I. **Introduction to the Housing Selection Process**

The Housing Selection Process allows current Medaille College students to apply for housing for 2015-2016 academic year.

The Housing Selection Process is completed over the course of one day, **Saturday, March 28th, 2015** beginning at 8:30am. Please read the information contained in this booklet carefully so that you understand these procedures, as there will be no exceptions made to the process outlined in this booklet. If you have questions on any of the following information, contact the Department of Housing and Residence Life at (716) 880-2449.

II. **Housing Selection Requirements**

To apply for a room for the 2015-2016 academic year, you must:

1. **Be a current student.**
2. **Pay a $100 housing deposit to the Student Accounts Office prior to March 27th, 2015.** (if you have trouble paying the full amount, please contact Jason Perri, Assistant Dean of Student Affairs, at 716-880-2449)

III. **2015-2016 Price Information**

Room and board charges for the 2015-2016 academic year:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy Room</td>
<td>$6230/semester</td>
</tr>
<tr>
<td>Double Occupancy w/ $50 Mav Bucks</td>
<td>$6280/semester</td>
</tr>
</tbody>
</table>

**TRIPLE AND SINGLE OCCUPANCY ROOMS WILL NOT BE AVAILABLE**

All resident students are **required** to partake of a College meal plan and maintain full-time status (**12 credit hours**). Students will be able to choose a meal plan when they select a room. Students who fail to choose a meal plan will have the 19 Meal Plan assigned. Specific operational hours and policies for the 2015-2016 academic year are subject to change.
IV. Procedures

Step 1—Submission of Housing Deposits
All students who are interested in participating in the Housing Selection Process must submit a $100 housing deposit to the Student Accounts Office (Main Building, 1st floor) prior to March 27th, 2015. NO EXCEPTIONS WILL BE GRANTED.

Step 2—Determination of Housing Selection Levels
Each student who is eligible for on-campus residence will be placed into a Housing Selection Level. This level is based on the number of credits that a student has completed/earned. Earned credits will include:

- Courses that students have passed.
- Courses that were transferred to Medaille from another institution or through advanced placement exams.

If you have any concerns regarding your attempted credits total, you should contact the Registrar’s Office at (716) 880-2261. All concerns must be resolved with the Registrar’s Office by Friday March 27th, 2015.

<table>
<thead>
<tr>
<th>Housing Selection Level</th>
<th>Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors (1)</td>
<td>90 and above</td>
</tr>
<tr>
<td>Juniors (2)</td>
<td>60-89</td>
</tr>
<tr>
<td>Sophomores (3)</td>
<td>59-30</td>
</tr>
<tr>
<td>Freshmen (4)</td>
<td>29 or fewer</td>
</tr>
</tbody>
</table>

V. Room Selection

All students who are eligible will have an opportunity to choose their rooms for the fall. There are two different ways a student may participate in the Housing Selection Process: North Hall Apartments or Open Room Selection. These processes are described below.

Students may apply for an Apartment as a complete group or select an available room individually during Open Room Selection (on a space available basis). All students must be in good standing with the Department of Housing and Residence Life and Student Affairs to participate. PREFERENCE WILL BE GIVEN TO GROUPS OF STUDENTS WHO CAN FILL AN ENTIRE APARTMENT.
A. The following policies apply to Apartments:

1. Students are responsible for cleaning and maintaining apartments according to health and safety standards prescribed by the College.
2. Custodial Staff will not provide service to occupied apartments.
3. Residence Life Staff will inspect apartments regularly. Staff will leave written notice, informing North Hall Apartment residents that the site was inspected and the results of the inspection.
4. Students who fail to maintain apartments, or who are found responsible for alcohol, drug, fire safety, or other serious violations of College policy, will be subject to disciplinary action, including removal from their North Hall Apartment.
5. No more than 6-10 additional people may be present in an apartment at any given time (based upon occupancy).

B. To apply as a group:

1. North Hall Apartment Selection will take place in the Sullivan Center on Saturday, March 28th at 8:30am. All group members must be present or represented by a proxy (Designated group representatives of the groups) when rooms are selected.

Open Room Selection

Open Room Selection is for students who are not interested in North Hall Apartments. During this process, students will have an opportunity to select from rooms available in the two residence halls.

To participate in Open Room Selection:

A. Please arrive at the Campus Center on March 28th at the time that corresponds with your Housing Selection Level (Class Standing). At this time you will select your number for the room selection “lottery”. Once all students have selected a number; residence life personnel will immediately begin calling numbers at random for individuals to select their assignments for the 2015-2016 academic year.

B. You need to bring:
   1. Your completed Application/Housing Contract (including Insurance Waiver information)
   2. Your student I.D. card
Please Note:
- You will not be able to select a room if you do not have all the above items with you when you arrive. You will check in at the designated area and receive instructions from a representative from the Office of Housing and Residence Life.
- When your Room Selection appointment number is called, you will proceed to the selection area with any roommate(s) with whom you choose to live (see E below).

C. Once in the selection area, you (and your prospective roommate(s)) will select your room for the 2014-2015 academic year and submit all of your paperwork. It is important to note that the contract is binding and obligates you to the room and board plan for a full academic year, unless you are graduating, taking a leave of absence, or withdrawing from the College at the close of the fall semester. If you do not move into your assigned room at the beginning of the fall semester, you will forfeit your $100.00 deposit.

D. It is important that you complete all steps of the process. Your official assignment is made only after verification that you have completed each step. Immediately after you are finished, please exit the Room Selection area.

E. Students choosing a double during Open Room Selection may "pull in" a roommate with a higher Housing Selection Level or number provided the roommate(s) is eligible to participate in Open Room Selection (for example, if you are number 1, you may pull in anyone with a higher number as your roommate). Prospective roommates are advised to be present at the appointment time of the student with the lowest Housing Selection Level or number (i.e., earliest time of selection).

THERE WILL BE NO SINGLE ROOMS FOR FALL 2015

VI. Financial

Students whose financial accounts with the College are not in good standing as of September 1st may have their room reservations cancelled. Your student account will be considered in good standing if on September 1st, 2014:

a) Your Fall 2014 room, board, tuition and fees balance is paid in full; or
b) You have a pre-approved payment arrangement (approved by the Student Accounts Office) which has been paid up to date; or
c) You have been awarded Fall 2014 financial aid (verified by the Office of Financial Aid) sufficient to cover your account balance.

VII. Medical or Physical Considerations

All students who wish to live on campus during the 2014-2015 academic year must participate in the Housing Selection Process and are encouraged to select a room which best meets their individual needs. If you have a medical or physical condition(s) that may require modification of your accommodations, you should contact Jeffrey Siefert, Coordinator of Disability Services at (716) 566-3088 prior to the Housing Selection Process. Please note: You must arrange to discuss your accommodation prior to participating in Housing Selection.
VIII. Residence Hall Smoking Policy
For health, safety, and comfort reasons, all housing at Medaille College is smoke-free. Smoking is prohibited in all Medaille College buildings and properties. This includes common areas, student rooms, and in front of all residential units.

IX. Fall 2015 Campus Housing Opening and Closing Dates
Residence halls will open and close on the following dates and times. Please make travel plans accordingly.
Fall Semester Opening: August 30, 2014 (Returning resident students only)
Thanksgiving Break Closing: November 24, 2015 at 10pm
Thanksgiving Break Opening: November 29, 2015 at 10am
Fall Semester Closing: All residents must vacate the halls no later than 4 hours after their last exam, or by December 11, 2015 at 10am, whichever is earlier.

X. Frequently Asked Questions

1. What if I am scheduled to select a room toward the end of Open Room Selection—will there be any rooms left?
   Yes, although you may not get your first choice, space will be available for all participants.

2. What if I apply for a North Apartment but don’t get accepted?
   You should participate in Open Room Selection, arriving at the time corresponding to your Housing Selection Level.

3. What if I am unable to be present at the time I am scheduled to select a room?
   If this situation arises, you may have a proxy (another student) choose your space. A proxy form, which you must fill out and sign, must accompany that student. The selection made by the proxy is final! Proxy forms can be picked up at Student Affairs between the hours of 10 a.m. and 6 p.m., Monday through Thursday and 8 a.m. and 4 p.m. on Fridays and will also be available at both residence hall front desks. If you opt to use a proxy, he/she must come to Room Selection with all your documents, including the completed proxy form and application.

4. What if I pay my housing deposit, but decide not to live on campus?
   Students who are eligible to participate in Housing Selection Process but decide not to live on campus must inform the Office of Housing and Residence Life, in writing, by 4:00 p.m. on May 1st. After 4:00 p.m. on May 1st, any student who has been granted housing but decides not to live on campus will forfeit his/her deposit.
STUDENTS WHO ARE NOT COMMUTING FROM HOME AND ARE GOING TO BE SOPHOMORES IN FALL 2015 MUST RESIDE ON CAMPUS.

5. What if I arrive late on the day of room selection and miss when my number is called?
If you are not present when your number is called, and no one is present to act as your proxy, the next number will be called. If you arrive after your number is called, you will be permitted to choose a room after all the students within your Housing Selection Level have selected rooms. It is important that you arrive on time!

6. If I decide at some point that I do not want my room, can I give it to someone else?
No, spaces are non-transferable.

7. Can I stay on campus during the vacation breaks?
All campus housing will officially close during all break periods. However, due to special circumstances (in-season athletics, Kennel duty, etc) some students may be permitted to return early from breaks. Students who may require housing during scheduled breaks are required to apply and be approved for break housing. Because break housing is not covered in the Housing Contract, a nominal fee may be charged for housing during break periods. Meals will not be provided over the break periods. Break housing policies for the 2015-2016 academic year are subject to change.

8. If I do not participate in the Housing Selection Process, will I still be able to live on campus?
If you do not participate in the Housing Selection Process you can go to the Office of Housing and Residence Life beginning March 30th, pay a $100.00 housing deposit to the Student Accounts Office, and either choose a space or place your name on the housing waiting list. If space becomes available, a representative from the Office of Housing and Residence Life will contact you to discuss your options.

9. What if I want to choose a room with an incoming freshman or transfer student?
Please have the incoming student or transfer complete the proxy form and bring it with you to Housing Selection.

NEED MORE INFORMATION?
Representatives from the Department of Housing and Residence Life will be available to answer your questions about the Housing Selection Process. Stop by the information tables in the Campus Center during the week of March 23rd, 2015.

Information can also be found online at http://www.medaille.edu/residencelife/