

2009 - 2010
Lottery & Housing
Selection Handbook

NAULT
HALL

Assumption College Office of Residential Life

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Students requiring special consideration in housing lottery due to documented medical need should contact Conway Campbell at X 7505. All medical documentation for review is due on or before February 6, 2009, to the Office of Residential Life.

FOREWORD

SUBSTANCE-FREE HOUSING

Where and how you live while pursuing your education is a vital part of your experience at Assumption College. At Assumption, our emphasis is on the total growth of the individual and the provision of a quality intellectual and social environment for that growth. Our residential campus offers the environment where students learn how to live with others, sharing experiences and drawing on each other for support. In this environment, students mature socially, as well as intellectually. They become aware of their responsibility towards others.

A growing trend in colleges across the United States is the availability of substance-free housing for students. Since the Fall of 1992, Assumption College has included wellness housing as a residential option for all classes. Nault Hall, a 55-bed facility, is the location on campus for wellness housing. Consisting of single, double, and triple occupancy rooms with social and study lounges, Nault Hall is the ideal setting for a community such as a substance free environment.

The difference between this housing option and other residence areas designated as “dry” residences, is that refrainment from the use of alcohol, or other controlled substances, is freely chosen by the student; rather than imposed by College policies which support of state and federal laws.

ABOUT THE LOTTERY & HOUSING SELECTION PROCESS

The Lottery & Room Selection Process is the process by which current first, second, and third year students choose their room for the next academic year. As incoming students, the College placed you in a room, but now you have the opportunity to choose with whom you want to live. While you may not receive your first choice, you will not be “**stuck**” anywhere, it will still be your choice.

This handbook has been designed to explain the Lottery & Housing Selection procedures, along with other guidelines for the Housing Selection Process. Please read through this entire handbook in order to understand the important requirements and deadlines you will need to follow to make your housing selection experience run smoothly.

After reading through this entire handbook, if you have any questions regarding the Housing Selection Process, please direct them to Ted or Conway in the Office of Residential Life in Salisbury Hall (ext. 7505).

The Lottery & Housing Selection Process for Nault Halls is completely separate from the regular Lottery & Housing Selection process for other areas on campus. If you participate in Nault Lottery, you will be unable to participate in the regular process.

DEFINITIONS

Throughout this handbook, you will find many different and important terms used in the Lottery & Housing Selection process. Below are a few of these terms with their definitions. Please read and refer to these definitions when making your Lottery & Housing Selection plans.

Roommate Group: Your roommate group is made up of the students with whom you would like to live for the 2009 - 2010 academic year. For a roommate group to be included in the Lottery & Housing Selection process, each group member must be eligible to participate in the process (among other things eligibility includes paying a \$400 non refundable housing deposit).

Group Priority Level: This is the average rank for your roommate grouping. This is how we determine what priority level you are based on your class year. Priority levels range from 1-6.

Nault Hall Housing Intent Form: This is your official request for housing. This form includes the names of all members of your roommate group. **Please note that only ONE form per roommate group is necessary.** Each student can only be listed on one Housing Intent Form. **These forms must be turned in to the Office of Residential Life by 4:30 p.m., March 20, 2009. No exceptions for any reason.** All late intent forms will be placed in a late priority group.

Class Year Rank: Based on your class year, you are assigned a rank. For example, the class of 2010 = 4.0. (Any questions about your class year should be directed to the Registrar's Office.) **THIS HAS NOTHING TO DO WITH YOUR G.P.A.**

Group Priority Level: This is the average rank for your roommate grouping. This is how we determine what priority level you are based on your class year. Priority levels range from 1-6.

Random Pick Number: This is a number This is a computerized random number generated by a computer program. This will determine the order that students select their rooms. (Please refer to page 11 in this handbook for posting location and dates.)

Late Priority Group: Any group who fails to meet specified deadlines for submission of forms or deposit payments will be placed at the bottom of their Priority Group. This means that your group will select a room after everyone in your Priority Level has had the opportunity to select a room.

Room Selection: This is the process where you select your room. Your Priority Level and your pick number will determine the order for selection.

\$400.00 Qualification Deposit: This is a non-refundable deposit, which secures your participation in the Housing Selection Process. **This is not a group deposit--each person wishing to participate in the Housing Selection process must pay this deposit.** The Finance Office must receive this deposit by **March 20, 2009**. Failure to pay this deposit by the deadline may affect your group's eligibility to qualify for certain areas of campus housing.

Reshuffling Process: To reserve a room, you must apply with the appropriate number of people to fill that unit. In a case where there are no more openings for your particular group (i.e., no more triples for your group of three), you will be required to **reshuffle**. This is the process of picking up or dropping a member from your roommate group and moving to the bottom of your priority list.

