

INSTRUCTIONS FOR FALL 2017 ROOM SELECTION

The following information and timeline is for you to use if you wish to secure a Housing Assignment for the Fall 2017 semester. If you have any questions, please feel free to contact your Residence Director or the Department of Housing & Residence Life.

Room selection for the Fall 2017 semester will be held the first week of April. Please read **all** the information below so that you have a clear understanding of the room selection process and your role in it. If you do not follow the procedures we've outlined, it may mean that you will not be able to sign up for the room or location that you'd like. Housing is limited to about 890 returning student spaces. Not all groups will be accommodated. Anyone not immediately accommodated will be placed on a wait list to be assigned as spaces become available.

What do you need to do, and when do you need to do it?

Date	Task	Information
March 20, 2017	Housing Deposit	Housing deposits must be <u>received</u> and <u>processed</u> by March 20, 2017. If your deposit is not paid by March 20, 2017, you will not be able to select a room or be part of a group for selection. <u>Exceptions and/or extensions will not be granted.</u>
March 29, 2017	Living Learning Community Application Packets DUE BY 4:00 pm	Several Living Learning Community options are available to students for the Fall 2017 semester. Groups consisting of full rooms or apartments must submit the appropriate Themed Housing Forms by 4 p.m. in Housing to be considered. LLC options and program requirements can be found on the Housing website. Current LLC themes: Honors Housing, 24 Hour Intense Quiet, Gender Neutral, and Student Developed Themes. Honors Housing groups will not need to participate in the selection day process as long as they meet the Honors requirements and space allows.
Mach 30, 2017	Housing Selection Group Pre-Registration Forms Due by 4:00 pm	Groups (or Individuals going through selection by themselves) must pre-register for the selection process. All members of the group must be eligible to select a room, and the group needs to submit one completed Pre-Registration Packet. Preference will be given to full groups wishing to fill an entire room, suite, or apartment. Pre-Registration packets will not be accepted after 4 p.m. All members of the group must be eligible for the selection process to be considered a completed group, so make sure everyone in your group has everything in order <u>prior</u> to the Pre-Registration deadline. A completed Pre-Registration Packet must be submitted which includes: <u>ONE</u> Group Registration Form along with and an individual <u>Academic Year-Long Housing Application and Contract</u> from each member of the group.
April 3, 2017	Group Leaders Will Be Notified of Selection Appointment	Group leaders will be e-mailed and given the time and date of their group's selection appointment to <u>ONLY</u> their WCSU Email Address. Make sure your Group Leaders check their WCSU Email!

