All students who wish to live on campus for the 2011-2012 academic year must participate in Room Draw.

**In order to participate in Room Draw, you must first:**
1. register for Fall 2011 classes with the Registrar's Office, and
2. complete the Alternative Housing Preferences Form and bring it with you.

Your priority number is located in the box on this page. It is based on the number of credits you have completed as of March 1, 2011.

√ **Rooms may be selected during Room Draw ONLY.** Students who do not participate in Room Draw and later want on-campus housing will be placed on a housing wait list and will be assigned to housing if space is available once incoming students are housed.

√ Students selected for Rooke Hall, off campus apartments, and RA positions for 2011-2012 will be sent all applicable paperwork through campus mail. They must register for classes and return the completed paperwork by Friday, April 15 to confirm their placement. They do not have to attend Room Draw.

√ Room Draw for all special housing will be held on Monday, April 18. This includes all rooms (including singles, triples, and quads) in substance-free housing in McKean Hall, international suites in Lawson 66 and 67 and quiet suites in Danforth 60 and 61. Rooms in these locations still available may be selected on Tuesday evening.

√ Room Draw for singles, triples, quads, and quints will be held on Monday, April 18. Rooms still available may be selected at Room Draw on Tuesday evening.

√ **Important Room Draw policies are listed on the back.** Please read them carefully, as they may have implications for you, for both planning and financial reasons.

---

**Room Draw 2011 Ticket**

Bring this ticket and your Alternative Housing Preferences Form to Room Draw.

Last Name, First Name
ID#: [R/O] Hall Room
Room Draw #:

I am unable to attend Room Draw. The following person_______________________________ will act as my proxy. I will accept whatever room s/he chooses.

Signed by holder:____________________________

---

**Room Draw Schedule**

April 4-6: Fall 2011 Registration
April 1: Requests for medical exception for a single room due to Disability Resources.
April 15: Rooke Hall signed contracts due to Residential Education.
April 18: McKeans, International Suite, & Quiet Suite Room Draw, Wheeler Hall, 6:00 p.m.
April 18: Room Draw for singles and students without roommates, Wheeler Hall, 6:30 p.m.
See signs on the boards in Ware to find out when you participate.
April 18: Room Draw for triples, quads, and quints 8:30 p.m.
April 19: Room Draw for double rooms, Wheeler Hall at 6:00 p.m. See signs on the boards in Ware to find out when you participate.

ALL ROOM SELECTIONS ARE FINAL.
PLEASE NOTE:
The capacity for a number of rooms on campus has been increased for 2011-12. Please look carefully at the floor plans for the coming year. They can be found on the boards in Ware and online at http://www.colby-sawyer.edu/campus-life/residential_ed/current/roomdraw.html.

ROOM DRAW POLICIES:
✓ Room selections at Room Draw are final, so please sign up with the roommate you intend to have for the fall semester in the room in which you intend to live. We are not able to make changes until two weeks after the start of the fall semester.
✓ Your room selection will be voided if one of your selected roommates does not return to campus in the fall. You must turn in a Room Draw Alternative Housing Preferences Form in order to participate in Room Draw. If your roommate leaves, we will use this form to reassign you.
✓ Room Lease and Board Contracts (available to read on the college Web site) must be signed at Room Draw. If you want to break the contract, you must do so in writing before August 1. The contract is for the entire academic year. You may not break the contract at mid-year. Anyone signing up for a space with a special designation (substance-free, international suite or quiet suite) will also be required to sign an addendum for that designation.
✓ The number of roommates you sign up with must equal the number of spaces in the room you choose (i.e., two people for a double, three people for a triple, four people for a quad, five people for a quint). The group of roommates uses the “best” Room Draw number (closest to 1).
✓ If you can not come to Room Draw at your Priority Number time, you may appoint a proxy to appear in your place, as long as s/he brings your Room Draw ticket signed over to him/her. Your proxy should also bring your signed Room Lease and Board Contract and Alternative Housing Preferences Form.
✓ Priority Numbers are not transferable to anyone else.
✓ Often, people choose rooms at Room Draw, then later decide to move off campus or withdraw from the college, leaving those rooms open. If you are not interested in the available rooms at the time you go through Room Draw, you and your roommate(s) may put your names on a housing placement waitlist instead of choosing a room. Once a room becomes available in one of your desired halls, we will place you there and notify you.

ROOMMATES:
✓ If you want to room with someone who is studying abroad this semester or with an incoming student, please contact Director of Res. Ed. Mary McLaughlin at mmclaughlin@colby-sawyer.edu to make arrangements. The other student must deposit and register for classes prior to Room Draw.
✓ If you wish to share a room but do not have a roommate, come to Room Draw on Monday evening at 6:30 p.m. You will not get to choose a room, but will be assigned one over the summer with one or more other returning students. We strongly suggest that you find your own roommate and we do not guarantee placement in a double room.

SINGLES AND ROOMS WITH PRIVATE BATHS:
✓ Room Draw for singles will be held on Monday, April 18. Singles are chosen on the basis of Priority Numbers. Please see signs on the Room Draw Boards in Ware to find out when you participate. Please note that the number of singles is limited and that they are usually taken by upperclass students.
✓ If single rooms close out before your Room Draw number is called, you may put your name on the singles wait list. If a single does not become available during the summer, we will use your Alternative Housing Preferences Form to match you with a roommate. If you would rather choose a room with a roommate, you may return to Room Draw the following evening and choose a room and wait until the fall to add your name to the singles wait list.
✓ If you believe you have a medical need for a single, submit a request form to Disability Resources by April 1. You must submit a request even if you were granted a medical exception for a single last year. You will be notified if you have been granted a medical single exception.
✓ The cost for single rooms is an additional $700. Single rooms with private baths cost $1100. Shared rooms with private baths are an additional $400, split among all roommates.

GENDER NEUTRAL HOUSING:
We recognize that many people do not identify as exclusively male or female. In an effort to better meet the needs of transgender students, 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. 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.

Questions? Contact Mary McLaughlin at mmclaughlin@colby-sawyer.edu.