

## “Housing Selection”

Using the Student Housing Management System (HMS)

**How Current Students Secure Campus Housing for Fall 2015-Spring 2016**

**To secure campus housing for 2015-16 you must complete the following 3 steps in this order:**

**1. Pay a \$100 housing deposit at Student Financial Services or through Bronco Web.**

If you are experiencing exceptional circumstances resulting in a problem paying the deposit, you may request a housing deposit waiver. Go to “Forms” on the Residence Life website ([delhi.edu/reslife](http://delhi.edu/reslife)).

**2. Complete the online Housing Contract and Request Form**

If you want to live in Catskill Hall or the Riverview Townhouses you must also complete an additional paper form available in the Residence Life Office, 111 Catskill Hall.

**3. Select your housing assignment and roommate(s) online.**

You will be assigned times to login and select your assignment from available spaces.

### Timeline / Deadlines

**February 20 through 4:00 pm, April 3:** Pay a \$100 housing deposit at Student Financial Services or online through Bronco Web.

**February 20 through April 1:** If you are experiencing exceptional circumstances resulting in a problem paying a deposit by April 3, please complete the online Housing Deposit Waiver Request form found under “Forms” on the Residence Life homepage. You will need to explain why you require a waiver. Check your email for a response, either approving or denying the request.

**February 20 through 11:00 pm, April 5:** Complete your online housing contract and request form.

**February 20 through March 20, RIVERVIEW SPECIAL INTEREST HOUSING (CO-ED OR VET SCI TOWNHOUSE) ONLY:** Complete the Riverview Special Interest Housing Application, available in the Office of Residence Life, 111 Catskill Hall.

**February 20 through April 1, SPECIAL/MEDICAL REQUESTS:** Residents currently in a special/ medical assignment who want to have a special/ medical assignment for 2015-16 must contact the Office of Residence Life before April 1 to confirm whether they need to update their documentation. New or updated documentation for special/ medical requests must be received by the Office of Residence Life by April 1 at 4:00 pm.

**February 20 through April 3, CATSKILL OR RIVERVIEW ONLY:** Complete the Catskill Supplemental Application or the Riverview Supplemental Application, available in the Office of Residence Life.

**April 15 after 5:00 pm, CATSKILL OR RIVERVIEW ONLY:** Log on to the Student Housing Management System to see your Catskill Hall or Riverview Townhouse assignment. If you do not see a Catskill or Riverview assignment, you will see login times for selecting a room on campus.

**April 15 through April 19:** Check the Student Housing Management System to find out when your login time will be to pick your housing assignment online. You may be assigned more than one login time, depending upon how many of the housing options below you choose to participate in.

**April 20 through 10 am, April 24:** Login times to select a triple room.

**April 21 through 10 am, April 24:** Login times to select a single or double room.

## HOUSING DEPOSIT / WAIVER

Pay \$100 housing deposit at the Office of Student Financial Services (157 Bush Hall, tel: 607-746-4625) or through BroncoWeb beginning February 20, 2015. **You must pay the deposit by Friday, April 3, 2015, (or receive a waiver by Wednesday, April 1) in order to participate in the first round of housing selection process at the end of April.** *After April 3, 2015, housing deposits for 2015-16 will be accepted, however students WILL NOT be able to select their own room at the end of April; they will select their assignment at a later date, after all other students have selected their rooms.* **Deposits are refundable upon written request up to June 1, 2015, or 30 days after payment.**

- \* If you are experiencing exceptional circumstances resulting in a problem paying the deposit by this date, you may request a housing deposit waiver.
  - ✓ Requests must be made by completing an online form. Go to <http://www.delhi.edu/reslife>. Click on the link on the lower left side of the page that says “Forms” and find the link on that page that says “Housing Deposit Waiver Request”.
  - ✓ Requesting is NOT the same as receiving. You will receive an email confirming that you submitted the form, and a second email letting you know if your request has been approved or denied. You must check your email for an answer to your request.
  - ✓ **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE A REQUEST. Waiver requests must be made no later than 4:00 pm Wednesday, April 1, 2015.** Waivers will not be given to students with a hold on their account.
- \* If you owe the school \$100 or more, you will not be allowed to pay your housing deposit until you have cleared your bill, nor will you be granted a deposit waiver. Any questions regarding this should be directed to the Office of Student Financial Services (157 Bush Hall, tel: 607-746-4625).

## HOUSING CONTRACT AND REQUEST FORM

Complete the online housing contract and request form. By 10 am the weekday after you pay your housing deposit you should be able to log on to the Student Housing Management System (**HMS**) 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 2015-16 academic year*). **You must complete the contract by 11 pm, Sunday, April 5, 2015, in order to participate in the housing selection process at the end of April.**

## YOUR HOUSING ASSIGNMENT

Those who pay the deposit (or receive a waiver) and complete the contract by the deadlines will receive login times to go online through HMS and select a housing assignment from the available spaces. You will be able to see what your login times are on HMS beginning April 15. The first login time you'll be given will begin on April 20 and it is for selecting a **triple** room; triple room selection will end at 10 am on April 24. Only groups of three will be able to select a triple room. If you do not want a triple room assignment you can ignore this login time. You will also be given a login time to select a **single or double** room; these login times begin on either April 21, April 22 or April 23. Selection will end at 10 am on April 24.

Those who want to live in **Catskill** or **Riverview** will submit a supplemental *paper* application by April 3 in addition to the online contract. Students will be assigned to Catskill and Riverview rooms by the Office of Residence Life by April 15 at 5 pm. When they log on to HMS on April 15, they will either see their assignment in Catskill or Riverview, or they will see login times to select a room on campus as described above. Those interested in **Special Interest Housing at Riverview** will complete an additional supplemental *paper* application by March 20 and know by March 27 if they have been assigned to special interest Riverview housing in time to reapply for a regular Riverview assignment by April 3.

Students currently in a **special/medical housing assignment** who want to be in a special/medical assignment for 2015-16 must confirm with the Office of Residence Life before April 1 whether or not they need to update their documentation; updated **documentation must be received by the Office of Residence Life by April 1.** Documentation for new applications for special/medical housing assignments must also be received by April 1. If the request is approved, assignments will be made by the Office of Residence Life by April 15. Those not approved will receive login times to select a room as described above.

# Frequently Asked Questions

Please refer to the **2015-16 Housing Policy Guide**, available online at [www.delhi.edu/ResLife](http://www.delhi.edu/ResLife), for further information.

## **What happens if I do not pay my housing deposit by April 3, or complete my housing agreement by April 5?**

If you do not meet these deadlines, you will not be eligible to participate in the housing selection process between April 20 and April 24 (you will not be able to pick your room, however you may be “pulled in” to a room by someone who did meet the deadlines if they request you as a roommate). Students who pay the deposit or complete the contract after these dates will receive an email instructing them how to select their room prior to the end of the semester; room options at this point will be extremely limited. **Students who could but do not select their room assignment by the end of spring semester will be assigned on a space available basis by the Office of Residence Life, which may include “overflow” assignments.** Students who pay their deposit and complete their contract after spring semester will be assigned by the Office of Residence Life on a space available basis, which may include temporary assignments.

## **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 still have to completely move everything out for the summer.)

## **How is the order for login 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 with the least number of credit hours go last.

## **What if I'm in class during the login time you give me?**

Your time slot begins at your assigned time, but it remains open from then on until the close of selection for that type of room. *See Timeline on the first page.*

## **What if I don't have a computer to use during my assigned login time?**

You can use any computer with internet access. 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 two roommates; if you want to select a triple room you must request two roommates.

If you have requested each other, when the first one of you that logs in to pick a room will be able to automatically bring the other one(s) 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 and completed the contract and who you have mutually requested as a roommate on the housing contract.

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

RoomSync is a Facebook app that Residence Life is providing students to empower roommate choice by connecting with other SUNY Delhi students in search of a roommate. Please visit [www.delhi.edu/roomsync](http://www.delhi.edu/roomsync) for more information and instructions on how to use this helpful new tool.

You can put yourself in an open spot in an open room or an open spot in a room with someone already in the room. Be aware that if you put yourself in an open room, someone else going through the selection process may

choose the other opening in the room. If this does not happen, then we will consolidate assignments. *See the FAQ below, "What is 'consolidation?'"*

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

No. Only groups of three may choose a triple room during the housing selection process. Between room selection and the start of the fall semester, if one of the three roommates leaves the room assignment for any reason, the remaining two may be relocated to any open double room on campus (which may not be in the same hall.) In fall, rooms that can be tripled will be tripled, but we do not put a third person in triples with two people who have requested each other.

**What if after we pick our rooms 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 and relocate the students. *See the FAQ below, "What is '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 and relocate the students. *See the FAQ below, "What is 'consolidation?'"*

**What is "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 or two new freshmen or transfer students.

Jim and Joe are in a triple room in Murphy Hall; their third roommate decides not to return to Delhi. We will try to move Jim and Joe to an available double room on campus, which may be in a different hall from what they initially selected. If the change happens too late in the summer, we may not be able to keep Jim and Joe together as roommates.

The important thing to know about consolidation is: If you don't straighten things out, we will have to. This is why it's a good idea to stay in touch with your roommate(s) during the summer and occasionally check your SUNY Delhi email and your housing assignment on HMS. If something changes, this will give you some time to find a replacement roommate or make some other adjustment, if you want, so that we don't have to consolidate your assignment. We want to work with you, but please understand that in the summer, especially as we get closer and closer to the beginning of fall semester, we have to act quickly to make assignments for the students who are still unassigned.

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

**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 Residence Hall 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 and spring terms. If you don't have anyone in mind to bring in as a new roommate, most likely your assignment will be consolidated. *See the FAQ below, "What is 'consolidation?'"* There is a possibility that you may be able to buy out the room as a single at an additional cost, but that won't be decided until the beginning of spring term.

### **Which halls have singles? doubles? triples?**

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

Riverview Townhouses and 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, DuBois, and Gerry Halls have a few, too. (There is one Vet Sci Living Learning Environment female triple room in DuBois 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 can pick an assignment from what is available and put yourself on one or more waiting lists.

### **How do I put myself on a waiting list?**

To add yourself to a waiting list, you must first be assigned to a room. Log into HMS and click on the link that says 2015-2016 Waiting Lists. You will see a screen with a drop down list of all the waiting lists that you can add yourself to. Select the waiting list that you would like to be added to from the drop down list and click the "Add" button. You can add yourself to more than one waiting list. The following waiting lists are available for returning students:

1. Riverview Townhouses
2. Single Rooms
3. Catskill Hall
4. Gender Inclusive Housing

### **How do the waiting lists 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 Waiting list. In June John decides to transfer to SUNY Binghamton. Dave is the first male student on the Singles Waiting List, 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 Waiting list. 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 Waiting List, so we move her from her O'Connor double to the Catskill double Sarah used to have.

### **How is the order of the waiting list determined?**

Initially, it is the same order as the login times were determined: 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 April 25 will be ranked in order of the date they sign up, but below the names already on the list at that date.

### **What if I want to live off-campus next year?**

All full-time undergraduate students must live in SUNY Delhi residence facilities with the following exceptions:

- married students
- students living with parents or guardians and commuting (within a 50 mile radius)
- students 21 years of age or older prior to October 1 of the academic year in which they enroll (prior to March 1 for those enrolling for the spring semester)

Other requests will be considered on a case by case basis. To submit a request to live off-campus, go to the Residence Life homepage, click the link to “Forms” in the lower left corner, and select “Request to Live Off Campus.” Once you submit your request, you will immediately receive an email to your Delhi email address confirming we have received your request. Within three business days you will receive an email from the Office of Residence Life letting you know if your request to live off campus has been approved or not.

### **What if I have a special/medical housing request?**

If you have previously met the requirements for special/medical housing at SUNY Delhi you should contact the Office of Residence Life before April 1 to see if you need to update your documentation; if you must update your documentation, those materials must be received by Residence Life by April 1. You still must pay the housing deposit (or obtain a waiver) and complete the online housing contract by the stated deadlines. If you are approved to retain special/medical housing, 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 15.

If you have not previously met the requirement for special/medical housing at SUNY Delhi or are required to update your documentation, 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 login time to choose your assignment with the rest of the student body. Documentation must be received by the office of Residence Life by April 1.

### **How is DuBois Hall different from the other halls?**

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

The female half of DuBois Hall is for Nursing majors or incoming freshman Vet Sci majors only who want to live in the Vet Sci Living Learning Environment. This is a 24-hour quiet area. There are a very limited number of other female spaces available in DuBois Hall.