INSTRUCTIONS FOR FALL 2017 ROOM SELECTION

<p>April 5, 6, 7, 2017</p>	<p>Full Group Selection Assigned Times Only</p>	<p>Group Leaders will have five minutes to select a room. All selections are final. Groups will NOT be able to change their spaces once the selection is made. Only the group Leader or the Secondary Leader needs to attend Room Selection. If the group leader cannot attend the selection appointment, the secondary group leader is to attend instead. The secondary leader should not have the same schedule as the group leader.</p> <p><u>DO NOT SKIP CLASSES !!!</u> If none of the leaders can attend, a PROXY form will need to be used for all members of the group.</p>
	<p>Appointments</p>	<p><u>Appointments</u> for each group will be scheduled during the following times:</p> <ul style="list-style-type: none"> • 04-05-2017 8 a.m. – 12 p.m.; 1 p.m. – 4 p.m. Newbury Hall Main Lounge • 04-06-2017 8 a.m. – 12 p.m.; 1 p.m. – 4 p.m. Newbury Hall Main Lounge • 04-07-2017 8 a.m. – 12 p.m.; 1 p.m. – 4 p.m. Newbury Hall Main Lounge
<p>April 7, 10, 11, 2017</p>	<p>Partial Groups & Individuals Selection – Assigned Times Only</p>	<p>Partial Groups and Individuals will have five minutes to select a room. All selections are final. Partial groups or individuals will NOT be able to change their spaces once the selection is made. ALL members of partial groups must attend their assigned appointment to select a room. If an individual cannot make their assigned appointment, a PROXY form should be filled out.</p> <p><u>DO NOT SKIP CLASSES !!!</u></p>
	<p>Appointments</p>	<p>Partial Group and Individual <u>appointments</u> will be scheduled during the following times:</p> <ul style="list-style-type: none"> • 04-07-2017 8 a.m. – 12 p.m.; 1 p.m. – 4 p.m., Newbury Hall Main Lounge • 04-10-2017 8 a.m. – 12 p.m.; 1 p.m. – 4 p.m., Newbury Hall Main Lounge • 04-11-2017 As needed
<p>July 15, 2017</p>	<p>Deadline to Register for Classes In Order to Retain Fall Housing Eligibility</p>	<p>Students must be registered for a minimum of 12 credits, and maintain full time status, to remain in their housing assignment. Students who are not registered by the deadline will be automatically removed from their housing assignment.</p> <p>If you are removed from your selected space because you did not register, there is NO GUARANTEE that you will receive the space you originally selected again after you have registered. Exceptions and/or extensions will not be granted. Students whose major prevents them from registering by the deadline MUST fill out and have their department chair sign a Registration Waiver. This COMPLETED and SIGNED waiver MUST be handed in <u>WITH</u> the Pre-Registration Packet.</p>

INSTRUCTIONS FOR FALL 2017 ROOM SELECTION

Special Accommodations:

Apartments and Suites that are designed for one or two individuals are classified as Medical Rooms. These rooms are NOT offered during room selection. If you are currently residing in this type of a room OR would like to request such a room, a Special Accommodations Request application must be filled out and handed in **BEFORE April 1st** for consideration. The instructions and application can be found at www.wcsu.edu/housing/forms. It is recommended that students applying for accommodations still go through the Room Selection process in case an accommodation is not granted.

To prepare for sign-ups, you must do the following:

- Decide what building you want to live in next year.
- Choose a group to live with. (**Priority is given to full groups**)
 - Pinney apartments need 5 people per apartment.
 - Grasso apartments need 4 people per apartment.
 - Centennial suites need 5 people per suite.
- Midtown residence halls and the 1st and 2nd floors of Centennial Hall are reserved for new students.
- Make sure that each member of your group:
 - Has met the credits and/or age required to live in the building
 - Has paid a Housing Deposit by March 20, 2017

Once deposits are paid:

- Your personalized Housing Application and Contract will be delivered to your building's front desk.
- Your group must complete **one** Group Pre-Registration form, and attach a signed Housing Application and Contract from **each** member of the group. These packets must be turned in at the Housing & Residence Life offices in Newbury by March 30, 2017. Late packages will not be permitted to participate, and your group will not receive an appointment time to select a suite/apartment.
- If you are going through room selection as an individual or as part of a partial group and cannot make your selection appointment, you may still participate **IF** you fill out a **PROXY** form. Proxy forms give a person of your choice (another student or the housing staff) permission to make a selection for you. Proxy forms will be available at the Housing & Residence Life Office in Newbury Hall.
- Groups cannot add or change people after the packets are turned in. All packets must be complete upon turning in the forms.

INSTRUCTIONS FOR FALL 2017 ROOM SELECTION

Selection Process

At your assigned selection time, you will come to the selection location – **Newbury Hall Main Lounge**. Check in will be at the Newbury Hall Information Desk in the lobby. Do NOT go to the Housing Office. Your group will be called in at your appointment time to select housing. You or your group will have 5 minutes to select your housing assignment. Remember, no one may participate in room selection if they have not paid a Housing Deposit by March 20, 2017 and if they have not turned in the appropriate paperwork ON TIME.

You or your group will be able to see what apartments/suites are available in Centennial Hall, Grasso Hall, and Pinney Hall. You will select an apartment/suite of your choice. When you have done so, the apartment/suite will be removed from the list. All selections are final. Students will not be able to change their selection after it is assigned.

