



Office of Residence Life

111 Catskill Hall

Email: ResLife@delhi.edu

Tel: 607-746-4630 Fax: 607-746-4086

“Housing Selection”

How Current Students Secure Campus Housing for Fall 2010-Spring 2011

You need to read, understand & follow these instructions if:

- 1) You are currently a student at SUNY Delhi (spring term 2010), &**
- 2) You want to live on campus or in Riverview Townhouses fall 2010 term.**

If you are currently a student at SUNY Delhi & do NOT want to live on campus 2010-2011, you need to contact the Office of Residence Life for a “Request to Live Off-Campus” form.

To secure campus housing for Fall 2010 you must complete the following 3 steps in this order:

- 1. PAY \$100 HOUSING DEPOSIT** at the Office of Student Accounts (157 Bush Hall, tel: 607-746-4625) anytime from Monday, March 8, 2010, through 4:30 pm on Friday, April 9, 2010. After April 9, 2010, housing deposits for fall 2010 term will NOT be accepted from students enrolled during the spring 2010 term.
 - * If you owe the school \$100 or more you will not be allowed to pay your housing deposit until you have cleared your bill. Any questions regarding this should be made to the Office of Student Accounts (157 Bush Hall, tel: 607-746-4625).
 - * If you anticipate having a problem paying the deposit by this date, you may send an email to padovajj@delhi.edu requesting and explaining why you require a housing deposit waiver.
 - ✓Requests must be made in writing (email). Do NOT phone or stop by to speak to someone to request a deposit waiver.
 - ✓Requesting is NOT the same as receiving. You must check your email for an answer to your request.
 - ✓DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE A REQUEST. Requests must be emailed no later than Wednesday, April 7, 2010.
- 2. COMPLETE THE ONLINE HOUSING CONTRACT AND REQUEST FORM.** By 10 am the weekday AFTER you pay your housing deposit you will be able to log on to the computer and complete the online housing contract and request form. Make sure you COMPLETE and SUBMIT the form (you will see a screen saying: *Thank you for completing your housing application for the 2010-11 academic year*).
- 3. PICK YOUR HOUSING ASSIGNMENT ONLINE.** The week of April 19th, if you successfully completed steps 1 & 2 above, when you log onto the Student Housing Management System you will see your log-in time when you can pick your housing assignment online (see “Housing Selection Timeline” on the next page for log-in dates.) By Friday, April 30th, everyone should have their fall housing assignment.

Housing Selection Timeline

March 8th through April 9th & 12th

Pay your \$100 housing deposit at the Student Accounts Office

(no later than 4:30 pm on Friday, April 9, 2010).

Complete your online housing contract and request form

(no later than 4:30 on Monday, April 12, 2010).

March 8th through April 7th

If you anticipate having a problem paying the deposit by April 9th, send an email request for a waiver of the housing deposit to padovajj@delhi.edu. Please explain why a waiver is required. Check your email for a response, either approving or denying the request.

March 8th through March 12th

Attend a Housing Selection Process Information Session. See flyers in the residence halls for times and places.

April 19th through April 23rd

Check the Student Housing Management System to find out when your log-in time will be to pick your housing assignment online. You may be assigned more than one log-in time, depending upon how many of the housing options below you choose to participate in.

Log on to Student Housing Management Access during your time slot and select your housing assignment for next fall.

- To select a room in **Catskill Hall**
 - April 21st, from your time slot until 8:00 am on April 22nd
- To select a **Triple or Quad Room with three or four of your friends**
 - April 26th, from your time slot until 8:00 am on April 27th
- To select **any other room on campus**
 - You will have a time slot on April 27th, 28th, or 29th and can choose a room until 10:00 am on April 30th

Frequently Asked Questions

Can't I just stay in my same room next year?

Sorry. There's no "squatting" the same room from year to year. If your current room is available when it's your turn to pick your room for next year, then you can pick it. (You would still have to completely move everything out for the summer.)

How is the order for log-in times determined? Who gets to pick first and who has to go last?

The students who have earned the most credit hours go first. Those who have the least number of credit hours go last.

What if I'm in class during the log-in time you give me?

Your time slot begins at the time we give you, but it remains open during the entire rest of the week until 10:00 am on Friday, April 30th.

What if I don't have a computer to use during my assigned log-in time?

You can use your personal computer or any campus computer. Computers are available for student use several places across campus. If you can't find a more convenient option, you can come by the Office of Residence Life during our office hours (weekdays 9 am to 5 pm) and use one of our computers.

How do I make sure my friend and I room together?

You must both request each other as roommates on the contract and request form. Make sure you have done this step. If you have, it will say "confirmed" by your roommate request. If your friend has not requested you, it will say "unconfirmed" by your roommate request. You may request up to three roommates.

If you have requested each other, when the first one of you logs in and picks a room, you will automatically bring the other one in with you to that same housing assignment.

Be aware: If one of you moves out of your first assignment to a different room, you will not be able to bring the other person with you. That person would have to move themselves into the new room to remain your roommate.

