

# *Housing Selection Process*

***2018-2019***



| <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              |

## **V. 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 18<sup>th</sup> 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 2018-2019 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 2018-2019 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=52290>

- **Single Rooms:**

There will be no single rooms

## **VI. 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 1<sup>st</sup>, 2018:

- a) Your Fall 2018 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 2018 financial aid (verified by the Office of Financial Aid) sufficient to cover your account balance.

## **VII. Medical or Physical Considerations**

All students who wish to live on campus during the 2018-2019 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>

## **VIII. 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.*

## **IX. Fall 2018 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 August 26, 2018 (Returning resident students only)

Thanksgiving Break Closing: November 21, 2018 at 9am

Thanksgiving Break Opening: November 25, 2018 at 9am

Fall Semester Closing: All residents must vacate the halls no later than 4 hours after their last exam, or by December 14, 2018 at 9 am, whichever is earlier.

## **X. 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 2018 semester, please notify Residence Life via email by May 31, 2018. You can email [reslife@medaille.edu](mailto: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 2018 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 2018-2019 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 21<sup>st</sup>, 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 14.

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