

HSP Checklist

Find a Roommate or a Group of Roommates

- ✓ Discuss the different housing options available and come up with a backup plan in the event that your group needs to be rearranged – a group of 6, breaks into groups of 4 and 2 or 2, 2, and 2.
- ✓ If you need a roommate(s) for next year, there is an **HSP Roommate Board** posted in the Office of Residence Life & Housing in Hogan 122 to post if you're seeking a roommate or if you're available to join a group as a roommate.
- ✓ Reach out to your Resident Assistant to be connected with other students in need of roommates.

Digitally Sign Your Housing Contract

- ✓ **All resident students** must sign a Statement of Obligation on STAR for the 2017-2018 academic year. The Statement of Obligation will be available on **STAR** starting **April 1st** through **April 11th**. You **must** digitally sign your statement in order to register for a room in HSP.
- ✓ How to sign your Statement of Obligation on STAR:
 - Click on **Student Center**
 - Select **Sign Housing Obligation** and then click the arrow on the right
 - Follow the instructions on the next page

Group Representatives Enter Roommate(s) Into STAR

- ✓ **1** student from each group needs to enter the information into STAR.
- ✓ **You may only enter your roommate(s) into STAR if you have all signed your Statement of Obligation.** The date that you enter your roommate(s) into STAR does not affect your housing appointment time.
- ✓ **Registration for single room selection:** students must register in STAR **March 29th – April 3rd**
- ✓ **Registration period for general HSP:** students must register in STAR **April 1st – April 11th**
- ✓ **Entering Roommates on STAR:**
 - Click on **Student Center**
 - Select **Request HSP Participation** and then click the arrow on the right
 - Select either **Single Selection Rooms** or **General Housing** from the drop down menu.
 - If you selected **General Housing**, enter your **roommate's HCID** in the fields below. Click the **plus sign (+)** next to the roommate's name to add another roommate into your group. **You can have a group of 2-6 people.**
 - Click on Substance Free Room Selection if you would prefer a Substance Free roommate and if you have not entered a roommate's information.
 - When you are finished, click **Save**. *****DO NOT CLICK SAVE UNTIL YOU ARE TOTALLY FINISHED, AS YOU WILL NOT BE ABLE TO ADJUST ROOMMATES AFTER YOU SAVE*****

Look up your Housing Selection Appointment Time

- ✓ There will be 3 groups assigned to each appointment time. Please look below for the dates that appointment times will be posted. Students will be emailed once appointment times are posted:
 - **Tuesday, April 4, 2017 – Single Room Lottery & Assignments**
Because so few single rooms are available, the office will determine single room assignments.
 - **Thursday, April 20, 2017 – General Selection Participants**
- ✓ **Looking Up Your Appointment Time on STAR:**
 - Click on **Student Center**
 - Under **Residence Life and Dining Services**, select **View HSP Group and Appointment** under the drop-down menu and then click the arrow
 - The date and time of your appointment will be on the next page

Attend the Housing Selection Session for Your Class

Single Room Lottery & Assignments:

Tuesday, April 4th

Single room assignments will be sent to students via e-mail

Rising seniors (Class of 2018) selection:

Monday, April 24th

1:00PM – 5:00PM

Brooks-Mulledy Social Space

Rising juniors (Class of 2019) selection:

Tuesday, April 25th

1:00PM – 5:00PM

Brooks-Mulledy Social Space

Rising sophomores (Class of 2020) selection:

Thursday, April 27th and Friday, April 28th

1:00PM – 5:00PM

Brooks-Mulledy Social Space

You will select your room for the upcoming academic year at this appointment. There will be an opportunity to view the various floor plans of the residence halls at the time of your selection. **Please be advised that floor plans are not drawn to scale. Shape, orientation, and position of windows and closets are accurate.**

Only 1 person from your registered group needs to be present at your appointment time in order to select your room for next year. Your entire group may come to the appointment if they wish.

Students that are currently studying abroad or away may select a **proxy** to select their room. **The proxy should be a future roommate that is currently on-campus.** If none of your roommate(s) for the upcoming year are on-campus at this time, please issue your proxy's name by email to HSP@holycross.edu. Please have all roommates and the proxy CC: in the email.

Property Damage Deposit Applied to Bill

The property damage deposit is applied to student's account following HSP, typically in late June. It is used to offset common area room damages and repairs that communities incur during the academic year. If damage occurs in a common area and the person responsible cannot be determined, the damage is charged to the entire floor or hall.

Property Damage Deposits are handled as follows:

- Each resident student is charged a \$50 deposit to their tuition account (TUI) each semester.
- During the year, applicable damage charges are posted to the student's security account (SEC).
- At the end of the academic year, after Residence Life & Housing has posted all applicable damage charges, the Bursar's Office will post up to \$100 credit to the tuition account (\$50/semester).
- Damage charges posted to the security account (SEC) are moved over to the tuition account in early June in time for the last tuition bill of the academic year.
- If the total damage charges posted during the academic year are **less than the damage deposit**, the student will see a net credit on their tuition account.
- If the total damage charges posted during the academic year are **greater than the damage deposit**, the student will see a net balance on their tuition account. The net balance would reflect damage charges that exceeded \$100 for the academic year.
- **The property damage deposit is non-refundable.** Questions regarding student accounts should be directed to the Bursar's Office.