



## **Housing Lottery Information 2016-2017**

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## General Information

The information included in this booklet is meant to guide students through the Housing Lottery process. In order to navigate the Housing Lottery with the most success, you need to be an informed participant. Please read the *entire* booklet so that you are prepared for the Housing Lottery. If you have any questions, please attend one of the Housing Lottery information sessions or stop by the Office of Housing and Residence Life in Founders Hall 112. You can also contact the Office of Housing and Residence Life at (718) 405-3226 or [reslife@mountsaintvincent.edu](mailto:reslife@mountsaintvincent.edu).

## Important Dates

EVENT	DATE
ROOM RESERVATION AND/OR DAMAGE DEPOSIT PAYMENT OPTION AVAILABLE	JANUARY 4, 2016
INFORMATION SESSIONS HUDSON HEIGHTS BACKROOM	FEBRUARY 10, 2016 @ 4 PM FEBRUARY 12, 2016 @ 12 PM FEBRUARY 16, 2016 @ 4 PM
ROOM RESERVATION AND/OR DAMAGE DEPOSIT DEADLINE	MARCH 4, 2016
LATE PAYMENTS ACCEPTED	MARCH 5 – MARCH 11, 2016
LOTTERY NUMBERS AVAILABLE	MARCH 18, 2016
HOUSING SELECTION 2016-2017 SMITH HALL	RISING SENIORS: APRIL 4, 2016 4PM TO 6PM  RISING JUNIORS: APRIL 5, 2016 4PM TO 6PM  RISING SOPHOMORES: APRIL 6, 2016 4PM TO 6PM

## 2016-2017 Rates

	Annual	Per Semester
Room and Board	\$8,720	\$4,360
Room and Board (Single)	\$9,770	\$4,885

## Information Sessions

All Housing Lottery materials are available on the Housing and Residence Life website and information will be sent via CMSV email. The answers to the most commonly asked questions regarding the process are included in this booklet. If after reading it, you still have a question, please plan to attend one of the Housing Lottery information sessions. Members of the Housing and Residence Life staff will be available at the following times to answer questions:

- Wednesday, February 10 at 4 pm in Hudson Heights backroom
- Friday, February 12 at 12 pm in Hudson Heights backroom
- Tuesday, February 16 at 4 pm in Hudson Heights backroom

## Eligibility

Each year the Office of Housing and Residence Life reviews the demand for campus housing and initiates plans accordingly. During the spring semester, a lottery is conducted whereby interested students may select housing from available rooms for the next academic year.

*In order to participate in the Housing Lottery process, individuals must be current undergraduate, degree-seeking students in good financial standing who anticipate full-time undergraduate enrollment with the college for the 2016-2017 academic year.*

Students must have completed all outstanding judicial sanctions (i.e. AOD course, fines, service). Students must be financially cleared by the Student Accounts Office and have completed the FASFA form to maintain their selected rooms. A student whose course load falls below full-time status should petition the Office of Housing and Residence Life for permission to remain a residential student. Other exceptions may be granted on a space-available basis.

## Email Communication Policy

All communications regarding the Housing Lottery process will be sent to the student's CMSV email address. It is the student's responsibility to check the email account regularly.

## Room Reservation Deposit and Housing Selection Process

### Room Reservation Deposit

To participate in the Housing Lottery process, students must pay a \$100 room reservation deposit. New residents will also be required to make a \$200 damage deposit. The deadline to pay the deposit is March 4, 2016. This deposit reserves the student a space in the College's residence halls. The deposit will be credited to the Fall 2016 housing bill. The room reservation deposit will be forfeited on any housing cancellations that are made after the June 15, 2016 deadline.

Directions to complete the room reservation deposit:

1. Visit the College of Mount Saint Vincent website. Select Current Students from the top folder tabs. Select Banner Self-Service.
2. Log in to Self-Service and select the Residence Life tab. Click Room Reservation Deposit.
3. Select "Click here to make a payment" and choose the payment option that corresponds to your eligibility (\$100 for returning residents and \$300 for new residents).

