Office of Residence Life
Housing Lottery Information

Be aware that the process this year is different than previous years and you need to read this booklet in order to know what to do.

Participation in the Housing Lottery process is required for anyone who:

A) Currently lives on campus and will be a student at Delhi in Fall 2009.
B) Currently is a Delhi student, lives off campus and wants to move on to campus for Fall 2009.

The information contained within this booklet will tell you how to select your room for the 2009-2010 academic year. Note: For current first year students living on campus, the process for you is different than what you did as an incoming student.

For the Housing Lottery process, you must do the following:

1. **Read and follow the instructions detailed in this booklet.** This year’s process is different than previous years. Everyone must read this booklet to know what they need to do to participate.

2. **Students must submit a $100 housing deposit to the Office of Student Accounts in 157 Bush Hall.** Deposits will be accepted at the Office of Student Accounts starting Monday, March 2nd through Friday, April 17th, 2009. You can pay your housing deposit by cash, check or credit card. Note: this year, you do not submit a Housing Application and Contract with your deposit. Read step 3.

3. **Completely fill out all information on the Housing Application and Contract online by April 17th.** Once your deposit has been processed (after two full business days), access to your Residence Life Odyssey HMS account will be activated and the Housing Application and Contract will be available for you to fill out online at [http://www.delhi.edu/campus_life/housing](http://www.delhi.edu/campus_life/housing). By submitting an online Housing Application and Contract, you will be held financially responsible for your room assignment for the entire 2009-2010 academic year while you are an enrolled SUNY Delhi student. Once the application deadline is over, Riverview Townhouses will be assigned by staff first. Then Catskill Hall will be assigned by staff. All other residents and any resident who unsuccessfully applied for either Riverview or Catskill will then participate in the online room selection process according to their assigned time slot.

Students need to both (1) pay the housing deposit and (2) complete the Housing Application and Contract online. This booklet contains what you need to do and what you need to know to make an informed decision. Be aware that the process is different than previous years and you need to read this booklet in order to know what to do.

If you have any questions, please contact the Office of Residence Life. Please note that your Residence Life Odyssey HMS account will display your current housing information. In addition if there are any changes, an email will also be sent to your student email address. Please be sure to check periodically either the online web page or your SUNY Delhi email account for updates.

Sincerely,

Ursula Herz
Assistant Director of College Housing
Housing Lottery Schedule

March 2\textsuperscript{nd} to April 17\textsuperscript{th}
Student pays the $100 deposit at Student Accounts in Bush Hall and then fills out the Housing Application and Contract online.
✓ Pay $100 Housing Deposit and submit your housing application online.
✓ A Housing Deposit is required to apply online for housing during the 2009-2010 year. Requests for a waiver must be submitted in writing to the Office of Residence Life in 111 Catskill Hall by April 15, 2009.
✓ Students who do not pay the $100 deposit and/or fail to submit a housing application by April 17, 2009, may not receive on campus housing.

March 9\textsuperscript{th} to March 13\textsuperscript{th}
Information Sessions will be held to inform students of the new process to select a room for next year.

April 27\textsuperscript{th}
Riverview assignments will be made and notification will be sent to your Thurston Hall mailbox and SUNY Delhi email account.

May 1\textsuperscript{st}
Catskill assignments will be made and notification will be sent to your Thurston Hall mailbox and SUNY Delhi email account.

May 1\textsuperscript{st}
Students who applied to Riverview or Catskill who were not assigned to Riverview or Catskill will be notified in their Thurston Hall mailboxes and their SUNY Delhi email account of their assigned time slot to go online and choose a room and roommate.

May 4\textsuperscript{th} to May 8\textsuperscript{th}
Online Housing Lottery begins. Students may choose rooms according to their assigned time slots.

Frequently Asked Questions About the Process

What is the Housing Lottery?
The Housing Lottery is the process by which current students select their residence hall room assignments for the next academic year. When Riverview has been assigned, students who applied for Catskill or did not get into Riverview but would then prefer Catskill, will be assigned. All students not receiving a Riverview or Catskill assignment will go online during their room selection time slot in an order determined by their housing lottery number. In order for the process to go smoothly, current students should prepare in advance by actively seeking roommate possibilities and coordinating with their potential roommate. It is also helpful if students are flexible in their housing options and appreciate the impossibility of pleasing all students in the lottery process.

Can I stay in my current room/suite?
No. All students must participate in the Housing Lottery and choose a new room. If your current room has not been chosen yet by participants with lower lottery numbers than yours, you can then choose your current room for next year, but you will still need to check out at the end of the spring semester and remove all belongings for the summer.
What do I do for the Housing Lottery?
In order to choose a room for the 2009-2010 academic year, you need to pay the $100 housing deposit. This will allow you to fill out an application and contract for housing. Instructions are detailed below and will be available in information sessions but you must read the information sent to you both by student email and in your mailbox and pay attention to deadlines.

How do I receive my housing lottery number?
Each student who pays the $100 housing deposit and submits a Housing Application online is automatically assigned a random lottery number. Lottery numbers are generated within total credit hour groups. Students with 61 or more credit hours will be assigned the lowest lottery numbers first and have 1st choice at rooms. Students with 31 to 60 credit hours will be assigned the next group of lottery numbers. Students with 30 credit hours or less will be assigned the highest lottery numbers. Lottery numbers are not transferable.

What if I owe SUNY Delhi more than $500?
Any student with an outstanding balance of $500 or more on their student account will not be allowed to complete a housing application and participate in the process until their bill is paid in full. Any questions regarding your student bill should be directed to Student Accounts in 157 Bush Hall or call 746-4625.

What if I do not want to live on campus next year?
Only those students who meet the off campus housing criteria by: 1) being 21 years of age or older, 2) married, or 3) living with a parent of guardian with a 50 mile radius of the campus are exempt from participating in the Housing Lottery. Students who meet any of these criteria should fill out an Off Campus Request form available in the Office of Residence Life in 111 Catskill Hall. The form should be submitted by Friday, April 17, 2009. Students who do not meet the above criteria may submit a request in writing to be released from on campus housing to the Director of Residence Life. The request should include reasons for requesting to be released from on campus housing.

What if I do not participate in the Housing Lottery by paying a deposit? Can I still get a room later?
If you do not complete the Housing Contract and submit a $100 deposit by April 17 or fail to select a fall room assignment at the Housing Lottery, you will likely lose your on-campus housing status for Fall 2009. You can be placed on a waitlist for returning students who did not participate in the Housing Lottery, but you are highly encouraged to apply to be released off campus and seek alternate housing. Students must pay the deposit, fill out a Housing Contract and choose a room in order to have a room on campus next year. All three steps must be completed.

What if I can’t pick my room during my assigned time?
Students who are choosing rooms in any hall except Catskill or Riverview and have completed the Returning Student Application are assigned a time to log on and choose their room. A student’s “time slot” begins at the start time assigned to them and remains open until the entire housing process is completed. For example, a student has class at 1:00pm on May 5th but their room selection time begins at 1:00. That student can choose a room anytime after 1pm on May 5th until the process is closed at 4:00pm on May 8th. However, other students with similar lottery numbers will be choosing during this time and may take desirable spaces. It is in the best interest of participants to choose their room as quickly as possible after their assigned time slot begins.

What if I do not have a computer to use during my assigned time slot?
A student can use their personal computer or any campus computer. If none are available, several computers will be available for students to use in the Office of Residence Life in 111 Catskill Hall. All time slots will be assigned during business hours to allow staff to assist with any questions or problems.
What if I don’t like the rooms/halls still available in the Lottery when my time slot occurs?
If you do not get the hall that you want, it is highly recommended to pick a room and then place yourself on a waiting list for your desired hall. If a space opens in your desired hall, staff will attempt to relocate you to that hall. You can sign up on a waiting list online. Your Residence Life Odyssey HMS account will show your updated information. If you do not pick a room during the Lottery, you most likely will not receive on-campus housing for the Fall 2009 semester. Your deposit will be forfeited if you do not request a refund before June 1, 2009.

What if I would like a single room next year?
There are a very limited number of single rooms in Murphy, O’Connor, Russell and Catskill Halls. There are no single rooms offered in Gerry and DuBois Halls. You will select your preference for room type when you fill out your Application and Contract. Note: In general, only students with low lottery numbers will get a single. There are also fewer female singles than male singles, reflecting the gender breakdown of the student population.

What if I would like a double room next year?
Russell Hall has the most double rooms on campus, with Gerry and Dubois second. Note: there are no doubles in Dubois for women who are not Veterinary Science or Nursing majors. Murphy and O’Connor Hall have a very limited number of doubles confined mainly to the first floor. Plan your room choices accordingly. You will select your preference for room type when you fill out your Application and Contract.

What if I want a triple or quad room next year?
A limited amount of voluntary triples and quads will be available for returning students to pick, provided they have enough currently eligible students for roommates to fill the room. Please see below in the Description of the Residence Halls section for important conditions for triples and quads. You will select your preference for room type when you fill out your Application and Contract.

