

ROOM DRAW 2011-2012 PACKET





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I. INTRODUCTION TO ROOM DRAW

We know that your room selection is very important to you. Please take the time to thoroughly read this packet for all of the information you need to make your room selection for next year. After you've read through the information, if you would like further clarification on any item please contact your R.A., R.D., or the Office of Housing and Residence Life (ext. 3102). For additional information, please check out our web site:

<http://www.spfldcol.edu/home.nsf/ResidenceLife>

A. WHAT IS ROOM DRAW AND WHEN DOES IT TAKE PLACE?

Springfield College is a residential college and all students are required to live on campus for three years. Students that have earned more than 92 credits are eligible to move off campus.

ROOM DRAW will take place in several phases this year, beginning in early March through the beginning of April. Room Draw will take place in the Dodge Room of The Richard B. Flynn Student Union. During this process you will be selecting your room and roommate. It is important that each student understands the Room Draw process and adheres to the following schedule, procedures and guidelines outlined in this packet.

****NOTE: PRICES CONTAINED IN THIS PACKET ARE BASED ON THE CURRENT YEAR'S RATES. WE ANTICIPATE A SLIGHT INCREASE FOR NEXT YEAR.**

B. AN IMPORTANT FEATURE TO KEEP IN MIND:

1. NEW FIRE CODE REGULATIONS: There will be no furniture removal. Personal furniture can be brought into rooms but please keep in mind you will have to keep all College owned furniture in your room. Please be advised that the addition of personal furniture is subject to the discretion of your RD and the Office of Housing and Residence life.

II. Preparing for Room Draw

THE PROCESS:

Each student must be planning to participate in the Registration Process for classes for the fall semester. Students will be allowed to participate in room draw prior to registering. However, if you have not registered by May 2, 2011, your room selection decision will be denied and this space will be given to a new student. If your intended roommate does not participate in registration, Residence Life will assign a new student as your roommate. Due to our projected capacity all students living in double rooms and/or apartments should expect to have a roommate or apartment mates.

Rooms on Reserve/ Changing Rooms:

There is a 3 week room freeze that occurs at the beginning of the semester. No room changes will be allowed during this time.

III. Day of Room Draw:

1. Check the attached schedule to determine the date and time you will be attending Room Draw. If you are participating in a session that bases participation on your lottery number, please check your number which can be found on the Residence Life homepage. Room Draw lottery numbers are randomly selected for each class; class standing is based on the total amount of credits you have completed to date.

Freshmen	0-30 credits
Sophomore	31- 61 credits
Junior's	62-92 credits
Seniors	93-130 credits

In cases where two roommates are signing up for a room together, they may use the lower number between them for eligibility. For example, if your number is "1013" and your roommate's number is "1125", you would both attend the session and use "1013" as your official number. For the Living Center process, please refer to the specific instructions on page 6.

2. Report to **Dodge Room in the Richard Flynn Student Union** on the appropriate date and time. You must bring your I.D. card and your completed Housing Agreement. Your intended roommate should be with you. If he/she is unable to attend, you must also bring his/her I.D. card and signed Housing Agreement in order to select a room. If neither roommate can attend room draw then a proxy can be appointed. The proxy must have a written and signed letter from the roommates stating that permission is granted for the proxy to select the room. No one will be allowed to sign up for a room if paperwork is incomplete.
3. At the front table present your I.D. card and Housing Agreement. At that time, the staff will assist you with further instructions. **Remember to choose your room wisely. Once you exit the room you will not be allowed to change rooms until after the third week of the fall semester.**
4. **All business office holds must be taken care of prior to room selection.** Failure to do so will result in losing your place in line and you will be issued a new room draw number.

IV. Commonly asked questions

INTEGRITY: The Office of Housing and Residence Life expects that every student will act in an ethical manner during the room draw process. Any student who is found to have obtained their room through fraudulent means will be subject to disciplinary action through the Office of Student Affairs and will also lose the privilege of living in the room he/she obtained.

STUDENT SUPPORT: Dedicated to fostering a supportive and inclusive educational environment for students with disabilities at Springfield College, Learning Support Services serves as an educational and advocacy resource for students, faculty and staff. To ensure the full participation of students with disabilities in all College programs and activities, Learning Support Services provides academic accommodations and support services to students who provide appropriate documentation of a physical or learning disability. Learning Support Services also coordinates support services for any Springfield College student in need of assistance through the Residence Life Office. If you feel you have a need that requires special accommodations during room draw, please make an appointment with Stuart J. Sparvier, Assistant Director of Residence Life. This needs to happen prior to Room Draw in order for accommodations to be made.

