



**ROOM
SELECTION**

THE OFFICE OF RESIDENCE LIFE

FALL 2011
SELECTION

SOUTHERN CONNECTICUT STATE UNIVERSITY

Welcome to Room Selection for the Fall 2011 Semester

We are pleased to provide current on-campus students a detailed outline to the room selection process for the Fall 2011 semester. During this room selection process students will have an opportunity to select a specific room and roommates. In this booklet you will find information about the process for room selection, an overview of each of our residence halls, how you will be able to request a room assignment for the Fall 2011 semester and what to expect as part of the process.

As always, should you have any questions please see your Community Coordinator/ Advisor or Residence Hall Director.

Please read the following to ensure a successful room selection experience.

Please be aware of the following:

Friday, March 18, 2011:

Tuesday, April 5, 2011, 9:00 am to 4:00 pm:

Sunday, April 10, 2011, 2:00 pm to 7:00 pm:

Fall 2011 \$250 Non-Refundable Residence Hall Deposit Due

Room Selection for students requesting to return to their current hall

Room Selection for students requesting to transfer halls

- Students who have paid their housing deposit in full by March 18, 2011 and do not have a past due balance with the university will be permitted to participate in room selection for the Fall 2011 semester. If we have not received your housing deposit by the due date **you will not receive a room selection form** and you will be withdrawn from housing for the Fall 2011 semester. If you are withdrawn from housing for the Fall 2011 semester because you did not pay your housing deposit on time and you still wish to live on-campus, you must reapply for housing online through the BannerWeb system (be sure to choose "reapply" in the drop down menu on the application"
- ALL paperwork MUST be completed properly, signed and turned in at the appropriate time and place. Any paperwork not completed properly, or turned in late, will be processed last and those students will be placed in a room assignment at the end of the room selection process.
- Your current room assignment will likely not be your room assignment for the upcoming Fall 2011 semester.
- Spaces in West Campus are very limited for the Fall 2011 semester. Students requesting West Campus should have an alternative plan for housing in the event that we are unable to accommodate your request.
- Although we will endeavor to accommodate your request(s), the Office of Residence Life cannot guarantee any housing and/or roommate request.
- In order to move into a requested residence hall as a group, ALL members of the group must meet the eligibility requirements.
- When requesting to move as a group, all members need to complete their room selection forms and sign ALL of their requested roommate(s) room selection form(s) as well.

Important Changes for the Fall 2011 Semester

Credit Maximum for Straight-line & West Campus residences

Effective Fall 2011, students who will have earned 60 credits or more by the end of the spring 2011 semester will no longer be eligible to reserve housing in West Campus, Neff, Hickerson, Chase, Farnham, and Wilkinson Halls. Residents assigned to these halls who **currently** have 60 credits or more will be permitted to remain in their current hall until Fall 2012.

*Students requiring housing to accommodate registered medical or disability needs are waived from this requirement

Triple Room restrictions for Straight-line & West Campus residences

Effective Fall 2011, returning residence hall students will no longer be able to select triple rooms within the straight-line residence halls and West Campus. Triple rooms are reserved exclusively for new freshmen students.

Establishment of additional living learning communities

As we continue to develop intentional Living Learning communities new and current first year students can apply to live in the following communities. Students must complete an online application to be eligible for acceptance into the community.

Honors Community (est. 2008)

West Campus

The Honors Community is open to first & second year students admitted to the Honors College.

Health & Wellness Community (est. 2011)

Neff Hall

The Health & Wellness Community is open to all first and second year students interested in living a healthy lifestyle. Students living in this community are encouraged to practice general wellness in their daily lives.

Math/Science Community (est. 2011)

Chase Hall

The STEM Community is specifically designed for men and women enrolled in math & science majors. This program provides a supportive environment for students planning careers in the natural sciences.

Complete your application at <https://www.southernct.edu/departments/reslife/lc.php> by **March 18, 2011** for first consideration. Accepted students must also participate in the internal/external room selection process in April.

