive late on the day of room selection and miss when my number is called?

If you are not present when your number is called, and no one is present to act as your proxy, the next number will be called. If you arrive after your number is called, you will be permitted to choose a room after all the students within your Housing Selection Level have selected rooms. It is important that you arrive on time!

If I decide at some point that I do not want my room, can I give it to someone else?

No, spaces are non-transferable.

Can I stay on campus during the vacation breaks?

All campus housing will officially close during all break periods. However, due to special circumstances (in-season athletics, international students, etc) some students may be permitted to return early from breaks. Meals will not be provided over the break periods. Break housing policies for the 2019-2020 academic year are subject to change.

If I do not participate in the Housing Selection Process, will I still be able to live on campus?

If you do not participate in the Housing Selection Process you can go to the Office of Residence Life beginning March 25th, pay a \$100.00 housing deposit to the Student Accounts Office, and either choose a space or place your name on the housing waiting list. If space becomes available, a representative from the Office of Residence Life will contact you to discuss your options.

What if I want to choose a room with an incoming freshman or transfer student?

Please have the incoming student or transfer complete the proxy form and bring it with you to Housing Selection.

NEED MORE INFORMATION?

Representatives from the Office of Residence Life will be available to answer your questions about the Housing Selection Process. Stop by the information tables in the Campus Center between 11:30 am – 1:00 pm on Wednesday, March 20.

Information can also be found online at <https://www.medaille.edu/student-life#top>