



# Holy Cross

OFFICE OF RESIDENCE LIFE AND HOUSING

## HOUSING SELECTION PROCESS

2008-2009

The purpose of this packet is to help guide you through the upcoming Housing Selection Process (HSP) for the 2008-2009 academic year. It is important to review this guidebook in its entirety, paying special attention to the deadlines listed.

In order to participate in the selection process students must pay a non-refundable \$100 property damage deposit at the Bursar's Office (O'Kane 159). Cash, money orders and checks made out to the College of the Holy Cross are acceptable forms of payment. You may also select to pay your deposit on-line by logging onto STAR. Students who pay the deposit and select a room are committed to living on campus and financially responsible for the cost of room and board for the full academic year. The only exception will be if a student leaves to study away or withdraws from the college. All residential students must also sign a housing contract.

Students who have decided to study away, commute, or live off campus do NOT need to participate in the housing selection process. We still encourage you to read this booklet before making your final decision.

If you have questions about the process talk to your CDC, or contact the Office of Residence Life and Housing. Please understand that the Office of Residence Life and Housing is extremely busy at this time of year and may not be able to get back to you right away. Answers to most questions can be found in this guide.

## **Section I: Important Dates**

<b>Feb. 29 – March 9, 2008:</b>	<b>Spring Break</b>
<b>March 10 – 13<sup>th</sup>, 2008:</b>	Students pay \$100 Property Damage Deposit
<b>March 10 – 13<sup>th</sup>, 2008:</b>	Students interested in the Single Room Selection must enter in STAR
<b>March 18, 2008:</b>	Students who entered for a Single log into STAR for appointment times.
<b>March 20 – 24, 2008:</b>	<b>Easter Break</b>
<b>March 25, 2008:</b>	<b>Singles Room Selection</b> Location: Hogan 320, Appointments begin at 3:00 PM
<b>March 25, 2008:</b>	Mix and Mingle begins at 6:00 P.M – location Hanselman Basement
<b>March 31 – April 4, 2008:</b>	Students enter their roommate preferences into STAR for the general housing selection
<b>April 15, 2008:</b>	Students who entered the general housing selection log into STAR for appointment times
<b>April 17, 2008:</b>	Room Selection Process for rising Seniors 2009.
<b>April 21, 2008:</b>	Room Selection Process for rising Juniors 2010.
<b>April 23, 2008:</b>	Room Selection Process for rising Sophomores 2011.

## **Section II: 7 Easy Steps**

### 1) **Pay the \$100.00 Property Damage Deposit.**

- The Deposit initially secures a place in the housing selection process and subsequently will be used to offset any individual, group, floor, or building damage charges incurred during the 2008 – 2009 academic year. Any money left will be credited towards a student's account and a new deposit will be collected each year. Therefore, all students must pay the deposit before participating in the housing selection process. If a student pays the property damage deposit and does not reside on campus the year for which the deposit was paid, it will not be refunded. Exceptions are made for students who study away or withdraw from the college.
- Payments are made at the Bursar's Office located in room 159 O'Kane Hall Monday through Friday between 8:30 AM and 3:00 PM. Payments should be made in the form of cash, money orders, or checks made out to the College of the Holy Cross. Credit cards can not be accepted. Use the following schedule for paying housing deposits: (Now you can also pay on-line though the STAR system.)
  - ⇒ **Monday, March 10, 2008** - Class of 2009
  - ⇒ **Tuesday, March 11, 2008** - Class of 2010
  - ⇒ **Wednesday, March 12, 2008** - Class of 2011 whose last names begin with an A-L
  - ⇒ **Thursday, March 13, 2008** - Class of 2011 whose last names begin with M-Z
  - ⇒ **Friday, March 14, 2008** - Last chance to make payment.

### 2) **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 the group needs to be rearranged or split into pairs.

3) **Pick a Group Representative.**

- ONE student from each group needs to enter the information into the STAR (Student Academic Records) System.

4) **The Group Representative enters the roommate(s) into the STAR (Student Academic Records) System.**

- Schedule for entering roommate/s information into the STAR System:

⇒	<b>Monday, March 31, 2008</b>	- Class of 2008
⇒	<b>Tuesday, April 1, 2008</b>	- Class of 2009
⇒	<b>Wednesday, April 2, 2008</b>	- Class of 2010 with last names beginning with an A-L
⇒	<b>Thursday, April 3, 2008</b>	- Class of 2010 with last names beginning with M-Z
⇒	<b>Friday, April 4, 2008</b>	- This is the last date to enter your request into the STAR System or make any changes. Information can be entered until 4 PM.

5) **Look up your housing selection number/appointment time.**

- Each group will receive a housing selection number/ appointment time. To find out your housing selection number/appointment time, log into the STAR System April 15<sup>th</sup> and view it on the Room and Board Information hyperlink. There will be five (5) groups assigned to each appointment time.

