

2013



Residence Life Room Selection



Authorized User
Allegheny College
1/20/2013

February 2013

Dear Students,

The Residence Life Office is pleased to send out the 2013 Room Selection Packet for your review. A copy will be posted on the Residence Life website in the coming week along with additional important forms. It is important that you routinely check your email throughout the semester to stay up to date with any housing changes, updates, and news.

We anticipate housing to be near capacity again next year with retention numbers and recruitment numbers remaining steady. We encourage you to seek out information and know the process in order to facilitate your selection process. Please contact the Office of Student Life if you have specific questions.

Best wishes for a successful spring semester,

Allegheny College
Office of Student Life

Housing Information Sessions

February 13 (6pm-7pm Quigley Auditorium)

Room Selection times: All sessions start at 5:00pm (Schultz Hall)

Important: Please understand that not every student will be making a selection. In situations where there are roommates only one student is needed to make the selection. Lastly, since all seniors do not go through the process senior selection will go quickly. A more detailed schedule of selection times that coincides with your number can be found online: <http://sites.allegheny.edu/residencelife/room-selection-information/>

March 5: Selection for all rising seniors and juniors (1-200)

March 6: Selection for remaining rising juniors (201-end) and sophomores (1-150)

March 7: Selection for rising sophomores (151-end)

2013 Housing Instructions/Checklist

1. Read through packet materials thoroughly and check campus email regularly.
2. Collect Room Selection number through email in early February.
3. If a senior living off campus, please complete the Off Campus form.
4. Complete online master housing application. A link to this form will be sent to you via campus email in February. (required by all students)
5. Finalize housing plans with potential roommates or individual plans. Do not assume everyone is on the same page. **Have two-three backup plans going into selection.**
6. Attend selection night for your designated number and bring roommate signature card.
7. If you have any questions please contact the Office of Residence Life or attend an information session.



(Example College House Kitchen)

Information for all students returning to Allegheny College

Eligibility:

All students that will be on campus for Fall Semester 2013 will be eligible to participate in the Room Selection process. This includes students studying abroad during the spring 2013 semester. **In addition, students who will not be on campus during Fall Semester 2013 may not be considered as a roommate during the room selection process.**

Selection Policy:

Any student caught selecting a space for another student(s) or who attempts to cancel housing contracts to live off campus after participating in selection will be referred to the student disciplinary process and/or all students/roommates will forfeit their current housing assignments.

Pre-Housing: Special Interest housing, Resident Advisors, Community Advisors, Greek houses/suites, Theme houses, and special accommodation assignments will all be made prior to room selection. These students will be exempt from the regular room selection process. Please refer below for more information about these options.

Theme Houses

Edwards Wellness Center

MISSION OF EDWARDS WELLNESS RESIDENTIAL COMMUNITY: Students and staff committed to living and promoting a life style of wellness will reside in this community and participate in its programs.

VISION: The **Edwards Wellness Center** is dedicated to the promotion and practice of wellness (physical, social, occupational, intellectual, ecological, psychological and spiritual) as a way of life and Allegheny College for both students and staff.

APPLICATION PROCEDURES AND PROCESS:

1. Fill out the theme housing application
2. Answer the specific questions related to the wellness community:
 - a. *Why do you wish to live in such a community?*
 - b. *What activities and life styles would you like to see in such a community?*
3. If admitted into the community, you will have to commit to a basic wellness program and life style that all community members will be a part of.

Green Living Residential House

MISSION: "Our goal is simple: Allegheny graduates should be the ones who solve the world's environmental problems..." (Strategic Planning Draft, 12/8/09). The Allegheny Green Residential Community will seek to live out this simple goal on a small scale on the campus.

VISION: A place where students and staff, who are passionate and committed to ecological sustainability as a way of life and practice can come together and live out their convictions and dreams.