Overview of Process

All current residents will be assigned to housing during the room selection process (you will not automatically be assigned to housing for the Fall unless you complete this process.) Immediately following spring break, all students will receive a room selection form in which students must select one of the following options: Each option will be explained in further detail.

- OPTION 1 I will not be living on-campus next semester
- OPTION 2 I wish to remain in my current residence hall with NO roommate preference
- OPTION 3 I wish to remain in my current residence hall with my preferred roommates which are ALL from my current residence hall
- OPTION 4 I wish to transfer to _____ Hall with NO roommate preference
- OPTION 5 I wish to transfer to _____ Hall with my preferred roommates or wish to request preferred roommate(s) from an alternate residence hall

Once an option has been selected students must complete the room selection form and follow the instructions for their individual choice.

Explanation of Options (see sample included on next page)

OPTION 1 I will not be living on campus next semester

Residents who will not be living on campus next semester should check option 1; complete the on-line withdrawal form at https://www.southernct.edu/departments/reslife/withdraw_form.php. Students must place their withdrawal confirmation number on their form, sign and date the form, and return it to their current Residence Hall Director before Tuesday, April 5, 2011. Housing deposits are non-refundable.

OPTION 2 I wish to remain in my current residence hall with NO roommate preference

Residents who wish to live in the same residence hall and have NO roommate preference should check option 2 on the room selection form, sign and date the form, and return it to their hall director before Tuesday, April 5, 2011. Please keep in mind, by selecting this option you are foregoing the privilege of selecting your roommate(s) and room. Your Residence Hall Director will place you in an available space.

OPTION 3 I wish to remain in my current residence hall with my preferred roommates who are ALL from my current residence hall

Residents who wish to remain in their current residence hall with their preferred roommates should check option 3 on the room selection form, sign and date the form and be sure to include all desired roommates' signatures and ID numbers. Please note: each student must have a room selection form with all roommates' signatures and ID numbers. All forms must be complete in order for your group to be eligible for placement. If all preferred roommates are returners to the residence hall, you may select your room assignment at **Returner Room Selection** which will take place in your hall office on Tuesday, April 5, 2011 from 9:00 am to 4:00 pm. All roommates do not need to attend the room selection session. You may send a representative with all the signed forms to select the room.

If any of your desired roommates are transferring from an alternate residence hall you must choose option 5 and attend the **Open Room Selection** session that corresponds with your building.

OPTION 4 I wish to transfer to _____ with NO roommate preference (see page 7 for a listing of descriptions and qualifications of each hall)

Residents who wish to transfer to another residence hall with NO roommate preference should first make sure they meet the eligibility requirements for the requested hall, as stated on the room selection form. If all requirements have been met, then check Option 4 on the room selection form, fill in the desired hall, and sign and date the form. **You must attend the Open Room Selection session on Sunday, April 10, 2011 in the Adanti Student Center Ballroom anytime between 5:00 and 7:00pm.**

Please keep in mind, by selecting this option you are foregoing the privilege of selecting your roommate(s) and will be placed during the end of the housing selection process. It is in your best interest to participate in the housing selection process within a group.

OPTION 5 I wish to transfer to _____ Hall with my preferred roommates or wish to request preferred roommate(s) from an alternate residence hall. (see page 7 for a listing of descriptions and qualifications of each hall)

Residents who wish to transfer to an alternate residence hall with their preferred roommates or wish to remain in their residence hall with preferred roommates from another residence hall should check Option 5 on the room selection form. Please make sure that all desired roommates meet the eligibility requirements for that residence hall, as stated on the room selection form. If all desired roommates meet the eligibility requirements, you should sign and date the form and be sure to include all desired roommates' signatures and ID numbers. Please note: each student must submit a room selection form with all roommates' signatures and ID numbers. All forms must be complete in order for your group to be eligible for placement. **One member of the group can submit the paperwork for the other members of the group even if they are not present. NOTE: ALL paperwork MUST match in the room selection requests and ALL students in the group MUST have signed ALL of the request forms for them to be submitted**

ROOM SELECTION FOR *GROUPS OF 4 (6 for limited Schwartz Apartments) is from 2:00 pm to 5pm.*
ROOM SELECTION FOR *GROUPS OF LESS THAN 4 AND INDIVIDUALS will begin at 5:00pm.*

All open sessions will take place in the Adanti Student Center Ballroom. If no member of the group is available to attend the Open Room Selection day you may send a representative with all the properly filled and signed forms to select your room.