Partial and Individual Groups

We **strongly** encourage everyone to find roommates for a complete group for your desired building. Complete (full) groups receive priority in making selections.

However, we know this is not always possible. If you do not have a complete group, you will still be assigned a selection time where you will be able to choose a building and apartment/suite as a **partial** or **individual** group.

For those who are not able to make up a complete group right away, Housing and Residence Life recommends attending roommate meet and greets, which will be held in each residence hall prior to the selection process for students who wish to put together complete groups.

Final Thoughts

We know this is a lot of information. Dates and times for selection will be posted in the halls. Make sure to read the times, check your email for your appointment times, and schedule your time in your calendars! Start now to talk to your friends about living together. Once the week is done, room selection for the fall will be done. For questions, **stop in the Housing & Residence Life Office or see your RD.**

INSTRUCTIONS FOR FALL 2017 ROOM SELECTION

Building Descriptions and Requirements:

- **Pinney Hall** – This building is an apartment-style building that can accommodate 425 residents. Each apartment has five residents in two double bedrooms and one single bedroom. Apartments include a full kitchen, two bathrooms, and a living/dining room.



Residents who choose Pinney Hall must be projecting the completion of 57 credits by the end of the Spring 2017 semester, **or** be at least 21 years old before August 29, 2017. A Blue meal plan is required for students living in Pinney Hall and residents have the option of upgrading to the Blue Plus, Gold, Gold Plus, Platinum or Ultimate Dining meal plan. **NO ADDITIONAL FURNITURE CAN BE BROUGHT INTO PINNEY HALL EXCEPT ONE SMALL ENTERTAINMENT CENTER.**

- **Grasso Hall** – This building is an apartment-style building that can accommodate 265 residents. Each apartment has four residents in two double bedrooms. Apartments include a full kitchen, one bathroom, and a living/dining room. Residents who choose Grasso Hall must be projecting the completion of 24 credits by the end of the Spring 2016 semester, **or** be at least 20 years old by August 29, 2017. A Blue meal plan is required for students living in Grasso Hall and residents have the option of upgrading to the Blue Plus, Gold, Gold Plus, Platinum or Ultimate Dining meal plan. **NO ADDITIONAL FURNITURE CAN BE BROUGHT INTO GRASSO HALL EXCEPT ONE SMALL ENTERTAINMENT CENTER.**



- **Centennial Hall** – This building is a suite-style building that can accommodate 352 residents. Each suite will have five residents in one double(A bedroom) and one triple (B bedroom). Suites also include private bathroom facilities and a living room. Suites do **not** have full kitchens, but do have a microwave, sink and cabinets provided. A Platinum meal plan is required for students living in Centennial Hall and residents have the option of upgrading to the Ultimate Dining meal plan. Residents who choose Centennial Hall must be projecting the completion of 9 credits by the end of the Spring 2017 semester, **or** be at least 19 years old by August 29, 2017. **NO ADDITIONAL FURNITURE CAN BE BROUGHT INTO CENTENNIAL HALL.**



Building requirements are subject to change without notice per the needs of the Housing Office.

Including a current commuter student in your packet:

If you want to live with an upperclassman who is a WCSU student, but currently does not live on campus (a commuter), you will be able to include him or her in your group as long as the commuter has completed a Housing Application in the Newbury Housing Office and has paid the \$250.00 non-refundable Housing Deposit, and has provided proof of a Meningitis Vaccination issued within the last 5 years to Health Services prior to March 20th. S/he must also have registered for 12 or more credits for the Fall 2017 semester by July 15, 2017. A copy of the commuter's Application and Contract must be included in the Group Packet for room selection. Forms can be picked up from the Housing and Residence Life Office in Newbury Hall or at www.wcsu.edu/housing/forms. Commuters will not have any Priority Points to account for in your packet, however. Preference during Room Selection will be given to current residents.