6) **Attend the Housing Selection Session for your class.**

- You will select your room for the 2008-2009 academic year at this session. A complete schedule of the housing selection process is on page 2 of this packet. There will be an opportunity to view the various floor plans of the residence halls, on the evening of the respective housing selection process (HSP). We're sorry, but the floor plans are not all drawn to scale. Some rooms may appear larger or smaller than they actually are.
- All members from a roommate group may, but DO NOT need to attend the housing selection session. Groups may choose to send their group representative.

7) **Sign the Housing Contract.**

- Once you and/or your group have selected a room everyone must sign a Housing Contract for 2007-2008. Contracts will be given to the group representative for anyone who is not present at the time of selection. It is the group leader's responsibility to ensure that the contracts are signed and turned into the Housing Office within 48 hours.

## **Section III: Housing Options & Costs: 08-09 Academic Year**

Room costs are not available yet and will be released in a publication that will be out in mid-February.

*Important Note: Only rising seniors (Class of 2009) and juniors (Class of 2010) are allowed to live in the Apartments, Alumni and Carlin. Preference is given to rising seniors.*

### **Apartments**

Each apartment is a single gender, 4 person unit with a living room, dining area, kitchen, 2 bedrooms and a bathroom.

### **Singles**

There will be approximately (20) single rooms available in the Singles selection process. Single Selection will be complete by **March 25, 2008**, prior to roommate selection.

### **Substance-Free**

Rising juniors and seniors will most likely be housed in Loyola Hall. Rising sophomores will be housed in Clark Hall. Rooms in Clark Hall are standard doubles. Rooms in Loyola Hall are mostly doubles with private bathrooms. However, there are a few doubles and quads. Only students requesting substance free will be placed in substance free housing during the selection process. Students who choose substance free must be required to live in substance free therefore this substance free preference must be indicated on STAR.

### **Standard Triples**

Standard triples are permanently set up to accommodate 3 students. There are a small number of triples in Wheeler and Loyola.

### **Full Suites**

A full suite has a private bathroom and common area. The full suites are located in Alumni and Carlin. There are 6-person suites, 4-person suites, 2-person suites. There is a limited number of each and are subject to change depending on building and staffing needs.

### **Modified Suites**

A modified suite has a common area, but does not have a private bathroom. The modified suites are located in Alumni and Carlin on floors 2 - 4. The number and placement of these rooms can be changed depending on building and staffing needs.

### **Connecting Rooms with Bathroom**

Loyola Hall has several units that are comprised of two bedrooms with a connecting bathroom. There are 4-person units, 6-person units and 5-person units. There is only a small number of each.

### **Standard Doubles & Standard Doubles with Bathroom**

Standard doubles are set up for 2 students and are located in Clark, Healy, Lehy, Mulledy and Wheeler Halls. Standard doubles with bath are located in Loyola Hall. An appropriate number of rooms will be set aside for incoming first year students in Mulledy and Wheeler halls.

## **Section IV: Rules and Procedures**

1. The Residence Hall Agreement and Dining Contracts are for the entire 2008-2009 academic year.
2. There is NO stay option. Therefore, all students must participate in the housing selection process.
3. When the Office of Residence Life and Housing is notified that a student will be studying away or has withdrawn from the college their room assignment is cancelled. Space cannot be held for a student. Returning students can apply for housing on a space available basis.
4. After the housing selection process is complete, all vacant spaces will be filled by the Office of Residence Life and Housing.
5. Students looking for a roommate should attend the Mix and Mingle on Wednesday March 25, 2008, talk to their CDC or RA, or look at the list of students looking for a roommate(s) in the Office of Residence Life and Housing, Hogan 122. You are encouraged to add your name to the list and contact people on the list. Students who do not find a roommate/group for housing selection should complete a Request for Housing Form in the Office of Residence Life and Housing, on or after April 25, 2008 and before May 5, 2008. These students will be assigned a room and roommate(s).
6. A student's class year is determined by the Class Dean's Office and taken into consideration when determining the order for selecting housing. A computerized program assigns a random Housing Selection Process Number for each roommate grouping, giving priority by class year. For example, rising seniors have higher priority than rising juniors, who have higher priority than rising sophomores. If a rising sophomore and a rising junior decide to live together, they will have a lower priority compared to two rising juniors. Within class years, students currently living on

campus, or on approved study away programs, are housed before students from off campus. The class designation by the Class Dean is final and will not be changed by Residence Life and Housing.

7. Approximately 720 spaces will be blocked in anticipation for the incoming first-year students.
8. A group of students must be able to fill the room type they choose. For example, 4 people cannot apply for a 6-person suite.
9. Meal plans are required for all on campus students. *Information from HC Dining is forthcoming.*
10. The Office of Residence Life and Housing reserves the right to makes changes to the housing selection process.

## **Section V: Terms to Know**

### **STAR SYSTEM**

STAR stands for Student Academic Records. Before the Housing Selection Process can begin, students must input their preferences into the STAR System.

### **DEFER**

Some students may defer their pick by waiting until members of another group are called. They may then pick their rooms at the same time. You must defer to their appointment time. If you chose to defer you must report during your appointment time in order to notify Residence Life and Housing that you have decided to select during a later appointment time.