



# Simple Steps for Housing Sign-up

## Step #1

### Read and Understand the Housing Assignment Guide

Carefully read through the information provided in this guide. All you need to know about housing sign-ups is included in this booklet.

## Step #2

### Visit <http://residentiallife.washcoll.edu/>

Floor charts for each building will be on-line. Check out floor plans, paying attention for updates of rooms that have been marked unavailable. You may also download forms that you'll need. If you don't see the form you need, either stop in Student Affairs or e-mail us at [residential\\_life@washcoll.edu](mailto:residential_life@washcoll.edu).

## Step #3

### Ask Questions!

Have a question? Check out the FAQ on our blog at <http://wacreslife.blogspot.com/>. Still have a question? Post it on the blog and we'll respond to it! You can also ask questions of your RA and your RAD! There is plenty of staff on hand to help, so ask away!

## Step #4

### Sign-up for Housing

Review each of the Priority Housing Categories to determine your sign-up date and time. Report for housing sign-ups to select your room assignment and meal plan for the Fall 2009 semester.



## Housing Intention Form

Your RA will distribute housing intention forms. Please complete and return to your RA by Friday, April 3<sup>rd</sup> 2009. This information will help us determine the number of room numbers we'll need to generate. It will only take one minute to complete!



## Selecting a Roommate

Students do not have to have a roommate to sign up for housing UNLESS they are signing up for a suite. Students who are signing up for a suite must do so together as a whole group. Partial suites will not be assigned.



## Room & Board Rates

### 2009-2010 Room and Board Rates per academic year

<u>Building Option</u>	<u>Annual Cost</u>	<u>Board Option</u>	<u>Annual Cost</u>
Minta Martin; Reid, Kent, Worcester, Wicomico, Somerset Middle, East, West	\$3790.00	19 meals per week with Cove Cash 14 meals per week	\$3670.00 \$3340.00
Quad (Cecil, Dorchester, Talbot) Harford	\$4230.00 \$4230.00		
Caroline/Queen Anne's Western Shore Chester / Sassafras	\$4230.00 \$4670.00 \$4730.00		

*\*All students living on-campus are required to select one of the above listed board plans.*



## Selecting a Meal Plan

Review the meal plan options provided below. You will be able to select your meal plan during the Housing Sign-up process.

### Meal Plan Options

All on-campus students must select one of the following meal plans

19 meals per week; \$75.00 in "Cove Cash" for the semester  
14 meals per week

**NOTE:** Students may change their meal plan by submitting a written request to [residential\\_life@washcoll.edu](mailto:residential_life@washcoll.edu) through 09/11/09!



## New Features for 2009-2010 Housing Selection

The housing selection committee has made several program revisions based upon feedback we received from students during the 2008-2009 academic year. These elements include,

- Students living in Zone 1 and Zone 2 housing may sign-up or "squat" their rooms for the upcoming academic year. Students who choose to do so will only need to submit a housing contract in Student Affairs and will not need to participate in the formal room selection nights.
- Random room numbers will be continue to be used; however, the overall range of numbers will be shortened. Graduating students, and Off-campus students will not receive numbers.
- Students signing up for group housing in any area must sign-up as an intact group. Partial suites will not be offered.
- There is a sign-up schedule so students know when housing from their particular interest will be available. This will help minimize wait.
- Housing selection will be over three nights to minimize the number of students waiting to select a room.
- A blog will be available for students to review and post frequently asked questions. The blog can be found at <http://wacreslife.blogspot.com/>.



## Preparing For Housing Sign-up

### What Do I Need to Bring With Me?

On housing sign-up day or at the time you submit your housing contract, you are required to have paid your housing deposit for the upcoming academic year. Those students who have not paid their housing deposit may not sign up for housing. All students should bring a photo ID as well.

