

2008 - 2009  
Lottery & Housing  
Selection Handbook

*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 15, 2008, to the Office of Residential Life.**

## FOREWORD

**Lottery & Housing Selection.** The mention of these words can cause both excitement and anxiety for many students. Chances are that if your random number assignment within your priority group is high, then your group may have the opportunity to choose one of your first choices of the area in which you wish to live for the next year. Conversely, if your random number assignment is low, then the chances dramatically increase that you will not get your first choice of living areas. Also, your group may have to reshuffle, and possibly choose other roommates depending on availability.

In the past, a few students have been very upset and angry when they did not get to choose the housing that they had hoped for. If you end up in this situation, we ask that you keep a few things in mind.

1. Here at Assumption we are very blessed to have such a wide variety of housing options. As a result, students tend to live on campus for all four years. At many other colleges, students have only ONE option...traditional residence halls like Alumni, Desautels, Salisbury & Worcester. At these schools, it is not uncommon for upper-class students to move off campus for their last two years.
2. It is a privilege not a right to have apartment style housing. Please be willing to accept any type of housing, as it is a privilege to live on campus.
3. The lottery, which was designed many years ago with help from the Student Government Association, is a very fair way of determining housing assignments. No one gets special privileges, except with regard to their class standing (Senior, Junior, and Sophomore).
4. If you do not get your top choice in the lottery there are options available. Spaces open up over the summer or in the Fall Semester, which you may find more attractive. You may sign up to be placed on the waiting list for those spaces of interest as they open up over the summer and fall.

**Our final advice...plan ahead for lottery, have a variety of back-up plans if your "top choice" doesn't work out, and try to keep it all in perspective.**

## 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 exactly where and with whom you 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 the Office of Residential Life in Salisbury Hall (ext. 7505).

## 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 2008 - 2009 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 (eligibility involves paying a \$400 non refundable housing deposit).

**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 28, 2008. 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 2009 = 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 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 28, 2008**. Failure to pay this deposit by the deadline may affect your entire group's eligibility to qualify for certain areas of campus housing.

### **Reshuffling Process:**

#### **Before Lottery Night**

Prior to Room selection nights, we will provide an opportunity for you to reshuffle or change your intent forms without any penalties. On April 15<sup>th</sup> and 16<sup>th</sup>, starting at 5:00pm until 6:00pm you may come to the Office of Residential Life and change your group configuration.

### Lottery Night

To reserve a townhouse, apartment, or 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 four-person rooms/townhouses for your four-person group), you will be required to reshuffle. This is the process of adding or subtracting a member from your roommate group in order to pick a new room. Reshuffling will move you to the bottom of your priority list.

## QUALIFYING FOR THE LOTTERY AND HOUSING SELECTION PROCESSES:

1. You must be a current full-time resident student, or an official study abroad student, or have internship status. **Any commuter students who wish to participate in the Lottery & Housing Selection Process must submit a request to the Director of Residential Life.**

*POINT OF INTEREST:*

2. A \$400.00 qualification deposit must be *received* by the Finance Office by 4:30 p.m., **March 28, 2008**. This deposit is non-refundable. *This deposit will be credited to your room bill next year.*

✓ *No one will be allowed to participate in the Housing Selection process without paying this deposit as well as submitting a completed intent form.*

*POINTS OF INTEREST:*

3. Housing Intent Forms must be completed and returned to the Office of Residential Life by **March 28, 2008**. This form is the yellow sheet you received in your mailbox. Additional forms may be obtained in the Office of Residential Life.

✓ *NOTE: Current resident students who do not go through Housing Selection will be eligible for housing for the fall 2009 semester on a space available basis only.*

## HOUSING INTENT FORM

All roommate groups must submit a Housing Intent Form by **March 28, 2008**. The class years of all group members are averaged together to calculate a group's Priority Level. The procedure for Priority Level calculation is explained below for informational purposes only. Only one intent form per roommate group is necessary!

*POINT OF INTEREST:*

*A group's Priority level will be calculated by computer according to your class status in the Registrar's Office.*

## PRIORITY LEVEL CALCULATION

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 Registrar's Office will determine class year. (Please check with the registrar before lottery to verify your year of graduation.)

(A)	<u>Year of Graduation</u>	<u>Individual Rank</u>
	2009	4.0 (not G.P.A.)
	2010	3.0 (not G.P.A.)
	2011	2.0 (not G.P.A.)

