

Senior Housing Selection Packet 2011 for fall 2012

SENIOR ROOM DRAW 2011-2012

SENIOR HOUSING SELECTION PACKET 2011- 2012

SPRINGFIELD COLLEGE



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1. INTRODUCTION TO SENIOR HOUSING SELECTION

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 simply contact your R.A., R.D. or the Office of Housing and Residence Life (ext. 3102). **We encourage you to check our website at www.spfldcol.edu.**

A. WHAT IS SENIOR HOUSING AND WHEN DOES IT TAKE PLACE?

SENIOR HOUSING SELECTION will take place in the fall semester for rising seniors and 5th year seniors who will register for fall classes in April and who wish to live in the Senior Suites, Townhouses, and Living Center. We are pleased to offer you the opportunity to make your plans for Senior housing early. It is important that each student understands the SENIOR HOUSING SELECTION process and adheres closely to the following schedule of procedures and guidelines to ensure that SENIOR HOUSING SELECTION will run smoothly and efficiently.

***PRICES CONTAINED IN THIS PACKET ARE THE RATES FOR THE CURRENT YEAR. THEY ARE REVIEWED EACH YEAR AND SUBJECT TO CHANGE.**

****NO BUSINESS HOLDS****

II. Preparing for Senior Housing Selection

THE PROCESS:

Each student must be planning to participate in the Registration Process for classes for the spring 2012 and fall 2012 semester. Students will be allowed to participate in room draw prior to registering, however, if no registration has occurred by May 1, 2012 for the fall, you will be removed from your housing assignment. The individual will also be assessed the withdrawal penalty and Residence Life will assign you a new room once you have registered for classes. If your intended suitemate does not participate in Registration, Residence Life will assign another student as your suitemate. Due to our current limited capacity all students living in double rooms and/or apartments should expect to have a roommate or apartment roommates.

Please keep in mind the following:

- ✓ **determine who you want to live with next year**
- ✓ **determine where you want to live**
- ✓ **Verify you do not have any business holds**

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- ✓ If you cannot identify roommates – you can enroll as an independent registration student we will place you. Please view the independent registration process below.
- ✓ go to Res Life web page and print out roster
- ✓ select one student to be the Captain who will communicate with the Res Life Office
- ✓ submit roster by the deadline
- ✓ submit new roster for next building if you do not get into first choice building by the deadline
- ✓ select apartment

PROCEDURES FOR COMPLETING ROSTERS: The Townhouses, Living Center and Senior Suites are available to seniors first. Students wishing to apply to live in these areas for the 2011 - 2012 academic years must have received a lottery number and completed a roster. All students signing a roster must be planning to register for classes for the fall '2012 semester. Please see the schedule attached at the back of this packet for complete details.

Complete rosters must include the name, signature, ID number and class year for all students listed, as well as a signed Housing Agreement for each student. If at least one student on your roster has a business hold, you will forfeit your roster in the drawing. Each roster should include a designated "captain" who will act as the representative for the group. Once the rosters are turned in to the Office of Housing and Residence Life they will be verified to make sure that each person meets the requirements and the awarded suites, apartments, townhouses will be posted on our website. Please note, it is the responsibility of each student to verify they do not have a business hold prior to submitting their roster. If you forfeit your right due to a business hold, your roster will be removed from the selection process.

If you decide to remove anybody from your roster after you have turned it in. The roster captain will be asked to bring the resident being removed from the roster to the office of Housing and Residence Life for a short meeting with the Assistant Director of Operations, to explain why the resident is being removed from the roster. Failure to do so, will result in a forfeit of your roster and you will not be allowed to participate in room draw.

WHAT TO DO IF YOUR ROSTER IS NOT ACCEPTED: If your roster is not accepted, please contact your captain to see what your options are. You may split off from your group at this time and seek other individuals and turn in a new roster for next phase of the senior room draw process or fill out paperwork to participate as independent room draw.

INDEPENDENT REGISTRATION: Looking for a new scene? Want to meet someone new? The Office of Housing and Residence Life will begin keeping 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 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 Housing Preference Survey found on the web site and submit their

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information to the Office of Housing and Residence Life office as soon as possible. You will then be placed in housing within 2 weeks after the completion of the senior room draw selection.

FURNITURE REMOVAL: There will be no furniture removal in the Townhouses, Senior Suites or the Living Center.

LOFTS: The College does not permit the use of lofts.

STUDENTS WITH DISABILITIES/MEDICAL CONCERNS: 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. Learning Support Services 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 housing accommodations you must submit your request to Learning Support Services, Counseling Center, or the Health Center. These offices will review all requests and make a recommendation to the Office of Housing and Residence Life. This process must be completed by October 7th. It is the responsibility of the student to make sure that the request and documentation are submitted before the deadline. The Residence Life staff will work with all students that receive a recommendation. Requests will not be considered after October 7th. Please note: the extra large handicap accessible residential rooms are reserved for students with physical disabilities.

VACATION HOUSING: Designated halls (Include Townhouses, Living Center, and Senior Suites), will be open during winter intersession and Spring Break. Students needing housing during the week of Christmas must relocate to an open building until after January 1st or make other plans.