WHO QUALIFIES FOR THE LOTTERY AND HOUSING SELECTION PROCESSES?

1. You must be a current full-time resident student, an official study abroad student, have internship status or be on an approved Leave of Absence. **Any commuter students who wish to participate in the Lottery & Housing Selection Process must submit a request to the Director of Residential Life.**
2. A \$400.00 qualification deposit must be *received* by the Finance Office by 4:30 p.m., **March 20, 2009**. This deposit is non-refundable. (This deposit will be credited to your room bill next year.)
3. Housing Intent Forms must be completed and returned to the Office of Residential Life by **March 20, 2009**. You should have received a copy in your mailbox. Additional forms may be obtained in the Office of Residential Life.

NAULT HALL HOUSING INTENT FORM

All roommate groups must submit a Nault Housing Intent Form by **March 20, 2009**. Only one intent form per roommate group is necessary!

CALCULATING YOUR PRIORITY LEVEL

1. Each student will be given an individual rank. This rank is determined by a person's year of graduation and has **no relation** to a student's grade point average. The Registrars Office determines your class year officially. (Please check with the registrar before lottery to verify your year of graduation.)

(A)	<u>Year of Graduation</u>	<u>Individual Rank</u>
	2010	4.0 (not G.P.A.)
	2011	3.0 (not G.P.A.)
	2012	2.0 (not G.P.A.)

2. The sum of all roommates' individual quality ranks is totaled and then divided by the number of persons in that roommate group. This gives you your Group Rank.

3. Use your Group Rank Score to determine your group's Priority Level.

(B)	<u>Group Rank Score (Not G.P.A.)</u>	<u>Priority Level</u>
	4.0	I
	3.9 - 3.5	II
	3.4 - 3.1	III
	3.0	IV
	2.9 - 2.1	V
	2.0	VI

SAMPLE GROUP PRIORITY WORKSHEET

<u>Roommates</u>	<u>Year of Graduation</u>	<u>Individual Quality Rank (A)</u>
1. <u>John Dunn</u>	<u>2010</u>	<u>4.0</u>
2. <u>Frank Silver</u>	<u>2010</u>	<u>4.0</u>
3. <u>Bob Rowes</u>	<u>2011</u>	<u>3.0</u>
4. <u>Joseph Ziver</u>	<u>2011</u>	<u>3.0</u>
5. <u>Matt Samet</u>	<u>2012</u>	<u>2.0</u>
6. <u>Jon Franks</u>	<u>2010</u>	<u>4.0</u>

Quality Rank Total = 20.0

Equation to determine Group Rank: Quality Rank Total / Number of Roommates = Group Rank

$$\underline{20} / \underline{6} = \underline{3.33}$$

PRIORITY LEVEL: Priority Level III (See heading B)

Once your group is placed in a priority, a list will be posted on April 3, 2009 in the foyer/entry-way of Nault Hall. This posting will list your group number and your assigned Priority Level (Note: Your group number is not the number that is used to determine the order rooms are chosen during Housing Selection. Please check all information on this list for accuracy. Any questions about the information on this list should be directed to Residential Life before 4:30 p.m. on April 7, 2009.

After any corrections are made to the list, a process that will occur immediately prior to housing selection will assign a random number to each group within each of the six priorities. The random number that is allocated to your group is your Lottery, or “pick” number. The Lottery, or “pick” numbers, are what constitute the order that roommate groups may choose a room within their priority.

The information contained in the list posted on April 3, 2009 is not necessarily the information to be used in determining the Lottery numbers; changes and correction may be made to this information.

HOUSING (ROOM) SELECTION

APRIL 7, 2009

NAULT BASEMENT LOUNGE, 7:00 P.M.

Housing Selection is the process of choosing a room. Selection is based on seniority by class year and the order established during the Random Number Allocation Process. **ALL ROOMMATES MUST BE PRESENT AT HOUSING SELECTION** (except for those students who are studying abroad or with an approved excuse).

Room selection for each priority will occur on the date and time indicated above. We expect the process to last between 1-2 hours. Failure to attend Housing Selection when your number is called may result in your group being passed over, and the forfeiture of your position in the selection process.

