



COLLEGE OF MOUNT SAINT VINCENT

OFFICE OF HOUSING AND RESIDENCE LIFE

Housing Lottery Information 2018-2019

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General Information

The information included in this booklet is meant to guide students through the Housing Lottery process. In order to navigate the Housing Lottery with the most success, you need to be an informed participant. Please read the *entire* booklet so that you are prepared for the Housing Lottery. If you have any questions, please attend one of the Housing Lottery information sessions or stop by the Office of Housing and Residence Life in Founders Hall 114. You can also contact the Office of Housing and Residence Life at (718) 405-3226 or reslife@mountsaintvincent.edu.

Important Dates

EVENT	DATE
ROOM RESERVATION AND/OR DAMAGE DEPOSIT PAYMENT OPTION AVAILABLE	JANUARY 30, 2018
INFORMATION SESSIONS HUDSON HEIGHTS BACKROOM	FEBRUARY 06, 2018 @ 4 PM FEBRUARY 13, 2018 @ 4 PM
ROOM RESERVATION AND/OR DAMAGE DEPOSIT DEADLINE	MARCH 2, 2018
LATE PAYMENTS ACCEPTED	MARCH 3 – MARCH 09, 2018
LOTTERY NUMBERS AVAILABLE	MARCH 14, 2018
HOUSING SELECTION 2018-2019 HUDSON HEIGHTS BACKROOM	RISING SENIORS: MARCH 20, 2018 4PM TO 6PM RISING JUNIORS: MARCH 20, 2018 6PM TO 8PM RISING SOPHOMORES: MARCH 22, 2018 4PM TO 6PM

2018-2019 Rates

	Annual	Per Semester
Room and Board	\$10,500	\$5,250
Room and Board (Single)	\$11,550	\$5,775

Information Sessions

All Housing Lottery materials are available on the Housing and Residence Life website and information will be sent via CMSV email. The answers to the most commonly asked questions regarding the process are included in this booklet. If after reading it, you still have a question, please plan to attend one of the Housing Lottery information sessions. Members of the Housing and Residence Life staff will be available at the following times to answer questions:

- Tuesday, February 6 at 4 pm in Hudson Heights backroom
- Tuesday, February 13 at 4 pm in Hudson Heights backroom

Eligibility

Each year the Office of Housing and Residence Life reviews the demand for campus housing and initiates plans accordingly. During the spring semester, a lottery is conducted whereby interested students may select housing from available rooms for the next academic year.

In order to participate in the Housing Lottery process, individuals must be current undergraduate, degree-seeking students in good financial standing who anticipate full-time undergraduate enrollment with the college for the 2018-2019 academic year.

Students must have completed all outstanding judicial sanctions (i.e. AOD course, fines, service). Students must be financially cleared by the Student Accounts Office and have completed the FASFA form to maintain their selected rooms. A student whose course load falls below full-time status should petition the Office of Housing and Residence Life for permission to remain a residential student. Other exceptions may be granted on a space-available basis.

Email Communication Policy

All communications regarding the Housing Lottery process will be sent to the student's CMSV email address. It is the student's responsibility to check the email account regularly.

Room Reservation Deposit and Housing Selection Process

Room Reservation Deposit

To participate in the Housing Lottery process, students must pay a \$100 room reservation deposit. New residents will also be required to make a \$200 damage deposit. **The deadline to pay the deposit is March 2, 2018.** This deposit reserves the student a space in the College's residence halls. The deposit will be credited to the Fall 2018 housing bill. The room reservation deposit will be forfeited on any housing cancellations that are made after the June 15, 2018 deadline.

Directions to complete the room reservation deposit:

1. Visit the College of Mount Saint Vincent website. Select Current Students from the top folder tabs. Select Banner Self-Service.
2. Log in to Self-Service and select the Residence Life tab. Click Room Reservation Deposit.
3. Select "Click here to make a payment" and choose the payment option that corresponds to your eligibility (\$100 for returning residents and \$300 for new residents).
4. Once submitted, a receipt of payment will be generated to your CMSV email.