NO BUSINESS HOLDS: if you have a business hold you will not be allowed to choose a room until you have cleared up your account at the Business Office in the Administration Building. The business office will issue you a blue card, which states you have cleared up your account at the Business Office. You need this card to select a room the day of room draw.

MEDICAL PRIORITY: Will be granted on case by case basis after your request has been reviewed by the Health Center. If your medical priority is approved by the Health Center you will be placed in one of the rooms set aside for all medical priority students. **You and only you will be placed in this room.** roster turned in by you with suites mates will not be honored. Your requested suitemates will have to turn in a new roster and go through room draw. All medical priority requests must be reviewed by the Health Center and completed by March 1, 2011. The of Housing and Residence Life office will not accept or honor any request after March 1st 2011

BOUGHT-OUT ROOMS: During the room draw process you will be unable to “buy out” a single room in any residence hall for fall 2011.

DOUBLE ROOMS: In order to select a double room, you must have a roommate. Students selecting adjoining singles do not need a roommate; however, they may wish to sign up with an adjoining single partner. Both students must have received a lottery number and must be planning to register for classes for the fall semester. Individual students will not be allowed to sign up for a double room. The Residence Life Office will have a list of all students who need a roommate for next year and will make the list available to everyone who has asked to be put on the list. If you do not find a roommate during this time, the Residence Life office will assign one

for you. If your roommate should leave the college for any reason, the Office of Housing and Residence Life will assign you a new roommate. The current cost for a double room is **\$ 2695.00 per semester. (**This price is based on the current year's rate. We do anticipate a slight increase for next year**).

NO FOUR BLOCKS FOR THE UPCOMING YEAR: Residents will not be allowed to select a four block of rooms located next to each other on a floor in a Residence Hall.

SMOKE FREE ENVIRONMENT: Because of Springfield College's strong belief in spirit, mind, and body, all residence halls are SMOKE FREE. There are designated Smoking Areas outside each hall.

SAME HALL SAME ROOM SQUATTING: Upperclassmen (sophomores, juniors, and seniors) currently living in double rooms who wish to retain their room may do so, provided it is not on reserve for new students. This does not include the Living Center. In order to qualify for Squatters Rights, one or both of the students living in the room must be returning to that room. If only one of the students currently living in the room would like to retain the room for next year, he/she must select another roommate and sign up with their Resident Director on the assigned date. Students wanting to squat their adjoining single rooms may do so without a roommate. All other students wishing to squat their room must have a roommate.

SINGLE ROOMS: The following rooms cannot be "squatted" by students currently living in them. The cost for a single room is \$ 3370.00 per semester. (**This price is based on the current year's rate. We anticipate a slight increase for next year**).

Abbey: 017

Alumni: 135, 235, 249, 335, 349, 401, 402, 403, 404, 435, 449, 480, 481, 482, 483

International: 016, 200, 300, 400, 500, 600, 700, 800

Lakeside: 201, 403, 503

SAME HALL DIFFERENT ROOM SQUATTING: All students currently living in double rooms in Alumni Hall, Abbey Appleton Hall, and International Hall who wish to return to their building for the following year may do so. This does not include any rooms in the Living Center. If only one of the students currently living in the hall would like to return to the hall for next year, he/she must select another roommate and sign up with their Resident Director. All other students wishing to squat their room must have a roommate.

BREAK HOUSING: Designated Residence halls remain open during all vacation periods and will be open during the holiday week(s) if there is a need. Should you anticipate needing housing during those times due to athletics, on-campus commitments, living a distance from home, or other personal reasons, you should discuss this with your Resident Director and the

Office of Housing and Residence Life. There is an additional charge assessed to students who remain in the Residence Halls during vacation periods.

HANDICAPPED-ACCESSIBLE HOUSING: Available in the Senior Suites, Townhouses, Living Center, Alumni Hall and International Hall.

LOFTS: Lofts are not allowed in any residence hall.

FURNITURE REMOVAL: Furniture is not to be removed from your residence hall room. All furniture in the room at check-in must remain in the room throughout the year.

MEAL PLANS: Please be aware that all students living in traditional residence halls are required to purchase a meal plan. Living Center, Senior Suites and Townhouse residents may choose to purchase a partial meal plan.