APPLICATION PROCEDURES AND PROCESS:

1. Fill out the theme housing application form within the timeline provided.
2. Answer the extra questions specific to the Green Community (answer to be no more than one page):
 - a. *Why do you want to live in a Green community?*
 - b. *What are your ideas of the kinds of activities and life styles that might take place in such a community?*

French, German, Spanish, MENA and Chinese Language houses:

The college offers four Language houses in North Village. The Language programs require members to speak the program language on a regular basis and to be actively involved in the planning and implementation of events. Each of the groups represented is responsible for the selection of program participants. For more information about the Language programs, contact the language department. Applications are available under forms from the Office of Residence Life webpage.

Advancement for Black Culture house (ABC): The Allegheny College Association for the Advancement of Black Culture (ABC) House was established as a space for the members of ABC to fulfill their organizational mission: To promote cultural identity, pride, unity and knowledge as well as to promote inter-racial and intra-racial understanding on campus and in the Meadville Community. The first floor of the ABC House at 290 Loomis Street provides a venue for programs, events and gatherings throughout the school year.

Social Justice house: A community that seeks to live out Allegheny's statement of community in everything they do. Through programming, education, organizing and hospitality, social justice house lives to be the change that they seek to see in the world.

Greek Housing: Fraternity Greek housing is completed by the chapter leadership and they communicate this information to Residence Life. If you are living in a Greek house you should not go through room selection. The housing coordinator or president of each chapter should provide house rosters in February. The Fourth floor of Brooks Hall houses sorority suites which serve as meeting spaces for Allegheny's sororities. There are several residence rooms located on the fourth floor as well. Each spring, sorority women are provided the opportunity to reside in these rooms for the upcoming academic year before they are released in the general room selection pool. Additional information for this room draw process is sent out to sorority members in February. Sorority housing is completed through the Student Involvement Office in conjunction with Residence Life. The room draw number will be utilized in determining the order in which students is placed in the suites.

Quiet Study floor: In Schultz hall we have two Quiet Study floors. *This opportunity is not a pre-housing option.* There is one female floor and one male floor. Each floor is mixed with First Year students and Upperclassmen students. If you are interested in living on a Quiet Study floor you can select a space during the room selection process.

A special note:

Off-Campus Exemptions:

Seniors are allowed to live off campus, but must identify this on the housing application. This is a reminder that "rising seniors" may choose to live off campus for the **2013-2014** academic year. The off campus form will be shared with you during the 2013 spring semester. The only requirement is to make sure you complete this form.

(NEXT YEAR 2014) Rising juniors (So) and Rising sophomores (Fr) will be required to live on campus, as outlined in the residency requirement. We anticipate that we will be unable to provide housing for all students. Starting in the spring of 2014, we will provide the student body information on the off campus application process for your senior year. Including specific application dates, number of students who will be released from the residency requirement, and the criteria students must meet to qualify for off campus living. Students should not sign any leases until approved through this process and receive official confirmation from our office.

Commuter Policy: Students that choose to commute must live within 50 miles of the campus and commute from their primary parent or guardian's residence. Students who change their status commuter cannot live in off campus housing. Violators of this policy will referred to the student conduct system.

Academic Standings:

Judicial and academic standings of students applying for all Theme Housing Options, Language houses, Special Interest Houses, and Greeks will be reviewed.

Medical Accommodations:

Students who are requesting an accommodation related to a medical need that does not qualify for an ADA accommodation must receive official approval from John Mangine at the Learning Commons. **The deadline to request an accommodation is March 1, 2013.**

Information for students planning on attending room selection

Proxy Representation: If for some reason you are unable to attend Room Selection at your assigned time, you can choose someone to proxy for you. This person must be an Allegheny College student and must

show up at your assigned time with your Room Selection Form and their own Gator ID. Any choices a proxy makes for your housing will be considered an official housing assignment. If your proxy does not show up, you will be housed at the end of room selection.

