2016-2017 GUIDE TO HOUSING SELECTION

This packet contains Pre-Selection Placement and General Housing Selection information:

Housing Selection Timeline

Housing Status Change Application
Commuter to On-Campus Resident Status
On-Campus Resident to Commuter
Off-Campus Resident Status

Pre-Selection Placements
Fraternity & Sorority Housing
Medical Accommodation
Residence Life Staff Placements
Special Interest Housing Application

General Housing Selection
Admissions Tickets, Housing Points & Lottery Numbers
Housing Inventory
Housing Selection Days
Housing Waitlist & No Room Assignments (NRA)
Spring 2016 Study Abroad Students & Proxy Information
Housing Selection Considerations

Frequently Asked Questions
PRE-SELECTION PLACEMENTS & HOUSING SELECTION TIMELINE

Monday, January 18th

- **2016-2017 Housing Status Change Application** Available
  - Commuter to On-Campus Resident
  - Commuter to Off-Campus Resident
  - On-Campus Resident to Commuter
  - On-Campus Resident to Off-Campus resident
- **Special Interest Housing (SIH) Application** Available

Monday, February 8th

- Online applications (listed above) due by 4:30PM; applications not available after 4:30pm
- 2016-2017 Medical Accommodation requests due to housing@moravain.edu
- Fraternity and Sorority rosters available to chapters this week

Week of February 22nd: SIH Panel Presentations/Interviews

Friday, March 4th: Application Decisions & Pre-Selection Placements communicated via campus email

- Commuter Status
- Off-Campus Releases
- SIH Housing Decisions
- Residence Life Staff Placements
- Medical Accommodation Assignments

Wednesday, March 16th: Fraternity and Sorority housing rosters due to the Office of Residence Life.

Friday, March 18th: Admission tickets distributed via campus mail; tickets include housing points/lottery number.

Friday, March 25th: List of available rooms posted on Residence Life website and in the Student Affairs Office.

Wednesday, March 30th: Housing Selection Day for groups with 12-80 points

- 6:00PM – All groups with 38 to 80 pts
- 7:15PM – All groups with 28 to 37 pts
- 8:15PM – All groups with 15 to 27 pts
- 9:15PM – All groups with 12 to 14 pts

Thursday, March 31st: Housing Selection Day for groups with 0 to 11 points

- 6:00PM – All groups/individuals with 8 to 11 pts
- 7:15PM – All groups/individuals with 4 to 7 pts
- 8:30PM – All groups/individuals with 0 to 3 pts
2016-2017 HOUSING STATUS CHANGE APPLICATION

Students interested in changing their current housing status (on-campus resident or commuter) to another status must complete the 2016-2017 Housing Status Change Application by 4:30PM on Monday, February 8th, 2016.

Falsification of the application form may lead to disciplinary action, which could include billing for a College room and the corresponding meal plan for the 2016-2017 academic year.

Students currently with commuter status who want to retain commuter status or students currently with on-campus resident status who want to retain on-campus resident status for the 2016-2017 academic year DO NOT need to complete the application.

CHANGING TO ON-CAMPUS RESIDENT STATUS

Current commuter students interested in living on-campus should complete the 2016-2017 Housing Status Change Application by 4:30PM on Monday, February 8th, 2016 to ensure participation and consideration in the Pre-Selection Placement and/or Housing Lottery Processes.

CHANGING TO COMMUTER STATUS

Current resident students interested in commuting should complete 2016-2017 Housing Status Change Application by 4:30PM on Monday, February 8th, 2016.

In order to qualify for commuter status, you must live with a parent or legal guardian within a 50-mile radius of campus (see Moravian College Student Handbook).

Decisions of approval or denial of status change will be sent via campus email no later than Monday, March 14th, 2016. If denied, you will automatically be entered in the General Housing Selection process.

If a student is approved to be a commuter, the student may not opt to live with friends who were approved for off-campus housing status.

CHANGING TO OFF-CAMPUS RESIDENT STATUS

Current commuter and on-campus resident students interested in living off-campus should complete the 2016-2017 Housing Status Change Application by 4:30PM on Monday, February 8th, 2016.