ROOM CHANGES: Once you have selected a room at Room Draw, you will not be able to change your selection. Open spaces after Room Draw will be allocated to new students who do not have housing. **ROOM CHANGES WILL ONLY BE ALLOWED DURING THE 3RD WEEK OF THE SEMESTER. SO PLEASE CHOOSE YOUR ROOM AND ROOMMATE/S WISELY.**

PROCEDURES FOR THE LIVING CENTER: Students wishing to live in the Living Center for the upcoming academic year must complete a roster which can be found on the Residence Life webpage. A signed Housing Agreement for each resident as well as a complete roster which must include the name, signature, ID number and class year for all students listed must be turned into the Office of Housing and Residence Life by the date listed below. Each roster should include a designated "captain" who will act as the representative for the group. Determination of apartments will take place by class standing (senior housing selection) and then in numerical order by lowest room draw number average selecting first.

V. Trading Places / Matching Faces

TRADING SPACES/MATCHING FACES Looking for a new scene? Want to meet someone new? The Office of Housing and Residence Life will keep a list of students who are searching for roommates and/or a change of atmosphere. If you have a unique situation, and wish to be placed on the list, e-mail us at reslife@spfldcol.edu (Confidentiality is strictly enforced). Please note students without roommates will not be permitted to select a double room. The Office of Housing and Residence Life will do its best to place compatible students together. To ensure the best possible match, we strongly suggest that all students without roommates print out the Independent Registration Form found on the web site and submit their information to the Residence Life Office as soon as possible.

VI. ROOM DRAW 2010-2011 SCHEDULE

Room Draw information

Will be posted on Department of Housing and Residence Life webpage on February 11, 2011

Medical Priority

If requesting medical priority you will need to have the Health Center notify the Office of Housing and Residence Life by March 1st, 2011. No Medical Priority request will be accepted or honored after this date.

IMPORTANT DATES:

Friday, March 4th

Room Draw numbers posted on line

Friday, March 11th

Living Center rooms draw rosters and signed contracts due to the Office of Housing and Residence Life by 3:30 PM.

Wednesday, March 16th

Living Center approved rosters placed on line by 3:00PM.

Tuesday, March 22nd

Living Center room draw selection will be held in the Richard B. Flynn Student Union at 12:00PM (Location TBA). The captains are the only ones allowed to pick a room according to the time scheduled and room draw number*

Wednesday March 23rd

Squatter's night: Resident who are squatting their current room in Alumni Hall, Abbey Appleton Hall, Lakeside Hall- Upper Class females only and International Hall. Specific information will be posted in your building two weeks prior to this event. Please see your RD for more information.

Thursday, March 24th

Room Draw for current freshmen and sophomores will take place from 12:00PM to 6:00PM. Rooms will be selected according to room draw number

Current freshmen and Sophomore- Room Draw Schedule: Noon to 6 pm Thursday March 24

- ✓ Abbey Appleton Hall: According to the time scheduled and room draw number*
- ✓ Alumni Hall- According to the time scheduled and room draw number*

- ✓ Lakeside Hall- According to the time scheduled and room draw number*
- ✓ International Hall- According to the time scheduled and room draw number*
- ✓ Independent registration students- According to the time scheduled and room draw number

*(Residents will be allowed to pick their rooms according to the time scheduled and your room number draw. An example of this would be 12:00 pm to 12:30 pm for numbers 101-201 to pick their rooms. **Your time scheduled according to room draw number will be posted, on the Residence Life website, one week before selection.**)

RESIDENCE HALL DESIGN

There are a variety of living options available on campus, with something to please everyone.

Abbey: *Co-ed upperclassmen hall
 *Traditional double rooms

Alumni: *All male residence hall
 *Double, single and adjoining single rooms
 *Accessible housing on first floor

International: *Co-ed residence hall
 *Traditional double rooms
 *Wellness Floor
 *7 single rooms (3 men, 4 women)
 *Open during major vacation periods for additional charge
 *There will be an additional charge to stay in your room over the break

Lakeside: *Co-ed residence hall
 *Traditional double rooms
 *3 single rooms (1 male, 2 female)

Living Center: *Open to seniors and juniors (if available)
 *Apartments accommodate 3, 5, or 6 students, many in single bedrooms
 *Accessible housing available
 *Partial meal plan required
 *Open during major vacation periods, closed during the week between
 Christmas and New Years (closes after last exam – reopens Jan. 1)
 *There will be an additional charge to stay in your room over the break



SPRINGFIELD COLLEGE

OFFICE OF HOUSING & RESIDENCE LIFE HOUSING CONTRACT

PLEASE PRINT:

NAME: _____ / ____ / ____
Last First M.I. ID# Date of Birth

I understand that as a resident here at Springfield College I will need to familiarize and understand the Terms and Conditions that are stated on the Residence Life homepage (www.spfldcol.edu/home.nsf/ResidenceLife) located on the Springfield College website. I also understand that all students are required to live on campus through their junior year and may elect to live on campus for their senior year.