IMPORTANT POINTS:

1. If you desire a housing with roommates but do not have enough people to fill the room you desire, we will host a roommate matching social. While it is not guaranteed that you will find a roommate through the social, your odds are increased.
2. All roommates must be present at Housing Selection unless you have approval for a proxy. A group, member or individual may act as your proxy, but must have your Assumption I.D. and a signed letter of permission from you.
3. Housing Agreements must be signed at the time of Housing Selection. Any room reservation will be void if a current resident student in your roommate group has not signed a 2009 - 2010 Housing Agreement by **April 8, 2009**; **all contracts not signed by April 8, 2009 will result in forfeiture of entire group or individual space. Vacant spaces will be utilized at the discretion of Residential Life.**
4. Current Study Abroad, Internship or Leave of Absence students may be included in roommate groups. These students who are away must have a proxy letter on file with Residential Life by **March 20, 2009**.
5. **Any student who chooses to leave Assumption College housing after choosing a room at housing lottery will forfeit at least his/her \$400 qualification deposit upon withdrawal. *See page 10 for more withdrawal information.**
6. The Director of Residential Life will be responsible for filling any and all vacancies following the Room Selection Process. *Example: If your group selects a three-person room, and one person decides to leave housing, the Director of Residential Life will place another student in that vacancy, in most cases, without the benefit or consultation with your group.*
7. Current resident students who do not submit a Nault housing intent form or participate in room selection will be eligible for housing for the 2009 –2010 academic year on a space available basis only. They will be housed over the summer.
8. Students with personal damage assessments in excess of \$80.00 prior to Spring Break will be penalized (1) one Priority Point.
9. Students with personal damage assessments above \$100.00 following our end-of-year inspections may forfeit their housing for the 2009 -2010 academic year pending an administrative review. Individuals may be moved to a different location per Housing Agreement (*The College Reserves the right to make room assignments and reassignments at its discretion.*)

HOW HOUSING AVAILABILITY IS DETERMINED

The following information can be used as a general guide to the housing that will be available in the 2009 - 2010 Housing Selection Process. The Office of Residential Life reserves the right to change the configuration. There are times when seniority may take priority over the gender-ratio reservations described in this Lottery & Housing Selection handbook. Please be aware that the Office of Residential Life can change the gender specifications for a townhouse or floor in a residence hall at its discretion. *A chart of all buildings and occupancy types will be posted to let you know what will be available to you for the 2009 -2010 Lottery Selection Process.*

ROOMMATE RESHUFFLING PROCESS

Should your group be blocked from selecting your first choice for housing, you will be able to reshuffle your roommate grouping. This allows you a second chance to select a room after the others in your Priority Group finish the process.

Example: If you attempted to secure a triple room and there were no more at your selection time, you may reshuffle your roommate group. You may select any remaining double or single rooms by securing the proper number of eligible resident students to fill the new housing unit desired.

Reshuffling Process Explained:

1. When your number is called but you do not have enough people to fill any of the remaining rooms, you will be reshuffled to the end of your group's priority list. When your group's number comes up for the second time, you may:
 - A. Reshuffle with new students in an effort to secure your second choice townhouse unit or;
 - B. Split up and select any available residence hall room assignment.

Example

1. Group goes for a triple.
2. No triples are left when group's turn to select arrives.
3. Group can restructure to a double and a single, go to the end of the list and select a room in its number comes up again.

The Director and Associate Director of Residential Life keep an accurate count of the available housing during the selection process. They will advise you if you attempt to reshuffle into an occupancy group that will not be available when your turn comes to pick a room again.

Example: You're a group of three and there are no more rooms to accommodate your group so you decide to reshuffle into a group of two. Prior to reshuffling from a three to a two, you would be advised if any fours would be available when your turn in lottery comes again.

WAITING LIST

Any student group who fails to secure the proper number of roommates to fill a room will be required to select a Residence Hall room.. These students may request to be placed on a waiting list. Every effort will be made to honor these requests for townhouse or apartment assignments during the summer months as space becomes available. Once you have been placed in a new housing assignment from the waiting list, your name will be removed from all other waiting lists.

Example: You are on the waiting lists for a single room. A single room becomes available, and you are placed in this room. You will be removed from all waiting lists.