In order to qualify for Off-Campus Resident status, you must meet the following criteria:

- Rising Junior or Senior status
- Minimum 2.5 cumulative GPA
- Good financial standing
- Good conduct standing

Off-Campus Resident status decisions will be sent via campus email no later than Friday, March 4th, 2016.

Students approved for Off-Campus Resident Status will have until Wednesday, March 16th, 2016 to confirm or deny their decision to reside off-campus and complete the required assignment.

Students who are not granted Off-Campus Resident Status will be:

- Added to an Off-Campus Housing Release waitlist and contacted as the College determines need to release additional students from on-campus housing; AND
- Considered On-Campus Housing Status if they indicate interest in living on-campus in their application. Information regarding Special Interest Housing, Greek Housing, and/or Housing Lottery Processes will be communicated via campus email; OR
Considered Commuter Status if they indicate interest in commuting from home in their application and qualify for commuter status (see above). As a commuter, the student may not opt to live with friends who were approved for off-campus housing status.

**Fraternity or Sorority Chapter Members applying for Off-Campus Resident Status**

Members of a fraternity or sorority may be eligible for a "conditional off-campus approval" until the chapter submits a complete list of house residents, as well as three alternate residents, for the 2016-2017 academic year. Once a complete list of residents and alternates is submitted to the Office of Greek Life, members who do not appear on the housing assignment list and applied for off-campus living may be granted an "off-campus approval".

Greek housing rosters are due to the Office of Greek Life by 9am on Tuesday, March 15, 2016. However, complete lists will be accepted early, which will allow chapter members, who applied for off-campus living and issued a "conditional off-campus approval" in early March, to receive an "off-campus approval".

Members of a fraternity or sorority, who have applied and been approved to live off-campus, may have that approval rescinded if their chapter is not able to fill the chapter house to capacity.
PRE-SELECTION PLACEMENTS

Students who are assigned to housing via one of the following processes will not be issued Housing Selection Lottery Tickets and may not opt to participate in Housing Selection after they are assigned.

FRATERNITY & SORORITY HOUSES

Complete house rosters are due from each organization by **Wednesday, March 16th** to the Assistant Dean for Greek Life. If a member of a fraternity or sorority participate in another portion of the pre-selection process (i.e. Special Interest Housing) and their name appears on a fraternity or sorority housing roster, the fraternity or sorority housing status will supersede all other housing arrangements and the individual will be expected to live in the organization’s house.

Room assignments within the chapter house are the responsibility of each organization’s governing body. Members of Greek organizations will not be considered for assignment to any other College housing unit until their house is full and the names of three alternate members who are able to live in the house are provided to the Assistant Dean for Greek Life. Greek Presidents will receive additional information from the Assistant Dean for Greek Life in early February.

MEDICAL ACCOMMODATIONS

Students in need of a specific housing arrangement based on a disability or other medical condition must contact the Office of Residence Life by **Monday, February 8th** at housing@moravian.edu.

All special needs housing requests must be accompanied by specific professional documentation that confirms the student’s request. Students with a special need housing request can arrange for his/her own housing accommodations (typically in The HILL or Hillside apartments); however, the student cannot use the medical documentation to make arrangements for a potential roommate.

Students in need of air-conditioning must select housing in which air-conditioning is already provided. *Personal air-conditioning units are only permitted Greek & Overflow Houses.*

RESIDENCE LIFE STAFF PLACEMENTS

Students selected for the 2016-2017 Residence Life Staff will be notified of their placements no later than **Friday, March 4th, 2016.**

SPECIAL INTEREST HOUSING

The Special Interest Housing Program (SIH) at Moravian College is designed to provide an opportunity for students to define their on-campus living experience and contribute to the greater Moravian College community in accordance with their goals, interests, and pursuits.

Students who desire to participate in the Special Interest Housing Program (SIH) must submit the online Application for Special Interest Housing by **Monday, February 8th** at 4:30pm.