### What if I have a Business Office hold on my account?

Students who have a hold on their accounts may not register for housing until satisfactory arrangements are made with the Business Office. *Students with questions about their accounts should contact Debra Bergen at [dbergen2@washcoll.edu](mailto:dbergen2@washcoll.edu).*

### What if I am NOT able to Attend Housing Sign-up?

If you are unable to attend housing sign-up during your prescribed time, please download a proxy form available on the <http://residentiallife.washcoll.edu/> website. Complete the form and ask your proxy to attend on your behalf. Please be advised that, in signing the proxy, you are agreeing to whatever room selection that your proxy has identified for you.

### What if I am studying abroad for the Fall 2009 semester?

Students returning from study abroad are guaranteed on-campus housing for the Spring 2010 semester. Study-abroad students will be e-mailed prior to their arrival requesting preference information for Spring 2010 placement. A student cannot "hold" a room for the duration of the fall semester. Spring housing placements will be made based upon the students' requested preferences and room availability.

## ***I'm not sure what you mean by Zone 1, Zone 2, and Zone 3 housing?***

Know your zones! Zones delineate all housing on-campus as follows:

Zone 1: Minta Martin, Reid, Caroline, Queen Anne's

Zone 2: Worcester, Somerset, Wicomico, Dorchester, Cecil, Talbot, Kent, West, Middle, East

Zone 3: Chester, Sassafras, Harford, Western Shore

## ***Should I bring a "back-up" plan in case I don't get my first choice of housing?***

You should bring at least 3 alternative plans with you to housing sign-up in the event that you do not get your top choice of housing. Flexibility is important. Students who haven't decided their top choices until they reach the selection table hold up the process for the remaining students. Come prepared so the entire process will go smoothly and quickly for everyone.

## ***What if I'm interested in specialty housing?***

Members of the Greek community interested in Greek housing should see their chapter presidents. Students interested in specialty housing programs including the I-House, Math and Science Program, The Arts Program, and substance free housing should download the appropriate application on the <http://residentiallife.washcoll.edu/> website.

## ***What if I do not get the housing I wanted?***

Don't stress! While we can never guarantee specific housing, we will work hard to get you the housing you'd like. Waitlists will be offered for students in the event that their choice of housing is not immediately available. It is not uncommon during the summer months for spaces to open and students re-assigned to a new location closer to their preference. In the event that we are able to give you your top choice of housing during the summer, you will be contacted.



## ***Specialty Housing and Squatting Sign-Up***

***Monday April 13th – Friday April 17<sup>th</sup>***  
***Please come to Student Affairs to pick up a housing contract***

### ***(1) Residents Currently In Singles for Approved Medical Reasons***

Students currently in medical singles who request to retain their rooms must turn in their contracts to the Student Affairs Office, Casey Academic Center, by Thursday, April 16<sup>th</sup> 2009. Please note that all requests for medical singles must be verified and approved through the Health Services Office.

### ***(2) Residents Returning to Current Room Assignment (Zone 1 and Zone 2 ONLY)***

Students who have requested to return to their current room assignment must obtain a Housing Contract from Student Affairs, and sign and submit by Wednesday, April 15<sup>th</sup> 2009. Students returning to their rooms may "pull in" roommates at this time. Students who submit their paperwork by this deadline do not need to attend housing selection nights.

### ***(3) Specialty Housing (Greek Housing, West, Middle, and East Hall, and Queen Anne substance free).***

Applications are available for these programs (except Greek Housing) on <http://residentiallife.washcoll.edu>. All applications must be received and approved by Monday, April 13<sup>th</sup>. Final housing arrangements must be submitted, along with contracts, to the Student Affairs Office by Thursday, April 16<sup>th</sup> 2009. Any spaces available in specialty housing after this date may be utilized during room selection or during summer placement.

## ***Western Shore Housing Requirements***

Students selecting Western Shore housing MUST be a rising junior or senior as determined by the Registrar's Office. Sophomore and freshmen students are not eligible for housing on the Western Shore. Students requesting Western Shore housing must sign-up together as a COMPLETE group (total of 4) in order to secure a suite. The student with the best random room number will be able to pull in the remaining students when called.

## ***Suite Style Housing Requirements***

Suite style accommodations are available in Harford, Chester, and Sassafras Halls. Students who wish to sign-up for housing in suite style accommodations must sign-up as a COMPLETE group. Suites will not be made available on a partial basis.

