Room Draw 2016

Apartment Selection
Apartment Process

• Rooke and all but three duplex units
• Off campus houses are not included at this time, but we will contact groups if they open
• We will only approve the number of groups for the number of apartments we have. All others will be moved to the General Lottery.
• Priority will be based on the TOTAL AVERAGE number of credits earned for all members of your apartment group
Three Step Process

1. Apply – All group members must complete a housing application

2. Connect – Build your roommate group and opt into the Apartment process by Monday, 3/28

3. Select – At your group’s appointed time, your group leader logs in to the system to select your apartment
Step 1: Apply

- All members of your group must log in to the Residence system and complete a housing application
- Answer all questions, even if you think they are not relevant to you
- Submit your application (do not leave it in draft form) and wait for an email that tells you it has been approved.
Housing application

https://colby-sawyer-residence.symplicity.com
Step 2: Connect

• Once housing applications are approved, each person must Opt In to Apartment Lottery
• Build your apartment group (groups of 4 or 5)
• One person should send invitations to each group member. This person will be set as Group Leader, but you can change that later.
• Use the roommate code in the upper right of the screen to invite group members
Opt In To Apartment Lottery
Creating roommate groups
Invite roommates to form groups of 4 or 5
Leader can click here to remove someone from the group
Apartments

• Rooke 4 person: 2 singles and 1 double
• Most Rooke 5 person: 1 single and 2 doubles
• Rooke apartment 15: 2 singles and 1 triple
• Duplex apartments: 5 singles
• Apartment group members can be of any gender, but individuals in doubles must be of the same gender
Additional Costs

- Duplexes: $1300 per year, per person
- Rooke singles: $800 per year
- Rooke doubles/triple: no additional cost
Finalize Group

• Groups will be locked at 4:00 p.m. on Monday, March 28. No changes to the group.
• Thursday, March 31 – Groups notified by email if they are in the process; selection times assigned. Groups not in process will be moved to General Lottery
• Monday, April 4 – Apartment selection begins
Step 3: Select

- If your group is assigned a selection time, you may all log in to the process ahead of time to browse rooms.
- You may “favorite” as a reminder to yourself.
Set Your Group Leader

- Your group leader is the person who will log in and make the actual room selection
- Establish your leader AHEAD OF TIME
- Make sure you choose someone who will be free and have internet access at your selection time
Leader can click here to change the leader
Once you opt in, “Open” button will appear.
Process is open, but you will not be able to select until your assigned time.
At Your Designated Selection Time

• Group Leader logs in and chooses apartment
• By giving Group Leader that designation, you agree to accept the room the leader chooses
• All residents will be assigned to rooms within the apartment before selection is finalized. Make sure group leader knows who will be in singles and who will be in doubles together
• Once selection is finalized, it cannot be changed.
Apartment Size

- Pay attention to apartment size as you are browsing and favoriting
- You will be able to browse all apartments, but you will only be able to select apartments that match your group size
Medical Accommodation

- Students with approved medical accommodation will be assigned before selection begins.
- You MUST complete the housing application on Residence in order to be placed.
- Emails about medical accommodation are going out this week. If you have not received one by Friday, you are not on our list.
Other Important Information

• If you decide to break your housing contract, you must do so in writing by July 1
• Second year students are required to live on campus
• Commuters are not eligible for the Price and Graduation Promise
• Apartments who lose someone may have a roommate placed with them
Room Draw Website

- Link is on the Res Ed page under For Current Students > Room Selection & Room Draw
- Floor plans are not yet available
- Check “Frequently Asked Questions” section
- If you still have questions, email us at residential@colby-sawyer.edu