

Housing Selection Process

2020-2021

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

V. Room Selection

There are two different ways a student may participate in the Housing Selection Process: North Hall apartments or open room selection. These processes are described below.

North Hall Apartment Selection (full complete apartment) – 3:30pm

Students may apply for an apartment as a complete group at 3:30pm. Preference will be given to students based on class standing (starting with seniors) with groups of students who can fill an entire apartment. Depending on the number of participants, students may have to select your number for the room selection “lottery” starting with seniors.

Students filling an entire apartment may "pull in" apartment roommates with a higher housing selection level or number. 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 3:30pm.

To apply as a group:

1. North Hall apartment selection for those that can fill an entire apartment will take place in the Sullivan Center on Sunday, March 22, 2020 at 3:30 pm. All group members must be present or represented by a proxy (*Designated group representatives of the groups*) when rooms are selected.
 - a. North Hall Apartments are made up of the following:
 - i. 6 person apartments (3 – Double Bedrooms): 6 available
 - ii. 4 person apartments (2 – Double Bedrooms): 2 available

Open Room Selection – Beginning at 4:00pm (based on class standing)

During this process, students will have an opportunity to select the following rooms:

- available double rooms in South Hall.
- remaining spaces within North Hall apartments (if entire apartments do not fill).
- single rooms on the 1st floor of South Hall and if additional rooms are needed, the North Hall suite side.

To participate in Open Room Selection, please arrive at the Sullivan Center on March 22, 2020 at the time that corresponds with your housing selection time slot (*class standing*). At this time you will select your number for the room selection “lottery”. Once all students have selected a number we will immediately begin calling numbers at random for individuals to select their assignments for the 2020-2021 academic year.

Students choosing a double during open room selection may "pull in" a roommate with a higher housing selection level or number. 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 time slot or number (i.e., earliest time of selection).

VI. What to Bring

You need to bring:

- Your completed Application (including insurance waiver information)
- Your student identification card

VII. Financial

All students must clear their student accounts by August 1, 2020 for their placements to be finalized and confirmed. This includes:

- your fall 2020 room, board, tuition and fees balance is paid in full; or
- you have a pre-approved payment arrangement (approved by the Student Accounts Office) which has been paid up to date; or
- you have been awarded fall 2020 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 2020-2021 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.

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

IX. Frequently Asked Questions

Am I required to live on campus?

All freshmen and sophomore students whose permanent residency is beyond a 35 mile radius of Medaille are required to reside on campus until you earn 60 credits at Medaille or transfer in 60 credits towards your degree completion. Those exempt from this requirement include married students, single parents, veterans, students over the age of 21, and students commuting from the home of their legal parent(s) or court appointed guardian(s) if within 35-mile radius of the Medaille campus. Status is determined prior to the start of the fall semester as all students are required to sign a housing contract license for the entire academic year (fall and spring).

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. 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 the South Hall front desk. 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 don't have a proxy or miss housing selection on March 22, 2020?

You will be able to select from the spaces left at the time you submitted all your materials. If at the time you submitted your materials, you do not have an agreed upon roommate and are not selecting a single rooms (if any are available), a roommate will be assigned by Residence Life.

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

Housing deposits are non-refundable.

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 athletes, international students, etc) some students may be permitted to return early from breaks. Meals will not be provided over the break periods.

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.