FREQUENTLY ASKED QUESTIONS

- Q. Must I presently be living on campus to go through the Random Number Allocation and Housing Selection Processes?
- A. *Yes. Only current resident students are guaranteed housing for next year. Exceptions are current Study Abroad and Internship Students. Commuters may write to the Office of Residential Life and request to be included in the process. Decisions will be made on a case-by-case basis. Students who are currently on a residential suspension may not enter the lottery with other current students.*
- Q. What if one of my roommates decides not to return to campus housing after going through Random Number Allocation and Housing Selection?
- A. *All students who have participated in Housing Selection and signed a housing agreement are bound to the contract for the **entire** academic year. Students who withdraw from the college will forfeit their \$400.00 qualification deposit and relinquish all rights to their spaces. The Director of Residential Life will be responsible for filling the vacancies. The wishes of the remaining roommates will be taken into consideration when possible, but the final decision remains with the Director of Residential Life. There are serious financial ramifications for the student who chooses to leave housing after the completion of Housing Lottery. **See page 12 for more withdrawal information.***
- Q. May I reserve the room I presently live in, prior to the Room Selection Day?
- A. *No. Every eligible student must go through the process and choose whatever is available when his/her time comes to select a room.*
- Q. After housing selection, may I change my room if I want to?
- A. *No changes will be allowed following Housing Selection until September.*
- Q. Must all roommates be present for Housing Selection Night?
- A. *Yes. All roommates are required to be present. Proxies are possible with Assumption I.D. and signed proxy letter of the missing student. **Only severe conflicts should be reason to designate a proxy and miss room selection.** Additionally, students who do not attend Housing Selection must sign a Housing Contract prior to April 8, 2009. Exceptions will be made for students who are currently studying abroad. All contracts not signed by April 8, 2009 will result in forfeiture of entire group or individual space. Vacant spaces will be utilized at the discretion of Residential Life.*

- Q. May I select another room immediately if on my first run through selection my first choice is not available?
- A. *No. Any group who wishes to alter the first choice for housing must reshuffle. All first choices for housing will be honored according to the selection order. Second choices may be secured through the reshuffling process.*
- Q. May I live with a student who will be transferring to Assumption in the fall of 2009?
- A. *No. Transfers are placed during the summer on a "space available basis" only.*
- Q. May I go through Housing Selection with a student who is studying abroad for the Fall semester but will return in the Spring semester?
- A. *No. We cannot hold specific spaces for students who go abroad. If your roommate withdraws from housing after Room Selection, a new roommate will be placed in your room. No spaces will be held for students who plan on returning for the second semester.*

PROXY INFORMATION

Students who are unable to participate in the Lottery & Housing Selection Process (usually due to their participation in a study abroad or internship program) may designate a proxy to act in their behalf when joining a roommate group or selecting a room.

To designate a proxy, one must fill out a **Consent of Proxy** form in the Office of Residential Life.

If you are designated as a proxy, it is your responsibility to ensure that the absent student's name is submitted on a housing intent form. This does not mean that the student has to be your roommate. Hopefully, arrangements have been made ahead of time about with whom the absent student will be living.

If you are intending to have the student live with you next year, include his/her name on your Housing Intent Form. If the absent student is planning to live with someone other than you, you must make sure that his/her name is included on the Housing Intent Form for that group. Please write the word "proxy" on the signature line of the Housing Intent Form. Do not attempt to *forge* the absent student's name on the signature line.

A proxy is not responsible for paying the \$400.00 Housing Qualification Deposit for the absent student (although you may want to speak to the absent student's family to remind them that this deposit must be paid).

Failing to complete proxy responsibilities may make the absent student ineligible for participation in the Lottery & Housing Selection Process. If you have any questions, please feel free to contact the Office of Residential Life at x-7505.

NAULT HALL SELECTION CALENDAR

Housing Selection Books Available February 2009

Housing Qualification Fee Due March 20, 2009

Nault Hall Housing Intent Form Due March 20, 2009

Nault Hall Priority Group List Posted April 3, 2009

Nault Lottery & Housing Selection April 7, 2009

Housing Withdrawal Procedure

As you are aware, the \$400.00 Housing Qualification Deposit secures your participation in the upcoming Housing Lottery and Room Selection. As a reminder, this deposit is non-refundable and is applied directly to your College bill for the Fall 2009. Further, the Finance Office must receive this payment by **March 28, 2009**.

What you may not be aware of is the Housing Withdrawal Procedure, designed by a committee of students and staff, which outlines financial ramifications and obligations related to on-campus housing. When you enter housing lottery, certain commitments are being made. The College is guaranteeing you on-campus living accommodations and you are making a commitment to live on-campus for the *entire 2009-2010 academic year*.

If this obligation is not kept, financial ramifications for all, or part of the fall semester housing will be as follows:

<u>Withdrawal Date</u>	<u>Percentage of Fall Housing Bill</u>	<u>±</u>	<u>Non-Refundable Housing Deposit</u>
April 28 and May 31	0% due	+	400.00 (already paid)
June 1 and June 30	10% due	+	400.00 (already paid)
July 1 and July 31	20% due	+	400.00 (already paid)
August 1 and August 15	30% due	+	400.00 (already paid)
August 16 and Move In Day	40% due	+	400.00 (already paid)

As you can see from the above time line, it is in your best interest to notify the Office of Residential Life as soon as possible should you choose to withdraw from housing. Simply put, the earlier you withdraw from housing, the less you will be required to pay.

Should you have any questions, please contact the Office of Residential Life at 508-767-7505.