Also be aware: The only people you can pull in as roommates are students who have paid the deposit, completed the contract during the timeframe allowed (March 8th to April 9th), and you have mutually requested as a roommate on the housing contract. Simply requesting someone as a roommate in no way gets around these requirements.

What if I don't have anyone in particular I want to room with?

Someone else going through the selection process may choose the other opening in the room you choose. If this does not happen, then we will consolidate the assignment. *See the FAQ below, "What's 'consolidation?'"*

If just my friend and I choose a triple room will you put a third person in with us?

In fall, rooms that can be tripled will be tripled, and all quad rooms will have four residents. Only groups of three may choose a triple room, and four may choose a quad room. If you and two friends select a triple room and one does not return in the fall, you may be moved to a double room, possibly in a different hall. If you and three friends select a quad room and one does not return in the fall, you may be moved to a triple room in a different hall if space is available, or the three of you may be separated. *See the FAQ below, "What's 'consolidation?'"*

What if my roommate graduates in December, or goes on internship spring term? Who will my roommate be in spring?

You should speak to your Resident Director (RD) during fall term about the situation. If you have a friend you want to move in with you for spring term, make the arrangements with your RD well before you go home for the break between fall 2010 and spring 2011 terms. If you don't have anyone in mind to bring in as a new roommate, most likely we will assign you a new roommate. There is a possibility that you may be able to buy out the room as a single, but that won't be decided until the beginning of spring term.

What if my roommate decides not to return to SUNY Delhi for fall term, or decides to move off-campus?

If your roommate is a good, considerate friend, he/she will let you know so that you can try to arrange for someone else to be your roommate. Otherwise, you will be one person in a double room (or one of two people in a triple room) and we consolidate such assignments. *See the FAQ below, "What's 'consolidation?'"*

What if my roommate decides during the summer not to return to SUNY Delhi and he/she doesn't tell me?

It's your responsibility to keep in touch with your roommate; we can't do that for you. If you're left as one person in a double room (or one of two people in a triple room) we will consolidate such assignments. *See the FAQ below, "What's 'consolidation?'"*

What's "consolidation?"

When there are open spaces in rooms and we have additional people to house (as we always do in fall), we will move some people out of the assignment they chose and in with someone else to make better use of the spaces.

Some examples:

Katie is alone in a double room in Murphy Hall and Julie is alone in a double room in O'Connor Hall. We will move either Katie or Julie to the other person's room so that two returning students are in a double room together and the other room becomes available for two people who have requested each other as roommates.

Jim and Joe are in a triple room in Murphy Hall. If they are roommate requests of each other, we will try to move them to some available double room—maybe in Russell (where most of the double rooms are on campus), or we might put a third person in with them. If they are not roommate requests of each other, we might move Jim to another triple in Murphy that Dan and Eric are in, and move Joe to a triple room in O'Connor where Ben and Jason are.

The important thing to know about consolidation is: If you don't straighten things out yourself, we will.

For more on consolidation, read the *Housing Policy Guide* available online.

Which halls have singles? doubles? triples? quads?

Catskill, Murphy, O'Connor and Russell Halls have single rooms (DuBois and Gerry do not).

All campus halls have double rooms, but by far the most doubles are in Russell Hall.

Murphy and O'Connor Halls have most of the triple rooms, but Russell has a few, too. (There is one VetSci Living Learning Environment female triple room in DuBois Hall.)

Russell Hall is the only hall with quad rooms.

How is DuBois Hall different from the other halls?

The female half of DuBois Hall is for Nursing majors or VetSci majors only who want to live in the Living Learning Environment for their major. The basement, 1st and 2nd floors are for VetSci students; the 3rd floor is for Nursing students. This is a 24-hour quiet area. There are no other female spaces available in DuBois Hall.

The male half of DuBois Hall is like any other residence hall.

How do I get a single for next year?

You are going to pick your own room online. If a single room is available when it's your turn to pick—pick it. If there are no singles still available when it's your turn to pick, see the next FAQ below, "*What if I don't like any of the open spots available when it's my turn to pick?*"

What if I don't like any of the open spots available when it's my turn to pick?

You have two options:

1. You pick an assignment from what is available and put yourself on one or more waitlists.
2. You can fill out a "Request to Live Off-Campus" form and a "Housing Deposit Refund Request" form at the Office of Residence Life and live off-campus next year. There are 2 things to remember, though:
 - a. Housing deposits are only refundable if the request is made before June 1st.
 - b. You will NOT be able to later change your mind and get back on campus for fall 2010 term.

How do the waitlists work?

During the summer months some students change their minds and decide to transfer to another school, take some time off, or for whatever reason, change their mind about returning to school. This makes the room they chose available for someone else.

Example #1: John was able to get a single room in Murphy Hall during the Housing Selection Process in April. Dave wanted a single, but none were left, so he got a double room in DuBois Hall and put himself on the Singles Waitlist. In June John decides to transfer to SUNY Binghamton. Dave is the first male student on the Singles Waitlist, so we move him from his double room in DuBois into the single in Murphy that had been John's.

Example #2: During the Housing Selection Process in April, Sarah got a double room in Catskill Hall. Lucy got a double room in O'Connor Hall, and put herself on the Catskill Hall Waitlist. Sarah gets a good summer job and decides to keep working through fall term and save some money, then come back to school for spring term. Lucy is the first female on the Catskill Hall Waitlist, so we move her from her O'Connor double to the Catskill double Sarah used to have.

How is the order of the waitlist determined?

Initially, it is the same order as the log-in times were determined: The students who have earned the most credit hours are at the top of the list, and those with the least number of credit hours are on the bottom of the list. Any names added after May 1 will be ranked in order of signing up, but below the names already on the list at that date. You can access waitlists through the Student Housing Management System. We have five waiting lists that you can add yourself to:

1. Riverview Townhouses
2. Single Rooms
3. Catskill Hall
4. Living Learning Environment for Veterinary Science Students
5. Living Learning Environment for Nursing Students

What if I have a special/medical housing request?

If you have previously met the requirements for special/medical housing at SUNY Delhi you do not have to re-qualify. You still must pay the housing deposit (or obtain a waiver) and complete the online housing contract. Once you have completed the contract you should contact the Office of Residence Life. We will make your assignment prior to releasing rooms for the general student population. **It is your responsibility to contact the Office of Residence Life to confirm your housing assignment prior to April 20th.**

If you have not previously met the requirement for special/medical housing at SUNY Delhi then you will have to submit evidence from an appropriate medical professional for our review of your request. You

must pay the housing deposit (or obtain a waiver) and complete the online housing contract. If your request is approved, we will make your assignment prior to releasing rooms for the general student population. If it is not approved, you will receive a log-in time to choose your assignment with the rest of the student body.

Do I have to have a meal plan?

Students that live in Catskill, DuBois, Gerry, Murphy, O'Connor or Russell Halls **must** have a meal plan. You will select your meal plan when you select your room.

Residents of the Riverview Townhouses do **not** have to have a meal plan. They may choose to have one if they wish (including a commuter plan), but it is not required.

What if I'm too busy to do all this now? Can't I just take care of it after spring term is over, or closer to fall when I'll know for sure if I'm coming back or not?

No, you can't; it will be too late then. We give our current returning students the first opportunity to select their rooms, but after that opportunity is over, it's over. We have to start working on housing our new students for fall.

Are there any special requirements to live in Catskill Hall?

Catskill Hall is an upper division Residence Hall. To be eligible to live in Catskill, you must have at least 15 earned academic credits as of the end of the fall 2009 semester and have no significant judicial history.

If you want to live in Catskill Hall, you **must** answer "yes" to the question on the housing contract asking if you are interested in living in Catskill Hall. If you answer "yes" we will check your judicial standing on campus. If it is determined that you are not eligible for Catskill Hall, you will be notified through campus email. If you are eligible, when you check to see your log-in times, you will see a log-in time on April 21st specifically for choosing a room in Catskill Hall.

Can I sign up as a suite for Catskill Hall?

No, you are not able to sign up for Catskill Hall as a suite. We suggest that you coordinate with others that you would like to share a suite with so that you all select the same suite if there is space available when choosing your rooms.

Are there any special requirements to live at Riverview Townhouses?

Riverview Townhouses are an upper division community located next to Price Chopper. Riverview residents are part of the general community of Delhi. Living in Riverview Townhouses is a privilege and residents are held to high standards of behavior. **Applicants must have demonstrated they are able to live independently and peaceably in a community of their peers. To be eligible to live in Riverview, you must have a combination of the following standards:**

- **Be a continuing student or eligible international student and have at least 20 earned academic credits as of the end of fall 2009 semester**
- **Have at least a 2.50 cumulative grade point average (GPA)**
- **Be in good academic standing with the college**
- **Have no significant judicial history**

**** See information on the next page regarding "Special Instructions for Riverview Townhouses" **
for more information on how to sign up to live in Riverview Townhouses.**

Special Instructions for Riverview Townhouses

Like all other students applying for on-campus housing for 2010-11, students interested in living in Riverview Townhouses must submit their \$100 deposit to Student Accounts (or obtain a waiver) and complete a Returning Student Residence Hall Application and Contract online by Friday, April 9th. In addition, you must:

1. **On the housing contract, select that you are interested in Riverview Townhouses.**
2. **Pick up, complete and turn in a Riverview Townhouse Supplemental Application form at the Office of Residence Life, 111 Catskill Hall.** If you have friends you would like to live with in the same townhouse, you all need to fill out the same form—just one form for the whole group. If you do not have anyone that you would like to live with, you must still complete this form so we know if you are interested in a double or single room.

We will check the judicial standing of anyone applying for Riverview to determine if they fulfill all of the requirements. If it is determined that you are not eligible for Riverview, you will be notified through campus email.

If you are assigned to Riverview, you will see your assignment on the Student Housing Management System by April 19th.

If you are not assigned a room in Riverview Townhouses, see the FAQ titled *“What if I don’t like any of the open spots available when it’s my turn to pick?”*