

**Norwich University
Residence Life Office**

**Housing Selection
&
Lottery Guide
2012**

**Wise Campus Center, Room 213/215
2660/2643
802/485/2454 Fax
NU Box 59
nureslife@norwich.edu**

Timelines and Requirements to Participate in Housing Selection & Lottery Process

With increased demands for on campus housing every student must complete all of the following to reserve a housing assignment for the Fall 2012 semester. A student will be added to the room eligibility list only when they have met all of the following requirements:

- Must be academically eligible to enroll (not suspended or dismissed).
- Account for the current Spring semester is settled with the Bursar's Office.
- Deposit of \$250.00 is paid or certified for the Fall 2012 semester (due 7 April).
(Deposits are required of all students including ROTC scholarship recipient).
- Registered for Fall 2012 semester classes.
- Completed Fall 2012 Online Housing Form (due 7 April).
- No outstanding disciplinary sanctions.

Please use the following timeline as you begin planning for the 2012 Housing Lottery process:

Online Housing Form Available: Monday, March 19, 2012.

Online Housing Form completed by: Saturday, April 7, 2012.

Advance Deposit of \$250.00 paid or certified for Fall 2012: Saturday, April 7, 2012.

Fall 2012 classes registration (Final deadline 23 April).

Posting of Eligibility List and Lottery Number: Friday, April 27, 2012.

Housing Selection Lottery Night: Monday, April 30, 2012.

Housing Selection & Lottery Date

Please keep the following date in mind as you plan your participation in the Housing Lottery. Deadlines and the room selection date are not flexible due to the large volume of students that go through the process. The Lottery will be held in the WCC, Skybox & Meeting Room 2.

April 30, 2012 5:00 - 9:00 p.m.

5:00 p.m. Singles/Quiet Floor

6:00 p.m. Fourth Years

7:00 p.m. Third Years

8:00 p.m. Second Years

Housing Selection Lottery Information Sessions

Staff from the Office of Residence Life will offer "question and answer" sessions.

Monday, March 26, 2012

7:00 p.m. South Hall, 3rd floor lounge

8:00 p.m. 1st and 2nd — CH 2nd floor lounge

3rd and 4th — CH 3rd floor lounge

Online Housing Form

This online form is used to declare your intent to return for the Fall 2012 semester and participate in the Housing Selection Lottery process. This form should also be used to indicate building preferences, roommate choices, and requests for a single room or any other special housing conditions you would like to inform the Residence Life Office about. Please complete the form online by accessing your Banner Web by the due date indicated.

Housing Selection Lottery Proxy Request Form

If you cannot attend your assigned room selection time slot or any other part of the room selection process you must assign a proxy in order to participate. Complete the Housing Lottery Proxy Form to designate a proxy of your choice. This form is used for you to give permission for another student to select a room on your behalf.

By completing this form the student requesting a proxy must understand that the document binds you to the selection made by the proxy. Signing of the Housing Contract will be determined at a later date.

Room Waiver Form

This form is used to waive the rights of the current resident(s) residing in a particular room to participate in Same Room Sign-Up. The form indicates that this student will not sign into their current housing assignment for the 2012-2013 academic year. By filling out this form, the resident will give permission to at least 50% of the remaining occupants of the room to fill the space with residents who are not currently assigned to that area.

Students on Leave of Absence or Study Abroad

Students away from Norwich University may still participate in the Housing Lottery/Selection Process by requesting all information and forms. Students on Leave of Absence or Study Abroad can complete the process by mailing or faxing their printed and signed forms to the Residence Life Office rather than submitting them in person. It is important to do the following:

1. Complete all forms required for your desired Fall 2012 room assignment.
2. Submit all materials to the Residence Life Office before your selection process deadline. Remember more time is needed to allow for international deliveries. All Deadlines apply to students on leave.
3. Provide specific location preferences to ensure the Residence Life Office knows your desired housing assignment.
4. Designate a Proxy for the Housing Selection Lottery Night. This can be a future roommate, friend or a professional member of the Residence Life staff.

• All forms received after the deadline will be added to the waitlist and will receive a housing assignment during the summer housing assignment process.

Please note: Students going abroad for the Fall 2012 semester cannot participate in the room selection process. Students will receive information about housing for Spring 2013 prior to the close of the Fall 2012 semester.

Roommate Matching Opportunity

The Residence Life Office will compile a list of students in need of a roommate. Once this list is compiled students will be contacted to come to the Residence Life Office to select a roommate prior to the Housing Selection Lottery Night. Any student who does not have a roommate will be allowed to select a room but will be assigned a roommate at random.

Academic/Medical Requests

Any student with a documented academic/medical concern can request a single room in South Hall by providing the following information to the Residence Life Office by 4:00PM on Friday, April 6, 2012.