Room Occupancy: You must be able to fill the room that you select. For example, when selecting a triple, quad, or apartment one student cannot select this space on their own. A roommate pair may select a room using the better of the Room Selection lottery numbers. If you show up to Room Selection without a roommate you will be placed in the next available room that has a space in it. If there are no rooms with individual spaces open, then you can select the double room you would like to live in, but the next student without a roommate will be placed with you. **The College reserves the right to fill any housing space which becomes vacant due to changes that occur after the Room Selection process.**

Changes in room assignments: *The College reserves the right to make alterations to room assignments in order to accommodate all housing needs. Students will be informed if changes must be made to assignments after Room Selection.*

Frequently Asked Questions

- 1. How are lottery numbers determined?** Students participating in Room Selection will be sorted into sub-groups based upon their academic year. Room Selection numbers are assigned through a computerized random assignment process within each class year grouping.
- 2. If I am living with students with a higher draw number do I need to attend selection?** It is not required to attend selection, but you may join your future roommates if you wish. We will double check information on the housing application to make sure all students have listed each other as roommates. If you falsely list students to fill a space you will forfeit the rights to that space.
- 3. When do I get my lottery number?** Your lottery number will be provided to you in your campus mail box by the Office of Residence Life. If you lose the number, you may contact your Area Coordinator or the Office of Residence Life in order to get your number again.
- 4. If I don't have a roommate can I participate in room selection?** Yes. When your time comes to choose a room, you will be asked if you have a roommate or not. If you do not, you will be asked which residence hall you desire. The staff member will then see if any other student has selected a room in that hall without a roommate. If so, you will be assigned to that room. If no student without a roommate is assigned to that building, you will be able to pick an available double room. It is important to understand that the next student who comes to room selection without a roommate and wants to live in the building you chose will be assigned to the room you selected. Male students are assigned male vacancies and female students assigned to female vacancies.
- 5. What if I have a class or commitment at the date & time that I am supposed to be at room selection?** You are able to choose another student to be a proxy for you. Included in this packet is a proxy form. You can write in the name of an individual that you have chosen to be your proxy. You and your proxy then must sign the form.
- 6. What is housing waitlist? Will there be one this year?** A housing waitlist is created by the Office of Residence Life when the number of students going through room selection, in addition to the number of anticipated first year students, places us very close to the maximum number of students our facilities can hold. We create this list for several purposes. One purpose is for our office to best utilize the individual bed spaces and rooms that are remaining vacant. The waitlist is used in conjunction with a given student's housing preference, and we match that information with our available spaces. Also, students with lower lottery numbers (i.e., are towards the end of the housing selection process) may choose a room, but request placement on a waitlist for another housing facility. This enables the students to feel secure in the fact that they have a housing

assignment for next year, but also will be considered for a different assignment in a building/room of their preference should a space in that location become available. The waitlist is organized in order of the student lottery numbers and then the rank ordered preferences that students provide us with. It is possible that a waitlist for housing will be created this year. The Office of Residence Life will make that determination as we see the number of students who are returning for next year and selecting housing.

7. **What do I do if I am studying abroad? IF YOU WILL BE ABROAD DURING THE FALL 2013 SEMESTER YOU SHOULD NOT SELECT A SPACE DURING ROOM DRAW UNLESS YOU HAVE STUDENTS THAT CAN FUFILL THAT SPACE, THAT WILL BE ABROAD IN THE SPRING 2014 SEMESTER.** If a student is studying abroad they may utilize the proxy card to have another student make their selection for them. If students are studying abroad in spring 2014 semester, they should go through the normal process and we will use their space to house students that were abroad in the Fall 2013 semester. Student abroad in the Spring 2013 semester should contact residence life to confirm their proxy.
8. **When do I get my housing contract?** Online during room selection information. It is highly encouraged that you share this document with your parents over Spring break. You must agree to the terms and conditions of the housing contract when you submit the master housing form.
9. **I require a special housing accommodation. How do I finalize my housing?** Students that need a special housing accommodation need to speak with John Mangine at the Learning Commons and provide official documentation. If approved for an accommodation, Residence Life will work with the Learning Commons to provide your housing before the room selection process begins.
10. **I am living in Greek housing, Special Interest House, Language House, Theme House, ABC House, or Social Justice House. Do I need to go through selection?** Students participating in one of the Leadership groups above will be housed before the room selection process and are exempt from the room selection process. These opportunities typically require participation in an application process or selection by the advisor for the particular group. For more specific questions please contact the specific organization or contact the Office of Residence Life.