What if I am a smoker?
All residence halls are smoke-free environments. There is no smoking allowed in any building on campus. In general, a smoker and a non-smoker will not be housed together unless they specifically requested each other as a roommate.

What if I have a special/medical housing request?
Any student requesting accommodations due to special circumstances must submit the request in writing to the Director of Residence Life no later than 4pm on Friday, April 17, 2009. All requests for medical accommodations (both physical and mental health) must have supporting written verification from an appropriate licensed physician or health care provider.

Am I required to be on a meal plan?
Yes, all residence hall students must be on a meal plan. The commuter meal plan is not available to residence hall students. However, Riverview Townhouse residents are not required to have a meal plan but can choose any or none of the CADI meal plans, including the commuter plans. Meal plan types and availability are subject to change. Please go to www.delhi.edu/cadi for additional information on meal plans.

Frequently Asked Questions About Roommates

How do I select a roommate to live with me?
Students have the option to select or “pull in” a roommate of their choosing, even if their roommate has a higher lottery number. In order to be pulled in, the roommate(s) selected must have paid their $100 housing deposit and submitted their online Housing Application and Contract by April 17, 2009. Students are responsible for actively
seeking out potential roommates on their own and making an agreement with them. In order to be placed together, each roommate must request the other(s) so it is clear all are in agreement to the arrangement.

**What if the roommate(s) I selected does not return in the Fall?**

If your selected roommate(s) notifies the Office of Residence Life after May 15th that they will not return for the fall semester, another student will be assigned by staff to the available space. It is your responsibility to maintain contact with your roommate(s) and inform one another of any changes. The Office of Residence Life will not contact you during the summer to inform you of a vacancy in your room. You will only be notified after a new roommate has been assigned to that space via your Odyssey HMS account and your SUNY Delhi email account.

If your roommate decides after the Housing Lottery but before May 15th that they are not returning, you may either 1) request a room change or 2) arrange for a new roommate. Requests need to be submitted online by both you and the new roommate. However, you should not assume you will be granted a room change or new roommate just because you request one. Room/roommate changes will be granted only if it is possible and does not affect any other room assignments.

**What if I don’t have a roommate to pick a room with?**

Students who do not have a roommate already picked out can search for one online through the Residence Life Odyssey HMS program. If a student who does not have a roommate selects a room during the Lottery Process, the next student of the same gender who requests that hall and who also does not have a roommate can pick that available space. If at the end of the Lottery no one has been assigned to that room, the Office of Residence Life will assign someone prior to the start of the Fall 2009 term. If there are multiple returning students assigned to rooms without roommates, Residence Life will consolidate them together to avoid assigning new students to returning students.

**What if my roommate will not be returning to Delhi after the fall semester?**

If your roommate leaves/graduates in December, you should expect someone to be assigned to fill that space for the second semester if you do not pull someone else in as a roommate.

### Description of the Residence Halls

For more detailed information about the residence halls, go to [http://www.delhi.edu/campus_life/housing](http://www.delhi.edu/campus_life/housing).

**DuBois Hall** has only double rooms except room 12, a triple room in the Veterinary Science Living Learning Environment. There are no single rooms in DuBois. *There are no female spaces for non-Veterinary Science or Nursing majors in DuBois.* The Veterinary Science Living Learning floors are the basement rooms, 1st and 2nd floor. The Nursing Living Learning floor is the 3rd floor. All male spaces are open to any major.

**Gerry Hall** has only double rooms. There are no single rooms in Gerry.

**Murphy and O’Connor** have mostly triple rooms available. There are a few singles and a limited number of doubles.

**Voluntary Triples**

Returning students may voluntarily choose a triple room together as long as they are able to fill it completely with 3 people eligible to be housed. However, if any of the 3 returning students does not return or requests to move, the remaining two students will be re-assigned by staff to a double room in any available hall, most likely not in Murphy or O’Connor Halls. A first year student will not be placed with upperclassmen unless the first year student specifically requests it or it is unavoidable.
Russell Hall has some singles, mostly doubles, a few triples and a few quad rooms.

Voluntary Quad Rooms
Returning students may voluntarily choose a quad room together as long as they are able to fill it completely with 4 people eligible to be housed. However, if any of the 4 returning students does not return or requests to move, the remaining students will be re-assigned by staff to a room the remaining students will fill completely in any available hall. A first year student will not be placed with upperclassmen unless the first year student specifically requests it or it is unavoidable.