RESIDENCE LIFE ROOM SELECTION FORM – Fall 2011

Sample Student	ID# 12345617
Current Room Assignment: BR 425	CREDITS FOR ELIGIBILITY: 76
Deposit Paid Date: 3/10/2011	

You must complete this form and participate in the process to be assigned a room for Fall 2011
 Check the ONE option that applies to your housing preference for the Fall 2011 semester:

For options 1 or 2, sign & return form to your hall director by <u>April 5th</u> .	<input type="checkbox"/> <input type="checkbox"/>	Option 1: I will not be living on-campus next semester.
	<input type="checkbox"/>	Option 2: I wish to remain in my current residence hall with NO roommate preference
For option 3 at least one member of your party <u>must</u> attend the returner room selection on Tuesday, April 5 th with all completed forms of the requested roommate(s)	<input type="checkbox"/>	Option 3: I wish to remain in my current residence hall with my preferred roommates who are <u>ALL</u> from my current residence hall. <i>(Please list roommate preferences below)</i>
	<input type="checkbox"/>	Option 4: I wish to transfer to _____ with NO roommate preference
For options 4 or 5, at least one member of your party <u>must</u> attend the open room selection on Sunday, April 10 th with all completed forms of requested roommates.	<input type="checkbox"/>	Option 5: I wish to transfer to _____ with my preferred roommates or wish to request preferred roommate(s) from an alternate residence hall <i>(Please list roommate preferences below)</i>

Signature _____ Date _____

Roommate Request Information:

All students must sign this form to be eligible for placement together. Please bring this form and the forms of all requested roommates to the specified location on the specified date.

1	Print name	Signature	Date
2	Print name	Signature	Date
3	Print name	Signature	Date
4	Print name	Signature	Date
5	Print name	Signature	Date

Requirements for Requesting to Transfer Residence Halls:

Any student wishing to transfer to another residence hall must meet the following requirements in addition to the specific hall requirements stated below:

Hall	Required # Credits <small>(as of end of Spring 2011 semester)</small>	Are You Eligible?
Townhouses	Graduate student or 95+ credits	NO
North Campus Midrise	60+ credits	YES
Schwartz Hall	45+ credits	YES
Brownell Hall	30+ credits	YES
Chase, Hickerson, Neff, Farnham Wilkinson & West Campus	Less than 60 credits	NO

Calendar for Room Selection:

DAY	DATE	WHAT	WHERE
Friday	March 18	Financial Accounts must have a ZERO balance and the \$250 Non-Refundable Housing Deposit for the Fall 2011 semester must be paid in full.	Online or at the Business Office/Financial Aid Office in the Wintergreen Building.
Monday	March 28	Returning students who have completed the deposit payment by March 18 th will receive Room Selection Forms. Room selection forms will be available at your residence hall front desk.	Your Residence Hall
Tuesday	April 5	Returner Room Selection for students who wish to remain in their <u>current</u> residence hall with preferred roommates who are <u>ALL</u> from your current hall. Forms are due to your residence hall office for those students who choose option 1 (<i>I no longer wish to live on campus</i>) or option 2 (<i>I wish to remain in my current residence hall with NO roommate preference</i>)	Your Residence Hall 9:00am – 4:00pm
Sunday	April 10 2:00pm – 5:00pm	Open room selection process for those students requesting FULL ROOMS/APARTMENTS who wish to transfer to another residence hall with preferred roommates or wish to request preferred roommate(s) from an alternate residence hall (<i>Straight-line Doubles, Groups of 4 for North Campus, Schwartz, Brownell and limited West Suites and Limited Groups of 6 for Schwartz Apartments</i>)	Adanti Student Center Ballroom 2:00pm – 5:00pm
Sunday	April 10 5:00pm – 7:00pm	Open room selection process for those students requesting PARTIAL ROOMS/APARTMENTS (<i>Groups of less than 4 for North Campus, Schwartz & Brownell and students with no roommate preference</i>)	Adanti Student Center Ballroom 5:00pm – 7:00pm

PLEASE NOTE

All of the above stated dates are final and **ALL** paperwork **MUST** be completed and submitted on time in order to take part in the room selection process.