### **I am interested in a Gender Neutral room; how can I get one?**

Gender Neutral rooms allow for two people regardless of gender to live together in a room. Currently, Gender Neutral rooms are available in Russell Hall and Riverview Townhouses. Gender Neutral rooms are assigned in advance of students picking their own room. For additional information, contact the Associate Director of Residence Life in 111 Catskill Hall by Friday, March 20.

### **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. All students in these halls will be defaulted to a 19 meal plan, and may change this online beginning June 1, 2015, using HMS. Students have through the first 10 days of classes to make changes to their meal plan.

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?**

Current returning students have the first opportunity to select their rooms, if they choose to participate in the housing selection process and meet the required deadlines to do so. After the housing selection process is completed in spring, we begin to house new, incoming students and housing options for returning students become extremely limited, sometimes resulting in “overflow” housing assignments.

## Additional Instructions for 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 2014 semester and have no significant judicial history. The Office of Residence Life assigns students to suites; you will not be able to select a specific room or suite.

In addition to completing the online contract, students interested in living in Catskill Hall must also:

1. **Select that you are interested in Catskill Hall on the housing contract.**
2. **Pick up, complete and turn in a Catskill Hall Supplemental Application form at the Office of Residence Life, 111 Catskill Hall by Friday, April 3.** If you have friends you would like to live with in the same suite, 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 Catskill Hall to determine if they fulfill the requirements. If it is determined that one member of the group is not eligible for Catskill Hall, the entire group will be notified through campus email that their application has been rejected.

If you are assigned to Catskill Hall, you will see your assignment on HMS by April 15.

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

## Additional Instructions for Riverview Townhouses

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

- Be a continuing student and have at least 15 earned academic credits as of the end of fall 2014 semester or be an eligible international or transfer student
- Have at least a 2.50 cumulative grade point average (GPA)
- Be in good academic standing with the college
- Have no significant judicial history

Like all other students applying for on-campus housing for 2015-16, students interested in living in Riverview Townhouses must submit their \$100 deposit to Student Financial Services (or obtain a waiver) and complete an online contract and request form by the published deadlines. In addition, they must:

1. **Select that they are interested in Riverview Townhouses on the housing contract.**
2. **Pick up, complete and turn in a Riverview Townhouse Supplemental Application form at the Office of Residence Life, 111 Catskill Hall by Friday, April 3.** 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 one member of the group is not eligible for Riverview, the entire group will be notified through campus email that their application has been rejected.

If you are assigned to Riverview, you will see your assignment on HMS by April 15.

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?”*



## **Special Interest Housing at Riverview Townhouses**

**Co-ed Townhouse:** A group of 8 or 10 students may apply to live in a townhouse that is co-ed. Double rooms can be selected as gender neutral (any genders may live together). **If a vacancy is created by anyone leaving the townhouse for any reason, the remaining residents will be responsible for finding a replacement roommate. If they are unable to find a roommate, the remainder of the townhouse residents will be responsible for paying the cost of the open space through the end of Spring 2016 semester or until they are able to find a replacement roommate.** Groups interested in the co-ed option should contact the Office of Residence Life for an additional form to fill out.

Residents applying for a co-ed townhouse should submit the supplemental application by Friday, March 20. You will be notified by email by Thursday, March 27, whether your group is selected for a coed townhouse. If you are not selected, you can reapply for a single gender townhouse by April 3.

**Veterinary Science Townhouses:** These townhouses are for Veterinary Science majors only and can be formed in groups of 10 as coed or single gender townhouses. If the group is coed, refer to the instructions above in addition to this section. Those living in these designated townhouses, with prior approval of the Director of Riverview Townhouses, may have pets (excluding cats, dogs, birds, and snakes; other animals may be excluded at the discretion of housing staff). Additional policies will apply and are available in the Office of Residence Life, 111 Catskill Hall.

Residents applying for a Veterinary Science townhouse should submit the supplemental application by Friday, March 20. You will be notified by email by Thursday, March 26, whether your group is selected for a Veterinary Science townhouse. If you are not selected, you can reapply for another townhouse by April 3.

### **What is your special interest?**

Do you have a group of students in the same major or with a common interest that would all like to live together in a group? Contact the Associate Director of Residence Life for more information.