MEAL PLANS: Please be aware that all students living in residence halls are required to purchase a meal plan. Townhouse, Living Center, and Senior Suites residents may choose to purchase a meal plan but are not required to do so.

ROOM CHANGES: Once you have selected a room at Room Draw, you will not be able to change your selection during Room Draw. Open spaces after Room Draw will be given to new students who have not yet been assigned to housing. **ROOM CHANGES ARE ONLY ALLOWED DURING THE 3RD AND 4TH WEEK OF EACH SEMESTER. PLEASE CHOOSE YOUR ROOM AND ROOMMATE/S WISELY.**

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.

NO BUSINESS HOLDS: If at least one person on your roster has a business hold, you will forfeit your right to participate in the selection process for the specific residence hall you are seeking. It is the responsibility of each student to verify that their student accounts are in good standing prior to submitting

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a housing roster. If you have a business hold you will not be allowed to participate until you have cleared up your business hold. If you turn in a roster and one your suitemates has a business hold, the roster will not be processed until they cleared up their business hold.

IF YOU CHANGE YOUR MIND: If you decide to live off campus after you have selected a room during senior draw, you will be subjected to the cancellation fees as outlined in your housing contract.

Senior Suites, Townhouse, and Living Center at Springfield College

Townhouses:

\$4260.00

Per Single/Semester

- *Open to seniors and fifth year seniors
- *8-person apartments (all single bedrooms)
- *Apartments can be co-ed (4 men, 4 women) or single-sex
*****Only if there is 2 bathrooms in the house*****
- *Meal plan optional
- *Open during major vacation periods, closed during week between Christmas and New Years (closes after last exam - re-opens Jan. 1)
- *Facility has large lounge and coin free laundry
- *Backyards have picnic tables and grills
- *All units have air conditioning, internet, and cable access

Living Center:

\$3860.00

Double/Semester

\$4260.00

Single/Semester

- *Open to seniors and juniors
- *Apartments accommodate 3, 5, or 6 students, (many in single bedrooms)
- *Accessible housing available
- *Meal plan optional
- *Open during major vacation periods, closed during the week between Christmas and New Years (closes after last exam – re-opens Jan. 1)
- *Facility has two lounges and coin free laundry facilities
- *Large lounge has full kitchen for hall socials
- *All units have air conditioning, internet, and cable access

Senior Suites:

\$4260.00

Single/Semester

- * Open to seniors, fifth year seniors and grad students
- * Suites accommodate 4 or 6 students (all in single rooms)
- * Accessible housing available
- * Meal Plan optional
- * All suites have air conditioning, internet, and cable access
- * Six bedroom suites can be coed
*****Only if there is 2 bathrooms in the suite*****
- * Coin free laundry facilities are available on the second and third floor
- * Parking lot for residents will be located behind the hall
- * Open during major vacation periods, closed during the week between Christmas and New Years (closes after last exam – re-opens Jan. 1)

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III. The Housing Selection process will proceed according to the following timeline:

Week of September 19th

- First set of Senior Housing Selection Posters posted
- Senior Room Draw Schedule posted on line
- Senior Housing Selection Packet On-Line

Monday, September 26th

- Upcoming Senior Room Draw Numbers available on-line. (Go to Springfield College Home page, click on Student Life, then Residence Life)
- Townhouse, Senior Suites, and Living Center rosters available on line.

Thursday, September 29th

- **KICKOFF EVENT– Richard B. Flynn Campus Union – 7pm to 8pm**
- **Tickets for eligible students only, Refreshments, Graduate School Information, Information tables regarding Senior Suites, Townhouses, and the Living Center!!!**
- **Raffle of 2nd, 5th, and 9th, priority placement for room draw given away!!!**

October 7th

- Completed Seniors Only Townhouse rosters due to office of Housing and Residence Life by 3:00PM.
- Signed housing contract for every individual on your roster
- No business holds.

Tuesday, October 12th

- Senior Townhouse approved rosters posted on-line by 12:00PM

Thursday, October 14th

- Senior Townhouse selection by roster captains at 12:00PM- Richard Flynn B. Campus Union

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Friday October 15th

- Senior Suite rosters due to the Office of Housing and Residence Life Office by 3:00PM.
- Signed housing contract for every individual on your roster
- No Business Holds

Tuesday, October 19th

- Senior Suite placement approved rosters posted on-line by 12:00PM- Richard B. Flynn Campus Union

Thursday, October 21st

- Senior Suite selection by roster captains at 12:00PM

Friday, October 22th

- Senior Living Center Rosters due to the Residence Life Office by 3:00 p.m.
- Signed housing contract for every individual on your roster.
- No Business Holds

Tuesday, October 26th

- Senior Living Center placement approved rosters posted on-line by 12:00PM

Thursday, October 28th

- Senior Living Center selection by roster captains at 12:00PM-Richard B. Flynn Campus Union

Please make sure that all rosters are accompanied by a signed housing Agreement for each individual listed on your roster. We will not accept housing agreements that has been emailed to our office. We need an original signature on the document. Housing agreements can be found on our website, in the Residence Life Office. Once again, please verify that each student listed on your roster has a business account in good standing in order to avoid being forfeited from the selection process.