4. Once submitted, a receipt of payment will be generated to your CMSV email.
5. The deadline to submit a room reservation deposit is Friday, March 4 at 4:30 pm.

Room reservation deposits received after the deadline but before 4:30 pm on March 11 will result in the student being assigned the next available lottery number. If a student should deposit after March 11, the student will be placed on the waitlist until a housing space becomes available. This process will be completed on a rolling basis by the Office of Housing and Residence Life after June 1, 2016.

## Lottery Numbers

Each student who submits a room reservation deposit by 4:30 pm on Friday, March 4, 2016 will receive a lottery number. A computer randomly assigns this lottery number based on the student's current class status as reported by the Registrar's Office.

The order for selecting a housing assignment is determined first by the class year and then by the lottery number assigned to a student. Students will be given a time to report to the Housing Selection process based on their numbers and will select in order of the numbers. The lower the lottery number, the earlier the student will select a room within the assigned group.

- **Class of 2017 will be considered "rising seniors". (Students who have earned 90+ credit hours)**
- **Class of 2018 will be considered "rising juniors". (Students who have earned 60-89 credit hours)**
- **Class of 2019 will be considered "rising sophomores". (Students who have earned 24-59 credit hours)**

Lottery numbers will be sent via CMSV email on Friday, March 18, 2016.

## Available Rooms

### **Rising Juniors and Seniors (60+ credit hours)**

Rising Juniors and Seniors will be permitted to select rooms in Marillac, Seton, and Jacob Reingold Halls. (Please note that Marillac and Spellman suites will be billed at the single room rate.)

### **Rising Sophomores (24-59 credit hours)**

Rising Sophomores will select rooms in Spellman and Mastronardi Halls. Any remaining spaces in Marillac, Seton, and/or Jacob Reingold Halls will be made available. (Please note that Marillac and Spellman suites will be billed at the single room rate.)

## Selecting a Room with Roommates

A student and his/her preferred roommate will have two different lottery numbers. In order to choose each other as roommates, both must report to the Housing Selection at the time issued to the student with the lower lottery number, which will be the earlier time.

A student can only "pull in" a preferred roommate if the roommate has also received a lottery number to participate in the process. Both roommates must be present to select a room together. If this is not possible, the roommate present at the lottery must have a completed Proxy Form authorizing selection.

Each student wishing to choose a double or triple space must have a roommate preference at the time of selection. You will not be permitted to choose a double or triple space without the appropriate number of roommates to reside in the space.

## **Additional Information**

### **Proxy Information**

Students who cannot attend the Housing Lottery are permitted to select a room by proxy. A proxy is defined as the individual who will act on behalf of the absent student during the housing selection process. The individual must have a completed Proxy Form and should be prepared to make a room selection on behalf of the absent student. It is advised that the student and proxy discuss multiple options to select from in case the absent student's first and/or second choices are not available. Proxy forms are available on the Office of Housing and Residence Life website.

### **Damage Deposit**

All new residents must submit a \$200 damage deposit, in addition to the \$100 room reservation, for a total of \$300. The damage deposit will be applied to any unforeseen damages that may occur in an assigned residence hall space (both room and/or common area) if necessary. The damage deposit is refunded, less any damage charges or outstanding student account balances at the end of a student's residential experience at the College.

### **Meal Plan**

All residents will be automatically enrolled in the Resident Student Declining Balance Meal Plan #1. Each student will receive \$1,600 Dolphin Dollars per semester on his/her MyCard; loaded in five installments every three weeks throughout the semester. The week begins on Friday and ends on Thursday. Unused Dolphin Dollars carry over from fall to spring semester and can be used during the vacation periods (e.g., Thanksgiving, winter break, Easter, spring break). Any Dolphin Dollars that remain at the end of the spring semester will be forfeited. Each resident will also receive a one-time download of \$40 My Dollars at the beginning of each semester. My Dollars can be spent on or off campus.

