2015-2016
Lottery & Housing
Selection Handbook

Assumption College Office of Residential Life
Students requiring special consideration in housing lottery due to documented medical need should contact Ted Zito at X 7505. All medical documentation for review was due on or before February 6, 2015, 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 2015 - 2016 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 submission per roommate group is necessary.** Each student can only be listed on one Housing Intent Form. This form must be completed online by 4:30 p.m., March 13, 2105. **No exceptions for any reason.** All late intent forms will be placed in a late priority group. The form can be found online at http://www.assumption.edu/campus-life/residential-life/housing-lottery

Class Year Rank: Based on your class year, you are assigned a rank. For example, the class of 2015 = 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. Pick numbers will be posted on April 10, 2015 on the Assumption College Residential Life Portal Page.

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.** You must pay using the online payment gateway at: http://assumption.afford.com/paynow?storeid=679. The Finance Office must receive this deposit by March 13, 2015. 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 Pick Numbers are Posted**

Prior to Pick Numbers being posted, we will provide an opportunity for you to reshuffle or change your intent forms without any penalties. On March 26th from 4:30-5:30 PM and March 30th from 4:30-5:30 PM 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, on an official leave of absence, 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.

2. A $400.00 qualification deposit must be received by the Finance Office by 4:30 p.m., March 13, 2015. This deposit is non-refundable. This deposit will be credited to your room bill next year. You may pay the deposit using the online payment gateway at: http://assumption.afford.com/paynow?storeid=679

3. Housing Intent Forms must be completed online by March 13, 2015. The form can be found online at http://www.assumption.edu/campus-life/residential-life/housing-lottery

HOUSING INTENT FORM

All roommate groups must submit a Housing Intent Form by March 13, 2015. 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! The form can be found online at http://www.assumption.edu/campus-life/residential-life/housing-lottery

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.)

<table>
<thead>
<tr>
<th>(A)</th>
<th>Year of Graduation</th>
<th>Individual Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>4.0 (not G.P.A.)</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>3.0 (not G.P.A.)</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>2.0 (not G.P.A.)</td>
<td></td>
</tr>
</tbody>
</table>

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.
Once your group is placed in a priority, a list will be posted on March 20, 2015 on the Assumption College Residential Life Lottery Portal Page. 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., March 24, 2015.

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 Lottery or “pick” numbers will be posted on the Assumption College Residential Life Lottery Portal Page on April 10, 2015.
HOUSING (ROOM) SELECTION

APRIL 13TH & 15TH, 2015
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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 13, 2015</td>
<td></td>
</tr>
<tr>
<td>Priority I</td>
<td>@ 5:00 PM</td>
</tr>
<tr>
<td>Priority II</td>
<td>@ 6:00 PM</td>
</tr>
<tr>
<td>Priority III</td>
<td>@ 7:00 PM</td>
</tr>
<tr>
<td>Wednesday, April 15, 2015</td>
<td></td>
</tr>
<tr>
<td>Priority IV</td>
<td>@ 5:00 PM</td>
</tr>
<tr>
<td>Priority V</td>
<td>@ 6:30 PM</td>
</tr>
<tr>
<td>Priority VI</td>
<td>@ 7:00 PM</td>
</tr>
</tbody>
</table>

**IMPORTANT POINTS:**

1. If you desire housing with roommates but do not have enough people to fill the room you desire, you may contact the Office of Residential Life to see when Roommate Socials will take place. Roommate Socials will be events at which you will be able to meet with other residents looking for roommates. *Residential Life will not assign roommates from the matching pool.*

2. 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 proxy form, giving permission to choose for any missing student. This will be his/her proof of proxy power for your roommate grouping.

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 2015-2016 Housing Agreement by April 17, 2015; **all contracts not signed by April 17, 2015 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 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 13, 2015**.

*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 11 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 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.**
7. Current resident students who do not submit a housing intent form or participate in room selection will be eligible for housing for the 2015–2016 academic year on a space available basis only.

8. Students with personal damage assessments in excess of $80.00 prior to Spring Break are at risk of not being able to participate in the Housing Lottery.

9. Students with personal damage assessments above $100.00 following our end-of-year inspections may forfeit their housing for the 2015-2016 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 2015-2016 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 2015-2016.*

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 March 26, 2015 and on March 30, 2015 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.

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.

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 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. 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. 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 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 11 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 form 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 17, 2015. Exceptions will be made for students who are currently studying abroad. All contracts not signed by April 71, 2015 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 2015?

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. This form will also be available on the Office of Residential Life Housing Lottery Portal Page.

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 508-767-7505.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Selection Information Available</td>
<td>February 2015</td>
</tr>
<tr>
<td>Housing Deposit Due</td>
<td>March 13, 2015</td>
</tr>
<tr>
<td>Housing Intent Form Due</td>
<td>March 13, 2015</td>
</tr>
<tr>
<td>Housing Group Priority Levels Available</td>
<td>March 20, 2015</td>
</tr>
<tr>
<td>Housing Group Priority Level Corrections Due</td>
<td>March 24, 2015</td>
</tr>
<tr>
<td>Reshuffle Night I</td>
<td>March 26, 2015</td>
</tr>
<tr>
<td>Reshuffle Night II</td>
<td>March 30, 2015</td>
</tr>
<tr>
<td>Housing Pick Numbers Posted (On Lottery Portal Page)</td>
<td>April 10, 2015</td>
</tr>
<tr>
<td>Housing Selection Priority I, II, &amp; III</td>
<td>April 13, 2015</td>
</tr>
<tr>
<td>Housing Selection Priority IV, V, &amp; VI</td>
<td>April 15, 2015</td>
</tr>
<tr>
<td>Last Day to Sign Housing Contract</td>
<td>April 17, 2015</td>
</tr>
</tbody>
</table>
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 2015. Further, the Finance Office must receive this payment by March 13, 2015.

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 2015-2016 academic year.

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

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>% of Fall Housing Bill</th>
<th>+</th>
<th>Housing Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 16 – May 31</td>
<td>0 % due</td>
<td>+</td>
<td>$400.00 (already paid)</td>
</tr>
<tr>
<td>June 1 – June 30</td>
<td>10 % due</td>
<td>+</td>
<td>$400.00 (already paid)</td>
</tr>
<tr>
<td>July 1 – June 31</td>
<td>20 % due</td>
<td>+</td>
<td>$400.00 (already paid)</td>
</tr>
<tr>
<td>August 1 – August 15</td>
<td>30 % due</td>
<td>+</td>
<td>$400.00 (already paid)</td>
</tr>
<tr>
<td>August 16 – Move In Day</td>
<td>40 % due</td>
<td>+</td>
<td>$400.00 (already paid)</td>
</tr>
</tbody>
</table>

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.