Special Instructions for Catskill Hall

Catskill Hall is an upper division, 24 Hour Quiet Hall. To be eligible to live in Catskill, you must have at least 30 earned academic credits as of the end of the Spring 2009 semester and be in good judicial standing.

Students interested in being assigned to Catskill Hall must submit a Returning Student Residence Hall Application and Contract online by Friday, April 17th. In the application, you need to choose Catskill as your 1st preference for hall. Then, there is a section that pertains only to Catskill Hall where you will fill out the names of your group members. If you have no group members, do not fill out any names. All group members must meet all eligibility requirements to live in Catskill Hall and each member of the group must submit an online application on their own by April 17th.

In the online application, the group members must request each other. Anyone not requesting the same people in the group that the others request will not be considered for assignment with that group. Group requests will be assigned by staff based on the lowest average of the lottery numbers of the group and factoring in credit hours, community participation and judicial record. If anyone in the group is not eligible, they are not able to be “pulled in” to the suite.

Each group member will be notified May 1st by letter in their Thurston Hall mailbox and their SUNY Delhi email account whether or not they have received a Catskill Hall assignment.

What if my group has less than 6 people total or I am by myself?
Groups with less than 6 people are also eligible and will be assigned with other partial groups in order to form full suites. In the section of the online application where it asks for the names of requested suitemates, you would fill in however many you have. If you have none, you leave it blank.

What if I (or my group) am not assigned to Catskill?
If you or your group was not assigned to Catskill Hall, all members of the group will be notified May 1st by letter in their Thurston Hall mailbox and their SUNY Delhi email account of their lottery time slot when they will go online and choose a room and roommate in another hall. Individuals still interested in living in Catskill may sign up online to be placed on a waiting list for any space that opens in Catskill up to opening day of the Fall semester. Entire groups on a waiting list cannot be placed together barring the extremely unlikely event that an entire suite leaves the college. Instead, individuals will be assigned to wherever a space opens up.
Special Instructions for Riverview Townhouses

Riverview Townhouse is an upper division, 24 Hour Quiet Hour community located next to Price Chopper. Riverview residents are part of the general community of Delhi and are held to high standards of behavior.

**Applicants must also 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:**

- **Be a continuing student or eligible international student and have at least 35 earned academic credits as of the end of the fall 2007 semester.**
- **Have at least a 2.50 cumulative grade point average (GPA).**
- **Be in good academic and social (judicial) standing with the college.**

Students interested in being assigned to Riverview Townhouses must submit their $100 deposit to Student Accounts and then a Returning Student Residence Hall Application and Contract online by Friday, April 17\textsuperscript{th}. In the application, you need to choose Riverview as your 1\textsuperscript{st} preference for hall. Then, there is a section that pertains only to Riverview where you will fill out the names of your group members. If you have no group members, do not fill out any names. All group members must meet all eligibility requirements to live in Riverview Townhouses and each member of the group must submit an online application on their own by April 17\textsuperscript{th}.

In the online application, the group members must request each other. Anyone not requesting the same people in the group that the others request will not be considered for assignment with that group. Group requests will be assigned by staff based on the lowest average of the lottery numbers of the group and factoring in credit hours, community participation and judicial record. If anyone in the group is not eligible, they are not able to be “pulled in” to the townhouse.

Each group member will be notified April 27\textsuperscript{th} by letter in their Thurston Hall mailbox and their SUNY Delhi email account whether or not they have received a Riverview Townhouse assignment.

**What if my group has less than 8 people total or I am by myself?**

Groups with less than 8 people are also eligible and will be assigned with other partial groups in order to form full suites. In the section of the online application where it asks for the names of requested suitemates, you would fill in however many you have. If you have none, you leave it blank.

**What if I (or my group) am not assigned to Riverview?**

If you or your group was not assigned to Riverview, all members of the group will be notified April 27\textsuperscript{th} by letter in their Thurston Hall mailbox and their SUNY Delhi email account. If Catskill Hall was your (or your groups) second choice of residence, you (and your group) will be notified May 1\textsuperscript{st} if you have received a Catskill Hall assignment. If you are unsuccessful in obtaining a Catskill assignment, you will be notified May 1\textsuperscript{st} by letter in your Thurston Hall mailbox and your SUNY Delhi email account of your lottery time slot when you will go online and choose a room and roommate in another hall. Individuals still interested in living in Riverview or Catskill may sign up online to be placed on a waiting list for any space that opens in Riverview or Catskill up to opening day of the Fall semester. Entire groups on a waiting list cannot be placed together barring the extremely unlikely event that an entire suite leaves the college. Instead, individuals will be assigned to wherever a space opens up.