5. The deadline to submit a room reservation deposit is Friday, March 2 at 4:00 pm.

Room reservation deposits received after the deadline but before 4:00 pm on March 9 will result in the student being assigned the next available lottery number. If a student should deposit after March 9, the student will be placed on the waitlist until a housing space becomes available. This process will be completed on a rolling basis by the Office of Housing and Residence Life after August 1, 2018.

Lottery Numbers

Each student who submits a room reservation deposit by 4:00 pm on Friday, March 2, 2018 will receive a lottery number. A computer randomly assigns this lottery number based on the student's current class status as reported by the Registrar's Office.

The order for selecting a housing assignment is determined first by the class year and then by the lottery number assigned to a student. Students will be given a time to report to the Housing Selection process based on their numbers and will select in order of the numbers. The lower the lottery number, the earlier the student will select a room within the assigned group.

- **Class of 2019 will be considered "rising seniors". (Students who have earned 90+ credit hours)**
- **Class of 2020 will be considered "rising juniors". (Students who have earned 60-89 credit hours)**
- **Class of 2021 will be considered "rising sophomores". (Students who have earned 24-59 credit hours)**

Lottery numbers will be sent via CMSV email on Wednesday, March 14, 2018.

Available Rooms

Rising Juniors and Seniors (60+ credit hours)

Rising Juniors and Seniors will be permitted to select rooms in Marillac, Seton, and Alumnae/Mastronardi Halls. (Please note that Marillac suites will be billed at the single room rate.)

Rising Sophomores (24-59 credit hours)

Rising Sophomores will select rooms in Alumnae and Mastronardi Halls. Any remaining spaces in Marillac and Seton will be made available. (Please note that Marillac suites will be billed at the single room rate.)

Selecting a Room with Roommates

A student and his/her preferred roommate will have two different lottery numbers. In order to choose each other as roommates, both must report to the Housing Selection at the time issued to the student with the lower lottery number, which will be the earlier time.

A student can only "pull in" a preferred roommate if the roommate has also received a lottery number to participate in the process. Both roommates must be present to select a room together. If this is not possible, the roommate present at the lottery must have a completed Proxy Form (see page 5) authorizing selection.

Each student wishing to choose a shared occupancy (double or triple space) must have a roommate preference at the time of selection. You will not be permitted to choose a shared occupancy space without the appropriate number of roommates to reside in the space. If you do not have a roommate preference, you will be placed into the next available open shared space.

Additional Information

Proxy Information

Students who cannot attend the Housing Lottery are permitted to select a room by proxy. A proxy is defined as the individual who will act on behalf of the absent student during the housing selection process. The individual must have a completed Proxy Form and should be prepared to make a room selection on behalf of the absent student. It is advised that the student and proxy discuss multiple options to select from in case the absent student's first and/or second choices are not available. Proxy forms are available on the Office of Housing and Residence Life website or by clicking here: [Housing Lottery Proxy Form 2018-2019](#).

Damage Deposit

All new residents must submit a \$200 damage deposit, in addition to the \$100 room reservation, for a total of \$300. The damage deposit will be applied to any unforeseen damages that may occur in an assigned residence hall space (both room and/or common area) if necessary. The damage deposit is refunded, less any damage charges or outstanding student account balances at the end of a student's residential experience at the College.

Meal Plan

All residents will be automatically enrolled in the Resident Student Declining Balance Meal Plan #1. Each student will receive \$1,750 Dolphin Dollars per semester on his/her MyCard; loaded in five installments every three weeks throughout the semester. The week begins on Friday and ends on Thursday. Unused Dolphin Dollars carry over from fall to spring semester and can be used during the vacation periods (e.g., Thanksgiving, winter break, Easter, spring break). Any Dolphin Dollars that remain at the end of the spring semester will be forfeited. Each resident will also receive a one-time download of \$40 My Dollars at the beginning of each semester. My Dollars can be spent on or off campus.

Resident students who desire more dollars to spend on and off campus can purchase Resident Buy Up Meal Plans #2 or #3 in the Office of Student Accounts no later than the last day of the first week of each semester. Visit www.mountsaintvincent.edu/dining for more information.

Request for Reasonable Accommodations in Housing

Requests for reasonable accommodations in housing are only considered for the academic year for which you have applied. This means that if you applied for the 2017-18 (current) academic year, you must go through this process again if you wish to request a reasonable accommodation in housing for the 2018-19 (next) academic year. Students must complete the entire application process each year.

Below you will find the *required steps that all students must complete* to be eligible and considered for an accommodation in housing during the Lottery process:

Step 1: Submit your \$100 Housing Deposit before Friday, March 2, 2018. You can log-in to [Self-Service](#) to complete this step, or visit the Office of Student Accounts to make a payment on your account.

Step 2: Complete the Application for Accommodations with the [Office of Disability Services](#).

Their application *and* required documentation should be submitted to their office directly. *Due Thursday, March 8, 2018*

Step 3: Complete the Residence Life & Housing's request for [Reasonable Accommodations in Housing](#) form online. You will also need to **re-submit** a copy of your documentation to either the Health Services Office (located in Alumnae Hall, First Floor) for medical-related accommodations, or the Counseling Center (located in Founder's Hall, Third Floor) for psychological-based requests. *Due Thursday, March 8, 2018*

While you may complete these steps at any time throughout the academic year, all three (3) steps must be completed before their specified deadlines (see above) in order to be considered for a reasonable accommodation during the Housing Lottery process. If your request is approved, you will be administratively placed in a housing assignment that best meets your accommodation request. If you are housed in a suite-style room through the accommodation process, you will not be eligible to "pull someone in" in order to fill the other space in the suite as this does not meet the guidelines for a reasonable accommodation.

If you do not complete all three steps before the above deadlines, your request will still be considered; however, if approved, your application will be placed on a wait-list until a room which meets your requested needs comes available after the Housing Lottery process.

If you have specific questions related to the attached application or required documentation, please contact the Office of Disability Services directly at ods@mountsaintvincent.edu.

Study Abroad, Medical Leave, or Suspension

Current Study Abroad Students: Students who are away from campus for the Spring 2017 semester but plan to return for Fall 2018 may still participate in the Housing Lottery Process. Students will be directed to submit their room reservations and/or damage deposits electronically. The student must select a proxy to choose a housing assignment on his or her behalf. A proxy form must be on file with the Office of Housing and Residence Life prior to selection night. The proxy form is available here: [Housing Lottery Proxy Form 2018-2019](#). If you are a student currently studying abroad and are unable to find a proxy, please contact the Office of Housing and Residence Life to appoint someone who will serve as your proxy.

Study Abroad Fall 2018: Students who are applying to study abroad may participate in the Housing Lottery process. Once a student has accepted the opportunity to study abroad, his/her room assignment will be forfeited for Fall 2018. Students will receive information about housing for Spring 2019 during the fall 2018 semester. These assignments will be made based on space availability.

Medical Leave: Students on medical leave who have been cleared to return may wait to be housed post-lottery, or they may register to participate in the Housing Lottery if they submit their \$100 room reservation deposit by March 2, 2018. Supporting documents showing the student's reinstatement to the College should be sent to the Office of Housing and Residence Life.

Suspension: Students who have been cleared to return from a suspension may wait to be housed post-lottery, or they may register to participate in the Housing Lottery if they submit their \$100 room

reservation deposit by March 2, 2018. Supporting documents showing reinstatement to the College should be sent to the Office of Housing and Residence Life.

The Priority Wait List

Any student who applies for the housing lottery by the March 9 deadline who is not eligible to select a room during the Housing Lottery process or any student who applies for the housing lottery after March 9 will be placed on the priority wait list. Students on the priority wait list will be offered rooms in lottery number order as space becomes available.

After the Housing Lottery

Students who were unable to participate in the regular housing lottery process should contact the Office of Housing and Residence Life by phone at (718) 405-3226 or by email at reslife@mountsaintvincent.edu. Housing assignments will be made as spaces become available. Students will be notified of their fall housing assignments on a rolling basis.

The Office of Housing and Residence Life reserves the right to consolidate any rooms to best accommodate the College's housing needs.

Cancellation Policy

The housing agreement is in effect for the entire academic year. The deadline to cancel with no penalty is June 15 for fall semester and December 15 for spring semester. After the deadline, cancellations are subject to forfeiture of the \$100 room reservation. In addition, requests after the start of the semester are subject to the pro-rated refund schedule detailed in the Student Handbook.