Important Availability Information:

Please have an alternate plan in case we are unable to accommodate your entire group. As residence halls fill up your group should be prepared to select an alternate residence hall or be prepared to split into smaller groups. We will do our best to accommodate your requests, however we cannot guarantee any residence hall or roommate request.

The Returner Room Selection and Open Room Selection Session Explained:

(mandatory for options 2-5)

Returner's Room Selection

Tuesday, April 5th in your current Residence Hall

If you have selected **OPTIONS 2 OR 3** you may sign up for your Fall 2011 room with your Residence Hall Director on Tuesday April 5, 2011 from 9:00 am to 4:00 pm. This will take place in your residence hall office or main lobby.

Returner's Room Selection accommodates returning residents by offering students, who are all returning to their current residence hall, the first choice of available rooms in their current residence hall. If any roommate in your party is transferring from an alternate residence hall you are not eligible for Returner's Room Selection. If all roommates are returners to the residence hall, please attend Returner Room Selection which will take place in your current residence hall from 9 am to 4 pm on Tuesday, April 5th to select your room for the Fall 2011 semester.

Students residing in a West Campus double who wish to transfer to a West Campus Suite must participate in the Open Room Selection Process on Sunday, April 10th. You cannot transfer from a double to a suite in West Campus through the Returner Room Selection Process.

Open Room Selection

Sunday, April 10th in the Adanti Student Center Ballroom

If you have selected **OPTION 4 OR 5**, at least one representative from your group **must** attend the Open Room Selection on Sunday April 10, 2011.

Open Room Selection allows residents from different halls to select a room on-campus together. Priority for selection is given to those groups of students which can completely fill a room/apartment beginning at 2:00pm on April 10th. If any or all of your roommates are transferring to an alternate residence hall you **must** attend the Open Room Selection day. All students in the group must be eligible for the residence hall you are requesting. The Open Room Selection session will take place in the Adanti Student Center Ballroom.

What will happen during the open room selection session on Sunday, April 10th?

- Enter into Ballroom B where staff will verify your information and give your group a number for selection.
- When your number is called your group representative(s), will go to ballroom A to choose your Fall 2011 housing assignment.
- Should there not be spaces to meet your request, you will be able to :
 - a) make other arrangements within the spaces in that residence hall OR
 - b) go to the next qualifying residence hall to see which openings are available for you. Please make sure to have a backup plan already arranged with you and your roommates if this situation occurs.

Students who are unable to obtain their desired room placement will also be able to add their names to a waiting list.

Residence Hall Descriptions and Qualifications:

RESIDENCE HALL	DESCRIPTION OF HALL	QUALIFICATIONS TO MOVE THERE
North Campus Townhouse	Apartment style with 4 students per apartment. 2 bedrooms, 2 bathrooms, living room and kitchen. Exterior entry. Patio/deck. Central air and heat.	Graduate Student OR 95+ credits Deposit paid on time
North Campus Midrise	Apartment style with 4 students per apartment. 2 bedrooms, 2 bathrooms, living room and kitchen. Located in the Midrise. Laundry on each floor. Marketplace, Computer Lab and Resource Center on premises.	60+ credits Deposit paid on time
Schwartz Hall	Apartment style. Typical apartments hold 4 or 6 students. 1-2 bedrooms, living room, bathroom and kitchen. Laundry in the basement.	45+ credits Deposit paid on time
Brownell Hall	Suite style. Suites hold 4 or 6 students with 2 per bedroom. Includes living room, bathroom, common storage room and 2 microfridges. Laundry on first floor.	30+ credits Deposit paid on time
West Campus	Traditional and suite style. Alcohol free. 1/2 of the building is similar to the traditional style residence halls. 1/2 are single-suites with 4 bedrooms/2 bathrooms. Community kitchen and laundry on first floor. SPACES ARE LIMITED <u>PLEASE MAKE SURE TO HAVE AN ALTERNATE CHOICE IF WEST CAMPUS SPACE IS UNAVAILABLE</u>	Less than 60 credits Deposit paid on time
Chase Hall, Farnham Hall, Hickerson Hall, Neff Hall and Wilkinson Hall	Traditional style. Alcohol free. 2 -3 students per room. Common bathroom on each floor. Community kitchen and laundry on each floor. Chase and Hickerson Halls include computer labs.	Less than 60 credits Deposit paid on time

