



RESIDENCE

LIFE

Room Selection 2015

# THE ROOM SELECTION PROCESS

Berry College is proud to be a residential college that promotes living on campus. This guide outlines the room selection process for the 2015-2016 academic year. If you have any questions, please contact Residence Life via facebook, twitter, email: [residencelife@berry.edu](mailto:residencelife@berry.edu) or phone: 706-236-2209.

We wish you an easy and stress-free room selection!

*Residence Life Staff*

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## ROOM SELECTION AT A GLANCE

*WHEN* – April 12 and 14, 2015

*WHERE* – Cage Center Arena

**\*WinShape students will not have a separate selection night this year**

<b>Sunday April 12</b>	<b>Tuesday April 14</b>
2pm-3pm: Males with 1000 and 2000 lottery numbers	5pm-6:30pm: Males with 4000 lottery numbers
3:30-5pm: Females with 1000 and 2000 lottery numbers	8pm: Females with 4000 lottery numbers
6pm: Males with 3000 lottery numbers	
8pm: Females with 3000 lottery numbers	

WHEN YOU ARRIVE, PLEASE TAKE A SEAT IN THE BLEACHERS. FLOOR PLANS WILL BE AVAILABLE AND ROOM AVAILABILITY WILL BE PROJECTED.

# PREPARING FOR ROOM SELECTION

## **PREPAYMENT**

The \$200 housing prepayment is due March 20th. Prepayment can be made at the Cashier's window in Hermann Hall. Residents who pay the prepayment **after** the due date will be assigned over the summer and will **not** be allowed to participate in Room Selection.

## **HOUSING INDICATION FORM**

Complete the Housing Indication Form online (under "Forms and Reports" in the Student Tab on Viking Web) by March 20th. The Housing Indication Form serves as your housing contract.

## **PRE-REGISTRATION REQUIREMENT**

Students must be pre-registered for at least 12 hours in the fall 2015 semester in order to participate in room selection. The pre-registration period is March 23-April 8, 2015.

*Please Note: All three of the above items must be complete in order to participate in Room Selection. Failure to complete any of the above will make you ineligible for Room Selection and you will not receive a lottery number.*

## **PROXY**

If you cannot attend room selection, you may send a person ("proxy") in your place. The [proxy form](#) is online and can be found on the Residence Life web page. All proxy information must be submitted by April 8<sup>th</sup>.

## **MEDICAL HOUSING ACCOMMODATION REQUEST**

Any student with a disability or medical condition that may necessitate a special housing assignment should complete the Medical Housing Accommodation Request Form, located on the Residence Life web page. Requests for accommodation were to be made prior to February 27, 2015, in order to receive consideration prior to Room Selection. Decisions will be communicated via email no later than March 27<sup>th</sup>. Questions about this process can be directed to Ellen Hearn at [ehearn@berry.edu](mailto:ehearn@berry.edu).

Students applying for a medical housing accommodation must still complete the housing contract and pay the \$200 prepayment by the March 20<sup>th</sup> deadline. If your request for accommodation is denied, you will participate in the Room Selection process.

## **STUDY ABROAD**

If you are studying abroad Fall 2015, please complete a Study Abroad Form from Residence Life and indicate your housing preferences for Spring 2016. Students studying abroad Fall 2015 will not participate in room selection.

## LOTTERY

Individual lottery numbers are assigned randomly among credit hour classifications and will be kept confidential. Lottery classifications are determined by the Registrar's Office. The following are **required** to receive a lottery number:

- \$200 Prepayment
- Completion of the housing indication form
- Pre-registration

Lottery numbers are emailed to all eligible students approximately two weeks prior to Room Selection.

Classifications are as follows:

- Lottery numbers in the 1000s are for students with 90 or more credit hours as of December 2014 - *Seniors*
- Lottery numbers in the 2000s are for students with 60-89 credit hours as of December 2014 - *Juniors*
- Lottery numbers in the 3000s are for students with 30-59 credit hours as of December 2014 - *Sophomores*
- Lottery numbers in the 4000s are for students with less than 30 credit hours as of December 2014 - *Freshmen*

**Please bring your lottery number email, along with your Berry ID to room selection.**

## **COMMUNITY INFORMATION SESSIONS**

Each Head Resident will host an information session in the weeks leading up to room selection. These sessions are intended to provide further information about the process and an opportunity to get your questions answered. Please check your email for dates and times or contact your Head Resident.

## **HOW THE PROCESS WORKS**

1. Go to the Cage Performance Arena on the day of your room selection and you will be directed to the waiting area.
2. Floor plans will be available for you to view in the Cage.
3. Room availability will be displayed on a projection screen and will be communicated via social media.
4. Lottery numbers will be called in numerical order.
5. When your lottery number is called, you and your room/suitemates will go to the check-in station to display your IDs and a copy of your lottery number email. You will then select your room from those available. Please see section on [Mixed Lottery Groups](#) for more information if you plan to room with someone in another classification. All room/suitemates must be present in order to select a room, either in person or via proxy.
6. Once you have selected your room, please leave the Cage and enjoy the remainder of your evening.

## **THE IMPORTANCE OF CIVILITY**

Tension and emotions sometimes run high during Room Selection, especially when the last room or suite that you wanted has already been taken. Our commitment to students is to work with you on problem-solving during this process. What we ask of each student in return is that you treat members of the Residence Life staff with civility.

Uncivil behavior will be addressed and the student(s) involved may be asked to leave the process before they have selected a room. Such students will be assigned over the summer.

## **CONTINGENCY PLANNING**

We recommend you approach Room Selection in the same manner in which you approach course registration: *Have multiple options in mind*. Speak with your roommate(s) prior to your selection date to determine your A, B and C plans to best avoid stressful, last-minute decisions.

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# HOUSING OPTIONS

## **APARTMENT AND SUITE STYLE**

Apartment and suite style options are available for both genders with 1000s and 2000s lottery numbers. These buildings are Centennial, Townhouses and Thomas Berry, Gunby and Rollins. 3000s may select Townhouses and Thomas Berry suites if any remain after the 1000s and 2000s. Students living in apartments and suites maintain responsibility for common area and bathroom cleanliness.

## **COTTAGES: THEMED HOUSING**

Most of the cottages will house the Year of Service program. Applications for the Year of Service are due February 27<sup>th</sup>. Interviews will be conducted March 16-20<sup>th</sup> and cottage assignments for Year of Service participants will be communicated the week of March 27<sup>th</sup>.

Poland Cottage (our pet-friendly community) will require a separate application process based on lottery number, academic standing, disciplinary history and engagement in the Berry community. Additional registration of pet will be required.

The Cottages are part of the Alternative Community and are available to both genders with 1000s-3000s lottery numbers. Students living in the Cottages maintain responsibility for common area and bathroom cleanliness.

## TRADITIONAL HOUSING

Our traditional halls are available to 1000s-4000s. All are co-ed with the exception of the East Mary and West Mary, which house women only and Clara, which houses men only. Traditional halls include Morgan, Deerfield, Morton/Lemley, Dana, Clara, East Mary, West Mary, Friendship (WinShape women) and Pilgrim (WinShape men).

Certain floors will be reserved for incoming students in these buildings.

## WHERE CAN I LIVE?: A VISUAL GUIDE BY CLASSIFICATION

1000s	2000s	3000s	4000s
Centennial	Centennial	Cottages	Clara
Townhouses	Townhouses	Clara	East Mary
Thomas Berry	Thomas Berry	East Mary	West Mary
Cottages	Cottages	West Mary	Morton/Lemley
Clara	Clara	Morton/Lemley	Morgan
East Mary	East Mary	Morgan	Deerfield
West Mary	West Mary	Deerfield	Dana
Morton/Lemley	Morton/Lemley	Dana	Gunby
Morgan	Morgan	Gunby	Friendship
Deerfield	Deerfield	Friendship	Pilgrim
Dana	Dana	Pilgrim	
Gunby	Gunby		
Friendship	Friendship		
Pilgrim	Pilgrim		

Bed lofts are available for buildings in red text. [Click here to rent a bed loft.](#)

# HOUSING POLICIES YOU NEED TO KNOW

## COMMONLY MISUNDERSTOOD POLICIES

*The Housing Contract is binding for the entire 2015-2016 academic year.*

Please note that requests to change status from on-campus to off-campus must be received and approved prior to the following dates:

- First business day of August for Fall Semester
- Last business day of November for Spring Semester

If you are approved to live off campus after participating in Room Selection, you are still subject to cancellation fees.

