



HOUSING PROCESS for the 2016-2017 Academic Year

\$4,576 per person per semester (\$9,152 per person per academic year)

CURRENT RESIDENTS

February 8th (9 AM) through February 12th (4 PM)

Current undergraduate residents may renew their housing by completing each of the following steps **by 4 PM on Friday, February 12th**. Please note that Millennium Hall does not house graduate students:

- 1) Submit payment for the \$300 Reservation Fee.
- 2) After payment is received, a DocuSign web link will be sent to the Resident and Guarantor who must complete the housing license. **At this point you may request to pull in new residents not currently living in Millennium Hall** (see below).
- 3) If you are unable to squat*** your current apartment or wish to move to a different apartment location, you must attend the room selection event in March to select a room. Details regarding room selection will be sent directly to participants via email.
 - a. ***Squatting is defined as returning to your same apartment. To squat: you must squat with at least one other returning resident or pull-in request. You may not squat your apartment if you are in a gender neutral apartment, an athlete apartment, a handicap accessible apartment, or if you are in a RA apartment.

Current residents who fail to submit these items by the deadline will be unable to reserve their space for next year and any pull-in requests will be denied.

PULL-INS

February 15th (12 PM) through February 19th (4 PM)

Students being "pulled in" by **current** Millennium Hall residents can reserve their space by completing each of the following steps **by 4 PM on Friday, February 19th**:

- 1) Complete the online application at www.millenniumhall.com. **You must indicate a current resident as a roommate request in order to be pulled in, they must also list you on their Renewal Intent Form.**
- 2) Submit payment for the \$300 Reservation Fee. Payments can be made by check or money order (no cash) in the Millennium Hall Management Office or mailed to 404 Emerson Drive, Suite 6115, Towson, MD 21252.
- 3) After payment is received, a DocuSign web link will be sent to the Applicant and Guarantor who must complete the Housing License.
- 4) If you are not being pulled into a specific apartment location, your group must attend the room selection event in March to select a room. Details regarding room selection will be sent directly to participants via email.

Pull-ins who fail to submit these items by the deadline will be unable to reserve their space for next year.

NEW APPLICANT WEEK

February 15th (12 PM) through February 19th (4 PM)

New applicants, with a sophomore through senior class status, who are NOT being pulled in by current residents may apply for housing at www.millenniumhall.com beginning at **12 PM on Monday, February 15th**. **Current Towson University students who complete a housing offer will need to attend a room selection event in March in order to select a room.** Details regarding room selection will be sent directly to participants via email.

Applications received during New Applicant Week will be assigned a randomly generated lottery number, which we will use to determine waiting list position. Students who apply this week will receive best consideration for space in Millennium Hall.

HOUSING OFFERS

February 23rd

Housing offers will be extended in lottery number order and sent to the applicant via email. **Be sure to check your spam box to avoid missing your offer.** Students who receive a housing offer must submit the \$300 Reservation Fee and complete the electronic housing documents by their deadline to secure their space.

Gender Neutral Housing Program

We will continue to offer a Gender Neutral Housing option to all students. Please refer to our website or contact our office for more information on this newest housing option. If interested in applying for the program, renewing students should check this option on their Renewal Intent Form and new students should check this option on their application.

AFTER February 19th

TO APPLY **Current Residents** should contact the Millennium Hall Management Office directly at 410-704-6455 in order to be considered for a space based on availability. Please do not resubmit an application.

New Applicants should submit an application online at www.millenniumhall.com in order to be considered for a space based on availability.

OFFERS Current Residents who contact our office and New Applicants who apply after February 19th will be placed on a separate waiting list from those who applied during New Applicant Week. This waiting list will be based upon the date of application. Housing offers for students on this waiting list will begin only after the New Applicant Week waiting list is exhausted. Housing offers will continue until fall Move-In in response to cancellations received over the summer.

Students who receive a housing offer must submit the \$300 Reservation Fee and complete the electronic housing documents by their deadline to secure their space.

GENERAL INFORMATION

- Applying to live in Millennium Hall does not guarantee you a specific apartment or bedroom.
- To secure a space once a housing offer has been extended, applicants must complete all licensing paperwork and submit the \$300 Reservation Fee by the deadline. The Reservation Fee will be applied to the first rental payment.
- Residents must be a full-time (or full-time equivalent) undergraduate student with a sophomore through senior class status at Towson University.
- **Wait List updates** will be sent via email each Tuesday. For waiting list inquiries, please email kengland@cocm.com. Due to the volume of inquiries, please allow for a response within 2 - 3 business days.
- Students requiring ADA accommodations must contact the Management office directly.
- The Management Office is open weekdays from 9:00 AM until 5:00 PM.
- Management reserves the right to change the licensing process as needed and reserves the right to make all final housing assignments.
- Be sure to check your email periodically, including your spam and junk folders, for timeline updates and to avoid missing a housing offer.