2. The sum of all roommates' individual ranks are totaled and then divided by the number of people 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 LEVEL WORKSHEET    SAMPLE**

**SAMPLE**

<u>Roommates</u>	<u>Year of</u>	<u>Individual</u>
	<u>Graduation</u>	<u>Quality Rank (A)</u>
1. <u>John Dunn</u>	<u>2009</u>	<u>4.0</u>
2. <u>Frank Silver</u>	<u>2009</u>	<u>4.0</u>
3. <u>Bob Rowes</u>	<u>2010</u>	<u>3.0</u>
4. <u>Joseph Ziver</u>	<u>2010</u>	<u>3.0</u>
5. <u>Matt Samet</u>	<u>2011</u>	<u>2.0</u>
6. <u>Jon Franks</u>	<u>2009</u>	<u>4.0</u>

Quality Rank Total = 20.0

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

$$\frac{20}{6} = 3.33$$

PRIORITY LEVEL: (See heading B above) Priority Level III

Once your group is placed in a priority, a list will be posted on **April 7, 2008** outside the Student Affairs Office. 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., **April 11, 2008**.

POINT OF INTEREST:

After any corrections are made to the list, a computer will then 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 7, 2008 is not necessarily the information to be used in determining the Lottery numbers, as changes and corrections may be made to this information throughout the week.*

## HOUSING (ROOM) SELECTION

APRIL 22, 23 & 24, 2008

LASKA GYMNASIUM

Housing Selection is the process of choosing a room. Selection is based on seniority 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). Room selection for each priority will occur on the date and time indicated below. We expect the process to last between 1-4 hours each night. 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.

**Tuesday, April 22, 2008**

**Wednesday, April 23, 2008**

**Thursday, April 24, 2008**

Priority I @ 5:00 pm

Priority II @ 5:45 pm

Priority III @ 5:00 pm

Priority IV @ 5:30 pm

Priority V @ 5:00 pm

Priority VI @ 5:30 pm

## **IMPORTANT POINTS:**

3. If you desire housing with roommates but do not have enough people to fill the room you desire, you may submit a letter to the Director of Residential Life. Include the name(s) of the people already secured and the number of people you desire. You will be placed on a list of students seeking roommates posted outside of the Office of Residential Life. Deadline is **April 16, 2008**. Early letters are encouraged. ***Responsibility lies with that group or individual to make all contacts necessary to secure the appropriate numbers needed. Residential Life will not assign roommates from the matching pool.***

### **POINT OF INTEREST:**

*The group you sign up with and is assigned a pick number is the group that must choose a room together. You may not add or drop a group member at the time of your selection. If you choose to add or drop a group member after your group has been assigned a Lottery number, you must **reshuffle**. The reshuffling process is explained later in this handbook.*

4. All roommates must be present at Housing Selection. When a conflict exists, your group may serve as your proxy. For your group, or individual to act as your proxy, you must have the Assumption I.D. and a signed letter of permission of any missing student. This will be his/her proof of proxy power for your roommate grouping.
5. Housing Agreements must be signed at the time of Housing Selection. Any room reservation will be

## Assumption College Office of Residential Life

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void if a current resident student in your roommate group has not signed a 2008 - 2009 Housing Agreement by **April 25, 2008**; **all contracts not signed by April 25, 2008 will result in forfeiture of entire group or individual space. Vacant spaces will be utilized at the discretion of Residential Life.**

6. Current Study Abroad and Internship students may be included in roommate groups. These students who are away must have a proxy letter on file with Residential Life by **March 28, 2008**.
- \*7. **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 12 for more withdrawal information.**
8. 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 six-person townhouse, 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.*
9. Current resident students who do not submit a housing intent form or participate in room selection will be eligible for housing for the 2008 –2009 academic year on a space available basis only.
10. Students with personal damage assessments in excess of \$80.00 prior to Spring Break will be penalized (1) one Priority Point.
11. Students with personal damage assessments above \$100.00 following our end-of-year inspections may forfeit their housing for the 2008 -2009 academic year pending an administrative review. Individuals may be moved to a different location per Housing Agreement (contract) Provision #3. *(The College Reserves the right to make room assignments and reassignments at its discretion.)*

## **AVAILABLE HOUSING**

The following information can be used as a general guide to the housing that will be available in the 2008 -2009 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 2008 -2009 Lottery Selection Process and is subject to change without notice.*

Generally, the rationale behind this process is for one of the following scenarios:

- ✓ A group of six men in Priority II show up at their designated time to select a room. There is only one six-person townhouse left and the sex-ratio chart indicates that it should be saved for a group of women. A look at Priority II shows that there are no townhouse groups of women to select in that level. The Director of Residential Life may, at that time, choose to allow the seniority of the male group to prevail. Therefore, they may be awarded the townhouse despite the fact that female groups of six are present in a lower priority level.
- ✓ During the Housing Selection process, it is observed that there are far greater junior men than space

available in Wachusett, Hanrahan & Young, and excess space for women in these same halls. The Director of Residential Life may choose to change the gender of a floor in Hanrahan or Young from female to male to allow a greater overall number of Juniors to be accommodated in that housing.

## ROOMMATE RESHUFFLING PROCESS

On April 15, 2008 and on April 16, 2008 there is a great chance to change your configuration, or roommates, prior to the start of the selection process.

However on lottery night, 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 four-person townhouse and there were no more at your selection time, you may reshuffle your roommate group. You may select any remaining five or six person units 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 townhouse units, 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 A

1. You are #15 in the Priority I process.
  2. You have four in your group.
  3. Your turn comes and there are no four-person townhouses available.
2. You may then choose to secure two other Priority I people, your new group will be placed at the end of the Priority I Selection List and you may select a six-person townhouse when your number comes up again.

#### Example B

1. Group wants a townhouse.
2. No townhouses are left when group's turn to select arrives.
3. Group can restructure to doubles, go to the end of the list and select a room in Hanrahan or Young when its number comes up again.

#### *POINT OF INTEREST:*

*Changing the structure of your Roommate Group during the reshuffling process may change your Priority Ranking.*

#### Example C

1. Group goes for triple/quad in Salisbury or Worcester.
2. No triples/quads remain for your class in these buildings.
3. Group must restructure to doubles, go to the end of the list, and select a room in Alumni or Desautels when its number comes up again.

The Director and Assistant 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. For example, you're a group of five and there are no more rooms to accommodate your group so you decide to reshuffle into a group of four. Prior to reshuffling from a five to a four, 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 townhouse or apartment unit will be required to select a Residence Hall room. (*See Example B above.*) These students may request to be placed on a townhouse or apartment 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 four, five, and six person townhouse. A five-person townhouse becomes available, and you are placed in this apartment. Your group will be removed from all other 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.*
- 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 Contract are bound to this 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 Housing 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 Room 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 by **April 25, 2008**. Exceptions will be made for students who are currently studying abroad. All contracts not signed by **April 25, 2008** 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 a residence hall room immediately if on my first run through selection there are no townhouses left for my group?
- 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 200?
- 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 extension 7505.

## **LOTTERY & SELECTION CALENDAR:**

Lottery Information Session Salisbury Hall	February 20, 2008
Lottery Information Session Worcester Hall	February 25, 2008
Lottery Information Session Alumni/ Desautels Hall	February 26, 2008
Lottery Information Session Hagan Campus Center Hall	February 27, 2008
Housing Selection Information Available	February 2008
Housing Deposit due	March 28, 2008
Housing Intent Form due	March 28, 2008
Housing Group Priority Levels Available	April 7, 2008
Housing Group Priority Level Corrections Due	April 11, 2008
Reshuffle Night I	April 15, 2008
Reshuffle Night II	April 16, 2008
Housing Pick Numbers Posted	April 18, 2008
Housing Selection Priority I & II	April 22, 2008
Housing Selection Priority II, & III	April 23, 2008
Housing Selection Priority V & VI	April 24, 2008
Last Day to Sign Housing Contract	April 25, 2008

# 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 2008. Further, the Finance Office must receive this payment by March 23, 2008.

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 2008-2009 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>
Between April 28 and May 31	0% due	+	\$400.00 (already paid)
Between June 1 and June 30	10% due	+	400.00 (already paid)
Between July 1 and July 31	20% due	+	400.00 (already paid)
Between August 1 and August 15	30% due	+	400.00 (already paid)
Between August 16 and Move in Day	40% due	+	400.00 (already paid)

If you plan to live on campus and follow through with this obligation, none of this information will adversely affect you. However, if you plan to go through the housing lottery process and change your mind, at minimum, you will automatically lose your non-refundable \$400.00 housing deposit. In addition, the date in which you **notify the Office of Residential Life** regarding your decision to move off campus and/or not return to Assumption College will determine any additional money owed for fall housing. 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. 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.