



Room Selection



IMPORTANT DATES & TIMES

JANUARY 30, 2012 ~ Room Selection Materials Available

- Housing applications available outside the Office of Resident Life in Loyola Hall & Alexandria Hall
- Campbell Solution Center will begin accepting \$250.00 Housing Deposits.

MARCH 16, 2012 - Room Selection Materials Deadline - 3pm

- Housing applications - 130 Loyola Hall
- \$250.00 housing deposit - Campbell Solution Center

MARCH 23, 2012 - Lottery Cards Distributed to Student On-campus Mailboxes.

MARCH 28, 2012 - Room Selection Information Session

- 3:30pm & 6:00pm - St. Brigid Hall Glass Lounge

APRIL 2 & 3, 2012 - Room Selection

- Waldron Center Board Room
- Scheduled date & time on Lottery Card.

APRIL 27, 2012 by 5pm - Last Day to Request Full Housing Deposit Refund - must complete a Release From Housing Contract

Please review the following Guidelines and Process to become familiar with the Room Selection Process!



Room Selection



Guidelines & Process

How to Apply for Campus Housing:

1. Pick up a housing application and *Residence Hall Contract* from the Office of Resident Life (130 Loyola Hall or 130 Alexandria Hall).
2. Clearly print all requested information on the housing application.
3. Sign your completed application. Upon signing your application, you are agreeing to all terms and conditions as outlined in the ***Residence Hall Contract***, please review.
4. Submit your housing application to 130 Loyola Hall **AND** pay your \$250 housing deposit to the Campbell Solution Center by **3:00 PM on Friday, March 16, 2012.**
5. Your **lottery card** will be distributed to your mailbox on Friday, March 23, 2012.
6. Participate in the **Room Selection process** on April 2 & 3 at 8:00 PM in the **Waldron Student Center Board Room**. Your exact date and time will be determined on your lottery number – this schedule will be distributed with the lottery cards.

In accordance with College policy room deposits for Room Selection will not be accepted or processed, nor will lottery numbers be issued for any student who has an outstanding financial balance on his/her account.

Housing Deposit extensions will not be offered.

7. If you are unable to attend the Room Selection process, a proxy (substitute) must be assigned and a Absentee Proxy Form must be completed prior to Room Selection - available through the Office of Resident Life.
8. If you decide to withdraw from your assignment, you must complete a *Request for Release from Housing Contract* in the Office of Resident Life. **Wednesday, April 27, 2012 at 5:00pm is the deadline to do so without financial penalty (loss of \$250 deposit).**

Room Selection Process

- √ Current residents will enter the Room Selection process in the order of their lottery number, and choose the room in which they will live next year! There will be scheduled time slots for each lottery number to come to the Room Selection process. Housing assignment confirmations will be sent to home addresses in July.
- √ You must have your **lottery card and your GMC Student ID** in order to choose your room! If you are unable to attend Room Selection, a proxy (substitute) must be assigned and a Absentee Proxy Form must be completed prior to Room Selection.
- √ The resident with the lowest number will be able to “pull in” his/her roommates or **suitemates**. These roommates/suitemates may attend together with their lottery cards, or they may give their lottery cards to the person with the lower number. **Remember, no one will be assigned a room without a card!** If there is a specific incoming first year or transfer student that you would like to “pull-in”, please contact the Office of Resident Life prior to Room Selection.
- √ You **must** participate in the Room Selection Process in order to choose a room for next year! If you are unable to attend you must complete an **Absentee Proxy Form** and assign a proxy (substitute) to attend your scheduled selection appointment. Don't miss your chance to live on campus this fall!

Important Information to Know!

Returning students will choose to live in designated units in the residence halls according to the floor plans posted after the Lottery Cards have been distributed and based upon availability of space during Room Selection on April 2nd & 3rd.

In order to select a room, students will need to have the same number of roommates as the occupancy of the room. Students will not be able to select a room without the proper number of roommates. In Siena and St. Brigid Halls, doubles and triples (three roommates total) are available. In Alexandria Hall, doubles will be available in varied suite styles. Those planning to live in a livingroom suite in Alexandria Hall will need 4 total suitemates to occupy this space.

Resident students on Residence Hall probation will receive their lottery number at the end of their rising class; these students **are** allowed to be “pulled-into” a room by another student(s) during the selection process.

Current students who submit their housing application or housing deposit **after the March 16, 2012, 3:00 PM** deadline will not be eligible to participate in the Room Selection Process. Those who do not participate may be considered for housing opportunities after the Room Selection Process is complete and based upon housing availability.

SAVE THE DATE!!!!!!

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Room Selection Process

April 2 & 3 @ 8:00pm

Waldron Center Board Room

FAQ's...

Q. What if I'm a rising junior with a lottery number who would like a rising sophomore as a roommate?

A. The roommate with the better (lower) lottery number will be able to "pull in" a desired roommate to a preferred assignment. In order to do this, the person with the lower lottery number needs to bring the roommate's lottery card as well as his/her own card to Room Selection.

Q. Can my friends and I select a suite together in St. Brigid, Siena or Alexandria Hall?

A. **Yes!** Resident students will be able to choose their suitemates. In order to select the appropriate suite, you must have the exact number residents that can occupy a suite.

Q. If I am a commuter student, can I live on campus next year and go through the Room Selection Process?

A. **Yes!** Please visit the Office of Resident Life to obtain a housing application and a member of our staff will explain the process to you!

Q. What if I cannot attend Room Selection?

A. You must assign a proxy (substitute) to stand in your place. An Absentee Proxy Form must be completed and submitted during your scheduled time at Room Selection.

Q. What if I am unsure if I will live on campus next year or in an apartment off campus?

A. You must understand that signing the housing application is similar to signing a lease and is a binding agreement. Residents who wish to be released from their contracts must fill out a *Request for Release from Housing Agreement* form in the Office of Resident Life by 5:00pm April 27, 2012 to receive their \$250.00 housing deposit refund.

More FAQ's...

Q. What happens if I do not have a roommate?

A. If you do not have a roommate during Room Selection, you will still have the opportunity to select a room. However you may be assigned to a student who doesn't have a roommate, or a roommate may be assigned to you.

If assistance is needed in finding a roommate, please be sure to visit the Office of Resident Life in Loyola Hall.

Q. How much will housing cost next year?

A. The Board of Directors will pass the budget for the 2012-2013 academic year. The rates for living on campus will be increased for next year. The room rates are:

	Current:	2012-2013
Siena Hall & St. Brigid Hall Deluxe Double	\$5,660.	TBD
Siena Hall & St. Brigid Hall Deluxe Triple	\$5,100.	TBD
Alexandria Hall Standard Traditional Double	\$5,300.	TBD
Alexandria Hall Deluxe Suite Double	\$5,890.	TBD
Alexandria Hall Premium Suite Double	\$6,220.	TBD

Q. What meal plan can I select?

A. All Residents are required to be on a meal plan:

	Current:	2012-2013
19 per week + \$100 MERV Bucks	\$4,830.	TBA
15 per week + \$200 MERV Bucks	\$4,500.	TBA
10 per week + \$250 MERV Bucks (eligible beginning sophomore year)	\$4,290.	TBA

Even More FAQ's...

Q. Can I receive a refund of my housing deposit after April 27, 2012?

A. Requests to cancel without financial penalty after April 27 are only honored for students withdrawing from the College (see the *Residence Hall Contract*).

Q. How can I view the Room Selection Floor Plans?

A. Floor plans will be available on the Resident Life webpage as well as paper copies that will be available in Loyola and Alexandria Hall.

Q. I was told that a new Honor's Housing option is available for next year. Is this true?

A. YES! This option will be available for students who participate in the Honors Program here at GMC. Please read the next section for more information.

Q. Will cable still be available in my room next year?

A. Yes! Cable will still be available in all student units. However, the College will be participating in an upgrade to our cable service. Please review the next section for this important information!

Q. How do I notify the College of special living accommodations due to health reasons so I can sign up for the appropriate living space?

A. All students who require special housing accommodations need to obtain an application packet by visiting:
<http://www.gmc.edu/students/disabilitysupport/>
These forms are to be completed by the student and the student's physician. Materials must be turned in by the application/deposit deadline of Friday, March 16, 2012.

NEW FOR 2012!!!

Honors Housing 2012-2013

The Office of Resident Life and the College Honors Program are pleased to announce that, beginning in the fall of 2012, students enrolled in Honors may apply for housing in a section of the residence halls reserved for Honors Program participants. Honors housing will be located on the first floor, A-wing, of Alexandria Hall. Current students and new students who have been accepted into the Honors Program may apply for this specialized housing during the Room Selection Process. If you have any questions about this housing opportunity or if you need further information, please see a member of the Resident Life Staff or the Director of the Honors Program.

To be considered for this program, please be sure to complete the Honors Housing Agreement and submit with your Housing Application. All agreements will need verification from the Honors Program in order to proceed with this option.

Cable Upgrade Scheduled for Summer 2012

Following the close of the Residence Halls this Spring Semester, Comcast will be installing a new piece of cable equipment referred to as a Head-End on our campus. The purpose of this will be to eliminate the need for each television set to be equipped with a DTA (Digital Transport Adapter) box as is currently necessary in order to receive the channel lineup purchased by the College. The Head-End will allow students the convenience of plugging their cable cord directly from their television set to the cable outlet on the wall without the need of taking responsibility for any additional cable box related equipment that needs to be signed out and returned at the end of the year. Every cable outlet will then provide the College purchased channel line-up signal and the Head-End equipment will not allow for additional channels beyond these to be transmitted to individual student units. As a result, Comcast will no longer accept individual student agreements for channels beyond those purchased by the College.

NEW FOR 2012!!!

Residence Halls Security Upgrades

Best practices for College residence halls nationwide include construction and renovation of existing facilities to conform with a one point entry and exit system. The purpose for this practice is to enhance the safety of all residents in buildings that are not open access facilities. College policy allows for only residents, their escorted registered guests and authorized staff to be allowed in the residence halls. One point entry and exit systems strengthen the ability for Public Safety and Security to enforce this important policy.

When Alexandria Hall opened in January 2006, it was constructed in this manner and all other means of emergency exit were constructed with a 15 second delayed alarm system that is designed to automatically release when the fire system is activated. During the past several years similar equipment has been phased into a renovation schedule in St. Brigid and Loyola Halls. During the upcoming year it is anticipated that this work will be scheduled for completion or at least near completion during the 2012 summer throughout Loyola, St. Brigid and Siena Halls. Once completed all residence halls on campus will conform with this important best practice safety system of one point entry and exit which for the Loyola, Siena and St. Brigid complex will be the current St. Brigid Hall main doors located by the existing Public Safety and Security Desk.

In the meantime, all students are reminded that the residence halls are not open access facilities and while guests are welcomed, in accordance with the Visitation policy, they must be registered with Public Safety and Security and escorted into and out of the residence halls at all times.