Colby-Sawyer College Residential Education
RD Room Draw Information Session Agenda 2011

Everyone who wants to live on campus next year must go through Room Draw.

In order to participate in Room Draw, you must do two things:
1. Register for classes for the Fall
2. Complete an Alternative Housing Preferences form, to be turned in at Room Draw

At the end of this meeting, you will get your Room Draw flyer. Don’t throw it away! It has your Room Draw ticket with your priority number on it. You need this ticket to participate in Room Draw. (Show them where the ticket and number can be found.) You have only been issued a Room Draw number if you requested one through the survey that was sent before Spring Break.

This week, the bulletin board by the Information Desk in Ware will show the rooms available for Room Draw. The floor plans designate:
 ✓ The number of students assigned to each room
 ✓ The gender designation of each room

These designations may not be changed.

There are two important changes to the floor plans this year:
1. The capacity for a number of rooms on campus has been increased for 2011-12. Some large singles are now doubles, large doubles are now triples, large triples are now quads, and large quads are now quints. Please look carefully at the floor plans for the coming year. They will also be posted on the Res Ed website.
2. We have identified four single rooms as “Gender Neutral,” meaning that they can be selected by any student, regardless of gender identity. These rooms either have private bathrooms or are in locations with access to gender neutral bathrooms. This is a change that was made in recognition that not all people identify as exclusively male or female. We understand that these spaces may not adequately meet the needs of every transgender student. If you have a particular need, we welcome you to contact Mary McLaughlin, Director of Residential Education, prior to Room Draw. She will work with you to develop a plan that will accommodate you well.

How Room Draw works:
1. Room Draw is April 18 and 19. The time that you participate is determined by the priority number on your ticket. Check the boards in Ware or the Res Ed web page for the time your number will draw.
2. Decide who you want to live with before you come to Room Draw. You must sign up for a room with the same number of roommates for that room (i.e., you need two people to sign up for a double, three to sign up for a triple, four for a quad, and five for a quint).
3. Students who want to select singles, triples, quads, and quints are scheduled for the first night of Room Draw. Doubles are on the second night. We do this so that groups who are not able to get a triple, quad, or quint have 24 hours to come up with an alternate plan.
4. All students will need to complete an Alternative Housing Preferences Form in order to participate in Room Draw. If your chosen roommate withdraws from housing after
Room Draw but before the opening of the college, **you will be reassigned to another space on campus based on the preferences you submit.**

5. On the night you are scheduled to participate, bring your Room Draw ticket and AHPF with you to Room Draw. Wait in Wheeler Hall until your number is called.

6. The roommate with the “best” (closest to 1) Prority Number may choose a room and sign up with roommates with lower Priority Numbers as long as they are all eligible for Room Draw. All roommates will sign up under the best Room Draw number. Priority Numbers themselves are not transferable to anyone else.

7. As rooms are filled, they are crossed off on the board by the information desk, so you will have a rough idea of what is still available before you have to choose. Please have a second and third choice in mind in case the people in front of you choose the room you wanted.

8. The boards will also identify floors that are closed. We hold 25% of every floor (except in Rooke) for incoming students.

9. You will be lined up by number and will go into Alumni Lounge. At the first table, we check the Registrar’s office list. **If you have not registered for classes you will not be able to participate in Room Draw.** PLEASE make sure you’ve registered. We are not able to make exceptions. We will also collect Alternative Housing Preferences Forms at the door. You will not be admitted without a form. **Your chosen roommates will not be able to select a room without you.**

10. In Alumni Lounge, you and your roommates will be able to choose a room from those that are still available.

11. Once you have chosen a room, you will be given a room card and will sign a Room Lease and Board contract and any applicable addenda (international, quiet, substance free.) You will take all of that paperwork to the final paperwork table. Do not leave Alumni Lounge without returning your paperwork at the final table.

12. **It is important to know what you are signing. A copy of the Room Lease and Board Contract is in the student handbook online, and we encourage you to read it before Room Draw.**

13. Note that this is a contract for the **entire academic year,** and once you take occupancy in the fall you will not have the option of breaking the contract to move off campus, even at the end of fall semester.

14. The decision you make at Room Draw is final. **You will not be able to make any changes until two weeks after the start of the fall semester** – so please make your decisions CAREFULLY.

15. If you do not have a roommate, you should come to Room Draw at the designated time on Monday night, with your Alternative Housing Preferences form and sign a Room Lease & Board Contract. We will assign you a roommate over the summer and contact you with your placement. You may not choose a specific room during Room Draw.