The SIH panel presentations will take place the week of **February 22nd.**

SIH decisions will be communicated via campus email no later than **Friday, March 4th, 2016.**

Students approved for SIH will have until **Wednesday, March 16th, 2016** to confirm or deny their decision.
GENERAL HOUSING SELECTION

Housing Selection is the process by which returning students pick their housing assignment and roommates for the upcoming academic year. All current residents [and commuter students who complete the 2016-2017 Housing Status Change Application] are automatically entered into the general housing selection process.

GENERAL HOUSING SELECTION PROCESS

Admissions Tickets Distributed- Friday, March 18th

*Housing Selection Admissions Tickets* will be sent to your campus mailbox and will include your Housing Points and Lottery Number. Students who are pre-assigned and those approved to commute/live off-campus will not receive an Admissions Ticket.

*Housing Points* are based on the following criteria:

- One point is awarded for each semester (only fall or spring semesters) an individual has been a full time student at Moravian College or at another institution and either lived in a residence or as a commuter including the semester during which the housing application is made (i.e. students will receive credit for the Spring 2016 semester). Semesters spent abroad or on another campus in an approved full time academic program will also be included in the point allocation system.
- An extra point per semester will be awarded for the junior year (fifth and sixth semesters as a full time student) including the semester in which the housing application is made.
- Points will not be given for any semester, either at Moravian or another institution, where less than a full time college load was carried or where performance did not contribute to making progress towards a degree (i.e., no courses were passed).
- Points will not be awarded after the sixth term as a full time student.
- There is no scenario in which anyone can earn additional/bonus housing points.

*Lottery Numbers* are randomly assigned numbers, used to differentiate the order of selection based on groups/individuals with the same number of housing points.

Groups with higher housing points and lower lottery numbers will select before groups with the same/fewer housing points and higher lottery numbers.

Housing Inventory Published- Friday, March 20th

An email will be sent to all students with the inventory of available spaces for general housing selection. An updated list will also be emailed out to students after the first night of selection.

Please review the *2016-2017 Housing Catalog* to view the housing descriptions, pictures, room dimensions, and floor plans before arriving to Housing Selection.

Housing selection inventory will include some units in the following spaces:

- Beck/deSchweinitz
- Clewell
- The HILL*
- Hillside*
- Jo Smith
- Main
- Nitschmann
- Spangenberg
- Townhouses

Select overflow properties

*A limited number of housing units will be reserved for individual students to select a single-occupancy room.*
Housing Selection Days– Wednesday, March 30th & Thursday, March 31st

Wednesday, March 30th: Groups with 12-80 points
- 6:00PM – All groups with 38 to 80 pts
- 7:15PM – All groups with 28 to 37 pts
- 8:15PM – All groups with 15 to 27 pts
- 9:15PM – All groups with 12 to 14 pts

Thursday, March 31st: Groups with 0 to 11 points
- 6:00PM – All groups/individuals with 8 to 11 pts
- 7:15PM – All groups/individuals with 4 to 7 pts
- 8:30PM – All groups/individuals with 0 to 3 pts

1) Housing Selection will take place in Prosser Auditorium, where a real-time running list of the housing inventory will be projected.
2) Lottery numbers will be called in ascending order. When you OR a person in your group has his/her lottery number called, it will be your turn to select.
3) You will be escorted to the selection room (UBC Room). Once you OR your group comes to the selection table, you’ll be told, “You’re on the clock.” At that moment, you will have 1 minute to select your OR your group’s housing option. Should your time elapse and a housing option is not selected, you will need to wait until the next best lottery number in your group is called for another opportunity to select a housing option.
4) Housing options are based on availability at the time of selection.
5) Come prepared with a list of other housing options, as some may be chosen before it is your turn. If you are not present when your number is called, the housing selection process will continue.
6) A unit must be full to occupancy or it cannot be selected (i.e. 4 students cannot sign up for a 5-person Hillside unit student cannot sign up for a 2-person room, etc).
7) Students who do not pick a room during the Pre-Selection Process OR General Housing Selection will be labeled No Room Assignment (NRA) and assigned to housing over the summer.