ALL qualifications listed **MUST** be met in order for a student to be moved to that residence hall. Keep in mind that room rates vary. You may view the current room rates at <http://www.southernct.edu/residencelife/on-campus-housing/costs/>.

Some Commonly Asked Questions:

WHAT IF I DO NOT WANT TO LIVE ON CAMPUS FOR THE FALL SEMESTER BUT I PAID MY DEPOSIT?

Any student that does NOT wish to live on campus for the Fall semester should turn in his/her paperwork to their Residence Hall Director **PRIOR** to Tuesday, April 5th indicating Option 1 (*I will not be living on campus next semester*). Also, we ask that you complete an online withdrawal request at https://www.southernct.edu/departments/reslife/withdraw_form.php before April 5th. The housing deposit is non-refundable.

WHAT IF I DO NOT HAVE ANY SPECIFIC ROOMMATE REQUEST?

Any student who does not have a specific roommate request and wishes to remain in their current hall should complete and turn in his/her room selection paperwork **PRIOR** to Tuesday, April 5th. Your Hall Director will then assign you to an available space within your current residence hall. If you wish to move to another residence hall you will need to attend the open room selection process beginning at 5:00pm on Sunday, April 10th.

WHAT IF I HAVE A GROUP OF FRIENDS I WANT TO LIVE WITH BUT ONE OR MORE OF THEM CAN NOT COME TO THE ROOM SELECTION NIGHTS?

When a group of students are requesting to move with each other to another residence hall or within the residence hall, and one or more of them can not attend the room selection night, a member of the group can **PROXY** for them.

Proxy means that one member of the group can submit the paperwork for the other members of the group even if they are not present. **NOTE: ALL** paperwork **MUST** match in the room selection requests and **ALL** students in the group **MUST** have signed **ALL** of the request forms for them to be submitted.

WHAT IF MY GROUP OF FRIENDS AND I REQUESTED TO GO TO A BUILDING BUT THERE WAS NO SPACE LEFT WHEN IT WAS OUR TURN TO SELECT A ROOM?

As you go through the process in the Ballroom you will be able to select a room with your friends from a list of open rooms. Should no rooms exist on the list that meets your initial request, you will be able to see what other rooms are open. As an example, you and your three friends want to go to North Campus, but there is not an open apartment left when get to pick your room. However there are two apartments with two open spaces in each apartment. You and your friends will be able to split up to go to those spaces **OR** you may sign up for an alternate residence hall.

WHAT IF I AM REQUESTING A ROOMMATE WHO IS NOT CURRENTLY LIVING ON CAMPUS?

If you are requesting a roommate who is NOT currently living on campus but is requesting to do so for the fall semester, you will be assigned into a room that is available at this point in time. We cannot assign new students to housing at this time and cannot consider new students in the room selection process. Once you have both been assigned to housing you may request a room change online. You must both complete a room change request form and both be willing to relocate to an open room. You can find the room change request form on the Residence Life Page of Southern's website at https://www.southernct.edu/departments/reslife/forms/room_selection/room_change_request.php. As always, we do make every effort to accommodate these requests, however we cannot guarantee them.