Resident students who desire more dollars to spend on and off campus can purchase Resident Buy Up Meal Plans #2 or #3 in the Office of Student Accounts no later than the last day of the first week of each semester. Visit [www.mountsaintvincent.edu/dining](http://www.mountsaintvincent.edu/dining) for more information.

### **Special Housing Accommodation Requests**

Any student with a disability that requires a special housing accommodation must make a request each year from the Office of Housing and Residence Life by completing the Special Housing Accommodation Request form, found on the Housing and Residence Life website, no later than 4:30 pm on Friday, March 4, 2016.

Submission of a special housing accommodation request does not guarantee it will be accepted. Please keep this in mind when submitting paperwork. For students who submit their paperwork on time, a decision will be emailed by 4:30 pm on Wednesday, March 9, 2016.

The following documents are due no later than 4:30 pm on Wednesday, March 4, 2016:

- A Special Housing Accommodation Request must be completed stating the housing need.
- Documentation from a health care professional supporting the request must be on file with the Counseling Center, Health Services Center or Academic Resource Center.

- Students who have been granted housing accommodations in past years must submit a new request for each academic year. If a student's needs have not changed, no additional paperwork from the health care professional is necessary.
- The Housing Accommodation Committee, which is comprised of Housing and Residence Life staff, Health Services staff, Counseling Center staff and Academic Resource Center staff, will review all requests. Specific information will be kept confidential.
- A response to each request will be communicated by 4:30 pm on Wednesday, March 9, 2016.

Students who do not follow this procedure will not be eligible for consideration for special accommodations. Students who are granted an accommodation do not participate in the Housing Lottery; rather they will select from a list of designated rooms prior to the Housing Lottery.

## Study Abroad, Medical Leave, or Suspension

**Current Study Abroad Students:** Students who are away from campus for the Spring 2016 semester but plan to return for Fall 2016 may still participate in the Housing Lottery Process. Students will be directed to submit their room reservations and/or damage deposits electronically. The student must select a proxy to choose a housing assignment on his or her behalf. If you are a student currently studying abroad and are unable to find a proxy, please contact the Office of Housing and Residence Life to appoint someone who will serve as your proxy.

**Study Abroad Fall 2016:** Students who are applying to study abroad may participate in the Housing Lottery process. Once a student has accepted the opportunity to study abroad, his/her room assignment will be forfeited for Fall 2016. Students will receive information about housing for Spring 2017 during the fall semester. These assignments will be made based on space availability.

**Medical Leave:** Students on medical leave who have been cleared to return may wait to be housed post-lottery, or they may register to participate in the Housing Lottery if they submit their \$100 room reservation deposit by March 4, 2016. Supporting documents showing the student's reinstatement to the College should be sent to the Office of Housing and Residence Life.

**Suspension:** Students who have been cleared to return from a suspension may wait to be housed post-lottery, or they may register to participate in the Housing Lottery if they submit their \$100 room reservation deposit by March 4, 2016. Supporting documents showing reinstatement to the College should be sent to the Office of Housing and Residence Life.

## The Priority Wait List

Any student who applies for the housing lottery by the March 11 deadline who is not eligible to select a room during the Housing Lottery process or any student who applies for the housing lottery after March 11 will be placed on the priority wait list. Students on the priority wait list will be offered rooms in lottery number order as space becomes available.

## After the Housing Lottery

Students who were unable to participate in the regular housing lottery process should contact the Office of Housing and Residence Life by phone at (718) 405-3226 or by email at [reslife@mountsaintvincent.edu](mailto:reslife@mountsaintvincent.edu). Housing assignments will be made as spaces become available. Students will be notified of their fall housing assignments on a rolling basis.

The Office of Housing and Residence Life reserves the right to consolidate any rooms to best accommodate the College's housing needs.

### **Cancellation Policy**

The housing agreement is in effect for the entire academic year. The deadline to cancel with no penalty is June 15 for fall semester and December 15 for spring semester. After the deadline, cancellations are subject to forfeiture of the \$100 room reservation. In addition, requests after the start of the semester are subject to the pro-rated refund schedule detailed in the Student Handbook.