HOUSING WAITING LIST & NO ROOM ASSIGNMENT (NRA)
We anticipate that a number of students will not (1) get their preferred housing option and/or (2) will not be able to select a room on either night of selection. If you and/or your group find yourself in this position you will have the opportunity to add your name(s) to the housing waitlist. You will be contacted over summer if a more desirable housing option becomes available.

HOUSING SELECTION FOR STUDENTS STUDYING ABROAD IN SPRING 2016
Students who are studying abroad will be asked to select a proxy to assist them in the selection process, if they do not participate in a Pre-Selection Process. If a student studying abroad chooses you to be their proxy will be issued their Admission Ticket, and you will be responsible for selecting that student’s housing and meal plan for the 2016-2017 academic year. Since you will be attending his/her Housing Selection Day, be absolutely sure to communicate with that student and come prepared to choose one of several potential rooms.

WHAT TO CONSIDER BEFORE YOUR SELECTION DAY
- Who you want to live with and where you want to live.
- Identify your top preferences for where you want to live and identify alternate housing options.
- Be prepared for a back up plan if your top housing choices are not available at the time you are selecting.
- If living with a group of friends, identify who has the lowest lottery number (i.e. #1 is lower than #2, #60 is lower than #75, etc.) The person with the lowest lottery number should be the group leader in selecting the group’s housing option.
- Review the Housing Catalog for pictures, floor plans, room dimensions, and descriptions of the various housing options.
- Visit the unit you want to pick before selecting your housing option if possible. Ask questions. Do your homework.
- Please note that on the day of housing selection, all choices are final.
- Consider the meal plan requirements and the associated costs with your housing selection. Be ready to choose a meal plan at your selection day.
FREQUENTLY ASKED QUESTIONS

Am I expected to reside on campus?
Moravian College guarantees housing during a student’s undergraduate years. However, students can choose to commute. Commuters are defined as those residing with a parent or legal guardian within a 50-mile radius of campus. A certain number of off-campus will be offered to rising juniors and seniors who complete the Housing Status Change Application.

Can I retain my room?
Room retention is no longer an option. In the past students could retain their rooms in the traditional halls, but because the some of the traditional halls will not be part of the Housing Inventory we are discontinuing the practice of room retention.

Does my entire group need to be present for my Housing Selection Day?
Ideally, everyone in the group will attend the group’s Housing Selection Day. However, at the very least, one person must represent the group at the appropriate Housing Selection Day. That group representative must have the admission tickets and meal plan choice for all of his/her absent group members in order to select a housing option. Be sure to have determined who is going to live in which room before if the suite is selected.

Do you have floor plans and pictures for the rooms available?
Check out the Residence Life website or a Housing at the HUB session to see available floor plans.

What if I do not select a room during Housing Selection?
Students who do not select a room during the Pre-Selection Process OR General Housing Selection will be assigned to spaces during the summer.

What if I do not like the room that I select on my Housing Selection Day?
Please refer to page four of the housing packet and read about the “Housing Waiting List”. This option might be for you.

How will lottery numbers be called on my Housing Selection Day?
The script that the Office of Residence Life uses to call lottery numbers will go something like this:

- “We are now serving GROUPS of students who have a combined point total of 32 points.”
- “Among all individual students who have 8 housing points, if you have lottery number 1, please come forward to select with your group members. If you have lottery number 2, please come forward to select with your group members, lottery number 3…
- “Among all students who have 7 housing points…”
- “Among all students who have 6 housing points…”

Can you clarify more on how you decide who goes first to choose their housing?
Groups of students will add-up their housing points. The combined total dictates the day the group will attend the Housing Selection Days (i.e. groups with 32 points will come in on March 30th at 7:15pm). When the Office moves to serve groups with 32 points, they will ask, “Does any student with a GROUP total of 32 points have an INDIVIDUAL total of 8 points?” If several students in the room have 8 housing points, the Office will determine of those individual students with 8 housing points, the student who has the best lottery number. His/her group will be chosen to select at that time.