16. Because we anticipate that housing will be full in the fall, we **strongly encourage students to find their own roommates prior to Room Draw, as returning students who select their roommates are typically more successful than those who are placed with roommates. If you choose to be placed, we do not guarantee placement in a double room.**

17. We will be setting up a private Facebook group for students who are looking for roommates to find each other. More information will be coming about how to join it.
OTHER VERY IMPORTANT INFORMATION:

1. Room Draw is **the ONLY opportunity** you will have to guarantee yourself campus housing for next year. If you don’t participate in Room Draw and decide later that you want to live on campus, you will be added to a housing wait list and will only be housed if space is available after new students are housed. **Housing will not be guaranteed.** Remember that you MUST register for classes to be able to participate.

2. We anticipate that there will be a high demand for housing this year, and since we hold out space for incoming students, you may not have much choice when you come through Room Draw, especially if you have a high number. This year we are giving you and your roommate(s) the option to place yourselves on a Placement Wait List, so that you can request housing in a hall that is not available when you come through. Many students withdraw or move off-campus during the summer, making many new spaces available for returning students.

   **Because of the number of students seeking housing, people with high Room Draw numbers should come to Room Draw expecting that they will probably be on the placement wait list.**

3. If you move off-campus for 2011-12, you will not be eligible to participate in Room Draw for 2012-13.

WHAT ABOUT SINGLES?

1. The Room Draw process for single rooms is on Monday, April 18.
2. Please note that there are a limited number of single rooms, and that they are very popular. In some years, singles have closed out as early as number 215. Note also that this year, there are 15 fewer singles available.
3. If all singles are full by the time we get to your number, you may add your name to the Singles wait list, turn in your Alternative Housing Preferences form, and sign a Room Lease and Board contract. If a single does not become available during the summer, we will use the form to place you with one or more roommates and notify you of your assignment over the summer. If you would prefer to choose a room with a roommate, you should return for Room Draw the following night. If you choose a room, you may add your name to the singles wait list in the Fall, but not at Room Draw.
4. If you have a medical need for a single you must submit a housing accommodation request form to Disability Resources by Friday, April 1. The form and the documentation guidelines are available on the DR website. If DR approves your request, we will confirm with you in writing, and there will be a single available for you at the time that your number is called. You must reapply to Disability Resources again, even if you were approved for a medical single this year.

**Housing Options:**

1. Quiet Suites – Suites 60 and 61 in Danforth Hall are for people who are looking for a quiet environment for studying. The residents of these suites agree to maintain this environment. A separate process is on Monday, April 18.
2. McKean Hall – substance free; separate process on Monday, April 18.
3. International Suites – Lawson 66 and 67, one suite is coed, one is all female; separate process on Monday, April 18.

For each of these processes, you should wait in Wheeler Hall until your number is called.

NOTES:
• The McKean, International and Quiet processes include selection of single rooms and triples/quads in these areas.
• Rooms in McKean, Quiet Suites, and International Suite, or triples and quads anywhere on campus that are still available at the end of Monday night may be selected during the regular Room Draw process on Tuesday night.

If you can’t make it to Room Draw:
1. You may send a Proxy. This person must have your Room Draw ticket signed over to him/her. S/he should also have your signed Room Lease and Board Contract and Alternative Housing Preferences Form (available at Residential Education). If you can’t find a Proxy, contact Residential Education and we’ll make the arrangements for you.
2. Make sure your proxy knows what you want. Give them many choices. What they choose for you is yours.

Moving Off Campus:
If you choose a room at Room Draw, but then decide to live off campus, you must break your contract in writing by August 1. We will use your roommate’s Alternative Housing form to reassign him/her to another room.

Remember that you will be signing the contract for the entire academic year, and not just for the semester. It is often very difficult to break your housing contract at mid-year.

Other Important Information:
1. Room Draw selections are final. Make sure you are satisfied with your pick before you leave Alumni Lounge. Remember that choices for current first-year-students are very limited. Take time now to visit halls you’ve never been in so that you’ll have all the information you need at Room Draw.
2. Once you have completed Room Draw paperwork, we will not be able to change your housing assignment until after the Room Freeze period ends, two weeks into the fall semester. We can’t accommodate changes, even the day after Room Draw.
3. You must sign up with the people you want to live with. We are not able to honor requests of people who want to “swap rooms” in the fall.

If you have any questions, please ask your RD. Please don’t hesitate to ask questions – we know that this can be a confusing process and we want to make it as easy as possible for you!

After the meeting, hand out:
- Room Draw flyers w/tickets
- Alternative Housing Preferences Forms