## ***Handicapped Accessible Housing Options***

Handicapped Accessible Housing options are available in several buildings throughout the residence hall system. The College reserves the right to not assign these rooms until one week prior to opening of the Fall semester. This ensures that the College will be able to meet the needs of any of our students who may require this housing option. Students wishing to live in these rooms (not based on need) will be placed on a waiting list and notified if there is a change in their housing status. Handicapped accessible rooms will be identified with the code HC on the on-line floor charts.



## ***Housing Policy***

All first and second year students, except those whose permanent homes are within a reasonable commuting distance to Chestertown, are required to live on-campus. To request consideration for a waiver of the housing requirement, you **MUST** complete the *Residential Life Housing Status/Exemption Request*, which can be obtained in the Office of Student Affairs, Casey Academic Center. The deadline to submit your request is May 15, 2009. Once the deadline has passed, only students with special circumstances will be considered for off-campus residency. Students who move off-campus without the permission of the Residential Life Office may expect to be billed for on-campus housing. Students who have chosen to move off-campus may apply to return to on-campus housing through the Residential Life Office. Space may be limited and housing will be offered to students based upon availability.

**NOTE: Housing deposits, once paid, are not refundable if a student is approved for off-campus housing.**



## ***Mark Your Calendar!***

### ***Housing Assignment Timeline***

**Friday, April 17<sup>th</sup> 2009 - Room** numbers based upon class standing as determined by the Registrar's Office will be sent to students participating in room selection by e-mail. Please print out and bring with you. Students will be able to sign-up based upon their assigned number. Room lottery numbers are assigned to a specific person and not transferable. We will be keeping a list of students and their numbers, so if you forget your e-mail, we will provide you your number on-site after you provide a photo ID.

**Thursday, April 23<sup>rd</sup> 2009 (Rising SENIORS)**  
**CAC Forum**

**8:00pm-9:00pm (Western Shore Housing)** Students interested in Western Shore housing should report with all other students choosing to live in the suite together. The student with the best number may "pull in" the remaining suite members.

**9:15pm-10:00pm – (Zone 3)** Students interested in Zone 3 (including Harford, Chester, and Sassafras) will sign-up for housing at this time. Students with the best number may "pull in" the remaining suite members, but all members must be present with contract or proxy in order to secure the suite.

**10:00pm-10:45pm –** All other housing available.

**NOTE:** SENIORS who wish to live with JUNIORS or SOPHOMORES in suite style accommodations will sign up for housing during these sessions. This means that all students must attend in order to submit their contracts. In the event that the requesting suite style accommodation is not available, and no other group housing can be found, only the SENIORS may sign-up for housing. JUNIORS and SOPHOMORES must return to sign-up for housing on their assigned night.

**FRIDAY, April 24<sup>th</sup> 2009 (Rising JUNIORS)**  
**CAC Forum**

**8:00pm-9:30pm (Zone 3 Housing)** Students interested in any Zone 3 housing should report at this time with other students choosing to live in the suite together. Students with the best number may "pull in" the remaining suite members, but students must sign-up as an entire suite. Partial suites will not be offered. Sophomore students may not sign up for Western Shore Housing

**10:00pm-11:00pm (All Other Housing)** Rising juniors will be able to select housing from all remaining housing options.

**NOTE:** JUNIORS who wish to live with SOPHOMORES in suite style accommodations will sign up for housing during these sessions. This means that all students must attend in order to submit their contracts. In the event that the requesting suite style accommodation is not available, and no other group housing can be found, only the JUNIORS may sign-up for housing. SOPHOMORES must return to sign-up for housing on their assigned night.

**SATURDAY, April 25<sup>th</sup> 2009 (Rising SOPHOMORES)**  
**CAC Forum**

**8:00pm-10:30pm (All Housing)** Rising SOPHOMORES will be able to sign-up for remaining housing. All students attempting to live in a suite together must sign-up at the same time. The student with the best number will be able to “pull-in” others, so long as the entire suite can be filled. Students choosing doubles may pull in their roommate as well provided both students are present with signed contracts.