*1000s and 2000s have priority for Centennial, Townhouses and Thomas Berry.*

First priority will go to groups comprised entirely of 1000s. Second priority will go to groups comprised of 1000s and 2000s; then groups of all 2000s will be considered. 3000s may select available Townhouses and Thomas Berry after all 1000s and 2000s have selected. 3000s may not select Centennial.

*All sophomores (3000s) must have at least the Any 10 Meal Plan.*

All sophomores are required to have at least the Any 10 Meal Plan, regardless of where they live.

*Priority is given to students with room/suitemates.*

Having a roommate is important to your development and the community. As such, priority is given during room selection to students with room/suitemates already determined. Residents without room/suitemates will not be able to

select a room at Room Selection, but will be assigned both a room and roommate over the summer. **Rooms and suites must be selected at their capacity.** For example, in order to select a double room, you must have a roommate. In order to select a four-person suite, you must have four people.

### **MIXED LOTTERY GROUPS**

Groups comprised of a mix of lottery numbers will attend the process based on the largest number, but their place in line will be determined by the smallest number. For example, a group of four males with lottery numbers 3642, 2457, 1498 and 3458 would attend Room Selection on Sunday, April 12 during the male 3000s selection time. Their place in line however, would be determined by 1498.

### **OFF-CAMPUS APPLICATION PROCESS**

Please note that requests to live off campus are not automatic approvals. Students must meet at least one of the eligibility requirements listed below in order to be considered to move off campus:

- A. 25 years old or older (students who are 25 years old will not be housed on campus);
- B. Married;
- C. Reside with your parents within a 40 mile driving radius of Berry College;
- D. Considered a fifth year senior – 90+ hours

We will be conducting the Senior Lottery to live off campus this year. All current juniors and seniors received an email in early February with the eligibility requirements and application process from Residence Life. The deadline to apply to live off campus through the Senior Lottery process is March 6<sup>th</sup>. Approval for off campus will be communicated via Berry email.

## **CANCELLATION POLICY**

The Housing Contract is binding for the entire 2015-2016 academic year. Students who withdraw from the college or receive approval to move off campus during the terms of this contract are subject to cancellation fees as follows:

1. Between Room Selection and May 1<sup>st</sup>: 50% of the \$200 payment is forfeited.
  2. After May 1<sup>st</sup> and before June 1<sup>st</sup>: 50% of the \$200 prepayment and \$100 damage deposit are forfeited.
  3. After June 1<sup>st</sup>: 100% of the \$200 prepayment and the \$100 damage deposit are forfeited.
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## **POST-ROOM SELECTION**

### **Waiting List**

If you are not satisfied with the room you choose or have another preference, you will have the opportunity to be placed on a waiting list for a different assignment. You may contact Ellen Hearn at [ehearn@berry.edu](mailto:ehearn@berry.edu) to receive a link to the online waiting list.

The waiting list process is as follows:

- Placement on the waiting list does not guarantee a re-assignment.
- The waiting list will be ranked and compiled in order of lottery number.
- You may choose only one preference for re-assignment.
- Once offered a space, your name will be removed from the waiting list, even if you decline the offer.

- The waiting list is valid from Room Selection until the Wednesday prior to the first day of class Fall semester.

The waiting list will be reviewed regularly during the summer months to match openings with waiting preferences. If an open room meets your preference, the assignment will be offered to you via Berry email and your name will be removed from the waiting list. If you fail to confirm your acceptance of the new assignment via email after 3 days, you will remain in your original assignment and we will move to the next person on the list.

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## SUMMER HOUSING

Students will be housed in Dana Hall for the summer. The summer housing application will be available on the student tab of Viking Web. Mutual roommate requests will be honored for applications received by April 15<sup>th</sup>.

Assignments will be made based on information in the completed application. Summer assignments will be completed and emailed to you the week of April 20<sup>th</sup>.

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