I understand and agree to abide by the following terms:

1. **All Housing Contracts are for the full academic year.** No student may break his/her housing contract midyear. Any student whose academic commitments requires him/her to be away from campus for one semester may receive permission from the Office of Housing and Residence Life for a one – semester only contract. Written verification of academic commitment must be provided by the student's advisor.
2. If, for any reason, one or more of my selected roommates does not return to our housing assignment for the next academic year, I understand that the Office of Housing & Residence Life may move one or more students into my housing assignment, or move me and my roommate(s) into another housing assignment due to an unanticipated change in housing needs. New students or returning students without roommates will have priority for any open spaces.
3. I also understand that the Office of Housing & Residence Life may need to reassign me and my roommate(s) to a different room, floor or residence hall due to an unanticipated change in housing needs.

Residence Halls

Prices listed are for the 11-12 Academic Year and are subject to change

Living Center: Double Occupancy: \$3725/semester Single Occupancy: \$4110/semester

Senior Suites: \$4110/semester

Townhouse: \$4110/semester

Abbey/ Alumni/Gulick/International/Lakeside/Massasoit/Reed residence halls:

Double Occupancy: \$2695/semester

Single/adjoining single occupancy: \$3370/semester

Buy Out Double: \$4050/semester

Students who stay on campus in designated open residence halls during vacation periods will be assessed a fee based on their length of stay.

4. Seniors that seek to stay in housing at the end of the academic year must purchase Senior Week tickets during the specified dates when the tickets are sold. Students will be required to make arrangements (at the completion of his/her last exam) to move out of housing if Senior Week tickets are not purchased (ticket prices yet to be determined). **Please understand that the housing contract expires at the completion of Final Exams and the option for students to stay in housing during Senior Week is a privilege.**
5. Seniors staying during the Senior Week are to adhere to College and Housing policies. This includes the restriction of guests from the residence halls during the period of Senior Week until the weekend of Graduation.

HOUSING CANCELLATION

POLICIES AND PENALTIES:

The College has a three – year residency requirement for freshmen, sophomores and juniors. All housing contracts are for the full Academic year. Students, who have signed a Housing Contract and wish to cancel their contract in order to live elsewhere, must notify the Office of Housing & Residence Life in writing. All residence hall contracts are binding with a non-refundable deposit. Cancellation is considered effective once written notification is received. In addition, you will be assessed the following penalties:

Seniors and/or students who have participated in the Senior Housing selection process:

- Cancellation after Fall Semester room selection process: **\$600 + \$200 non – refundable housing deposit**
- Cancellation after Thanksgiving Break but before the end of the Fall Semester: **\$1000 + \$200 non – refundable housing deposit**
- Cancellation after the Fall semester but before May 1st: **\$1500 + \$200 non – refundable housing deposit**
- Cancellation after May 1st and before first day of classes: ***30% of the housing cost for the academic year + \$200 non – refundable housing**

Freshmen, sophomore and junior:

- Cancellation before May 16th: **\$200 + \$200 non-refundable deposit**
- Cancellation between May 16th & July 1st: **\$400 + \$200 non-refundable deposit**
- Cancellation between July 2nd & October 17th: **30% of the housing cost for the academic year + \$200 non-refundable deposit**
- Cancellation after October 17th: **100% of the housing cost for the academic year + \$200 non-refundable deposit**

Students who officially withdraw from the College should refer to the Tuition and Housing Refund policy listed in the Student Handbook.

Once you have participated in Room Draw, requests for room changes will be done from the waiting lists. **Please note that room changes are permitted only between the third and fourth week of each semester. Please make your selection carefully.**

Your signature below confirms that you have read, understand and agree to comply with room draw and the Office of Housing and Residence Life policies and procedures.

Signature _____ Date _____

The College assumes no responsibility for loss of or damage to student’s personal property and the student is strongly advised to purchase a renter's insurance policy to insure the personal property of the student from theft, damage or other casualty.

Your signature below indicates your acceptance of the terms and conditions of the above statements.

Student _____ Date _____

Springfield College Students under the age of 18

I _____ have also read the conditions of the Office of Housing & Residence
(Print Name of the parent or legal guardian)

Life Contract and approve my son/daughter _____ to live on campus in the residence halls.

Signed By: _____

Relationship to Applicant (i.e., Parent/Legal Guardian): _____ Date: ____/____/____

Office use only

ROOM ASSIGNMENT: _____

Hall

Room

Semester