What should I do if I am thoroughly confused about this process?
After you have read the contents of the housing packet, if you are still confused, contact housing@moravian.edu, or visit Housing at the HUB and any of the following 30 information sessions will be offered continuously in the UBC Room from 4:00PM-6:00PM:

- Wednesday, January 27th: Pre-Selection Processes
- Wednesday, February 24th: Housing Selection 101
- Wednesday, March 23rd: What to Expect When You’re Selecting
HOUSING @ THE HUB SESSIONS

Housing @ the HUB are walk-up sessions from Noon-1:00PM at the HUB Kiosk (outside of the Blue & Grey)

- Tuesday, February 2nd
- Thursday, February 4th
- Monday, February 8th
- Wednesday, February 10th
- Tuesday, February 16th
- Thursday, February 18th
- Monday, February 22nd
- Wednesday, February 24th
- Tuesday, March 1st
- Thursday, March 3rd
- Monday, March 14th
- Wednesday, March 16th
- Tuesday, March 22nd
- Thursday, March 24th
- Monday, March 28th
SAMPLE ADMISSION TICKET

John Q SAMPLE
Box 9999

Housing Selection Day Admission Ticket – Office of Residence Life

This document contains your admission ticket for the 2016 Housing Selection Days. You will need this ticket in order to participate in any of the Housing Selection Days on March 30, 2016 and March 31, 2016.

Housing points are accumulated as follows:

- One point is awarded for each semester (only fall or spring semesters) an individual has been a full time student at Moravian College or at another institution and either lived in a residence or as a commuter including the semester during which the housing application is made (i.e. students will receive credit for the spring 2016 semester). Semesters spent abroad or on another campus in an approved full time academic program will also be included in the point allocation system.
- An extra point per semester will be awarded for the junior year (fifth and sixth semesters as a full time student) including the semester in which the housing application is made.
- Points will not be given for any semester, either at Moravian or another institution, where less than a full time college load was carried or where performance did not contribute to making progress towards a degree (i.e., no courses were passed).
- Points will not be awarded after the sixth term as a full time student. Eight is the maximum number of points awarded to any student.
- There is no scenario in which anyone can earn additional/bonus housing points.

Housing Selection Days will be facilitated in Prosser Auditorium. A housing unit must be filled to capacity at the time of selection (i.e. 5 students must fill a 5-person suite). A list of available rooms, suites, and apartments is available on the Office of Residence Life’s website. These lists will be updated after each Housing Selection Day.

IMPORTANT NOTES – PLEASE READ

- If you would like the Office of Housing & Event Management to review your housing point total, visit Housing in the HUB by March 25th at 4:30pm
- If you plan to live with a group of students, have alternative plans in case your first choice is not available.
- A binder of housing floor plans is available through the Residence Life website.
- You should be prepared to select a Meal Plan at the time of your housing selection. Information about meal plans is on the Residence Life website.
- A limited number of single rooms (mainly in the HILL and Hillside) will be available for students to select.
- Every student who received an admission ticket must select a housing option – otherwise, an assignment will be selected on your behalf.
- If you are a proxy choosing housing on behalf of another student, you must be able to specify that student’s meal plan choice.

Wednesday, March 30th
6:00PM – All groups with 38 to 80 pts
7:15PM – All groups with 28 to 37 pts
8:15PM – All groups with 15 to 27 pts
9:15PM – All groups with 12 to 14 pts

Thursday, March 31st
6:00PM – All groups/individuals with 8 to 11 pts
7:15PM – All groups/individuals with 4 to 7 pts
8:30PM – All groups/individuals with 0 to 3 pts

The number of housing points you have accumulated is:

2

A computer program randomly generated your lottery number among all students at Moravian College who have 2 housing points. Your lottery number is:

10

You MUST bring your Moravian College ID or a driver’s license/state ID card to your Housing Selection Day

Please do not lose your admission ticket * Please do not lose your admission ticket * Please do not lose your admission ticket

ALL HOUSING ADMISSION TICKETS WILL BE AUTHENTICATED