1. A letter stating the specific academic/medical condition, the specific housing need that it requires, and why a single room is requested.
2. Academic/Medical documentation from a professional supporting the request.
3. A committee of Residence Life, Academic Achievement Center and Health Services Staff will review the information. All information will be strictly confidential. A response to each request will be communicated through campus e-mail by Friday, April 20, 2012.
4. There is no extra charge for an approved Academic/Medical single.

Housing Options

Crawford Hall (3rd and 4th floors): mixture of first year students and upperclassmen, majority of triple rooms with a few double and quad rooms, lounges, laundry room, elevator.

Standard - 21' x 11'

Window - 56" W x 37" L

*Please note: A Crawford Hall triple/quad will not be awarded unless there is the required number of residents present/ or by proxy at the time of room selection. Those that do not have the required number of residents will be asked to choose a double or triple room depending on the circumstances.

South Hall: mixture of upperclassmen and if needed first year students, single and double rooms, enclosed themed and open lounges, study rooms, fitness center, and information desk

*1st floor will be designated as a Quiet Floor. The students and staff who reside here recognize the shared responsibility on the part of all residents to consistently give priority to quiet academic pursuits. There are 10 spaces available on the Quiet Floor.

Single - 8'-10" x 12'-9"

Window - 36" x 70"

Double - 12'-9" x 12'-9"

Window - 36" x 70"

Flint Hall/Hackett House: Juniors and seniors only. Single and double rooms, full kitchen, lounge and dining areas, one full bathroom per apartment/house, washer and dryer. Apartment/House style living. Residents are responsible for cleaning and maintaining space with supplies provided by the University.

SAME ROOM OPTION INFORMATION

All students currently living in a residence hall room who wish to return to their same room may reserve the space by indicating on their Online Housing Form the "Same Room Option." You must be able to completely fill the room in order to make this request. If you indicate the "Same Room Option" and it is approved you will not need to participate any further in the Housing Lottery Selection process and will not receive a Lottery Number for Lottery Night.

*In the event that a room must be re-designated for administrative purposes (negating its availability to the current resident), you will be notified and reassigned to a similar place elsewhere.

Please Note The Following:

- Spaces can be re-designated at any time during the Housing Lottery Process by the RL Office.
- When indicating on the Online Housing Form the "Same Room Option" a student may sign a new roommate into the room at the same time, If the current roommate indicates that s/he will not be returning to that room by completing the Room Waiver Form. If a student does not indicate such, you may NOT sign another student into that space.
- At least one person must be returning to the room. You MUST fill the remaining spaces in your room completely in order to secure the space. All potential roommates must indicate each other on their Online Housing Form.
- If you intend to have a student on leave/study abroad live with you, you/they will need to submit their paperwork (to include Proxy Form) along with the other members of the room.
- Students being pulled into a space will select the "Same Room Option" and indicate building/room and list current residents.

Lottery Night

Housing Lottery is a process that uses a student's class standing and GPA to assign a lottery number to each potential residential student to systematically move students through the housing selection process. Students not returning to their current space will be required to select a housing assignment through the Lottery process.

*Any students not be able to select a room during the lottery process due to ineligibility will be placed on a waitlist and housed based on the date they become eligible and when spaces become available. In most cases this will take place over the course of the summer.

Receiving and Using Your Lottery Number

A student participating in the Housing Lottery process that completes the Online Housing Form by Saturday, April 6, 2012, and has also completed all the required elements for eligibility will receive a lottery number to participate in room selection. This number is generated based on your class standing and GPA. All seniors will receive the lowest (best) numbers followed by juniors, then sophomores. This information will be posted in the residence halls and outside of the RL Office by Friday, April 27, 2012. You may not trade or transfer this number to any other student participating in the process.

The night of Lottery, the RL Office will use this number to organize the selection process. We will call out numbers in order from lowest to highest. You and your roommate or group will select based on when the best number in the group is called. Once you hear your selected lottery number called, please be ready to select your room with every member of your room or have the appropriate Proxy Form indicating permission to select a space on behalf of another student. Once you have selected a space, your names will be written into the room selected on the floor plans and each individual will sign a Housing Contract.

*We will have floor plans available in the Residence Halls and RL Office prior to the Lottery night and on the night of the Lottery. This will help you strategize before you arrive on Lottery night. Please note: We suggest you select multiple room options should your first or second choice not be available.

When You Arrive at the Room Selection Process

1. Know your lottery number and the one you have selected to use for selection purposes.
2. Bring your current NU ID.
3. Monitor the list of available spaces prior to selection time so your sign-up process can be efficient.
(Time will be limited.)
4. Monitor the progress of numbers called so you know when you or your group will be up.
5. Be PATIENT and ENJOY the process!