(North Village 2- Double)



(Allegheny Commons Kitchen)



(Brooks Hall Double)

(Building floor plans, additional pictures, residence hall descriptions and additional information is available on the Residence Life webpage under housing information)

Housing Options

North Village II : North Village II is our newest residential facility; It houses 230 upperclassmen students. Students can choose from double and quad living options. Quad apartments provide students with four single bedrooms, a living room, kitchen with stove top and microwave, full size refrigerator and two bathrooms. Double apartments offer single bedrooms, one bathroom, and small kitchen area with a, microwave, small dormitory refrigerator and a small common area.

North Village: North Village houses 110 students in three buildings. Each building contains suites that have five single bedrooms, a living room, full kitchen, and two bathrooms. All suites share a common living room. This facility is air conditioned.

College Court: College Court houses 77 students in three buildings. Each building contains suites that have four single bedrooms with sinks, a living room, kitchenette and bathroom. All suites share a common living room. This facility is air conditioned.

Allegheny Commons: Allegheny Commons houses 44 students in three buildings. Each building contains suites ranging from one to four single bedrooms, a living room, full kitchen, and bathroom. This facility is air conditioned downstairs.

College Houses: The college houses that are not used for Special Interest Housing will be available for room selection. Occupancy for the houses ranges from two to seven students depending on the particular house. Students will be notified of the houses available for room selection via email in late February.

Brooks Hall: Brooks is an all female facility that offers students single and double living options. The building is mixed with first year Students and upperclassmen. Brooks dining hall is located inside the building

Walker Hall/Walker Annex Hall: Walker is a coed facility that offers students single, double, and triple living options. The building is mixed with first year Students and upperclassmen. Limited triples are available that include kitchenettes.

Schultz Hall: Schultz is a coed facility that offers students single, double, and triple living options. The building is mixed with first year Students and upperclassmen. Limited triples are available that include kitchenettes.

Cafilisch Hall: Cafilisch is open to all rising sophomores, juniors, and seniors will be sophomores, juniors, or senior. This facility offers students single, double, triple, and quad living options.

Ravine Hall: Ravine is a coed facility that offers students double living options. There is one triple available in Ravine. The building is mixed with first year Students and upperclassmen.

Crawford Hall: Crawford is an all male facility that offers student double living options. There is one single available in Crawford. The building is mixed with first year students and upperclassmen.

Baldwin: Baldwin contains all double rooms and is a coed facility for over 200 incoming First Year Students.

Edwards Wellness Center & Allegheny Hall Civic Engagement Residence Hall and the Green Residential Community (college house). (Please refer to information provided in this packet)

Proxy Card

Study Abroad or Absence Proxy Card

Name (print)

List in order of preference where you prefer to live when you return to campus.

1. _____ 2. _____ 3. _____

Signature:

_____ Date: _____

Name of *Proxy

(Print): _____

Has agreed to act as my proxy during the room selection process.

Mail box# _____ ID# _____

*Your proxy must be on campus during the room draw process in Spring Semester.

Signature of

Proxy:

_____ Date: _____

SELECTION CARD

This card must be present on the night of selection and be fully completed

Student #1(student making the selection) _____

Draw # _____

ID# _____

Student #2 _____

Draw # _____

ID# _____

Student#3 _____

Draw # _____

ID# _____

Student#4 _____

Draw # _____

ID# _____

Student#5 _____

Draw # _____

ID# _____

Student#6 _____

Draw # _____

ID# _____

Additional names if applicable: