



Millennium Hall

2016-2017 Room Selection Process Guide

Dates to Highlight: March 22, 23

Important Information

Room Selection is how renewing residents who are switching rooms, pull-ins, and current Towson University students that are new to Millennium Hall will be selecting an apartment for the 2016-2017 academic year. **Please read this guide thoroughly** as it contains all the information that you will need about selecting a room. If you have any questions after reviewing this guide, please contact us at 410-704-6455 or email us at info@millenniumhall.com.

Process Dates:

<u>What</u>	<u>When</u>	<u>Where</u>
Housing Offers*	Tuesday, February 23 rd : First Round Tuesday, March 1 st : Second Round Tuesday, March 8 th : Third Round	Sent via Email
Room Selection for Returning Students and their Pull-Ins	Tuesday, March 22, 2016	Millennium Hall Multipurpose Room
Room Selection For New Students	Wednesday, March 23, 2016	Millennium Hall Multipurpose Room

*Please note that housing offers may continue after the third round.

Room Selection Process Policies

- **Room selection** is the meeting during which licensed students will be allowed to select a specific apartment and bedroom space. Students will be allowed to make selections in order of the randomly assigned lottery numbers. Students and the preferred roommates submitted on the renewal intent or profile form will complete the process as a group using the lowest lottery number of the group.
- A **“returning student”** is defined as anyone who currently resides in Millennium Hall (Students who lived in Millennium Hall prior to study abroad program participation will be included in this definition). A **“pull-in”** is defined as any student that is listed on a returning student intent form as preferred roommate. A **“new student”** is defined as any student that does not currently live in Millennium Hall and is not a “pull-in”. This includes students that currently reside in other on- campus residence halls.

- Returning students must list pull-in students on their Renewal Intent Form. Once a group is formed on the intent form, the group must remain the same until completion of the process.
- New students must list preferred roommates on their Application and Profile Sheet. Once a group is formed on the profile sheet, the group must remain the same until completion of the process.
- Students must be a full-time (or full-time equivalent) student at Towson University at the time of occupancy. Incoming freshmen and graduate students are not eligible to live in Millennium Hall.
- Students who would like to request housing accommodations based on a disability should contact the Management office directly.
- **Requests for room/assignment changes will not be considered until after May 1, 2016.** Requests should be emailed to Katie England, Assistant Director for Operations at kengland@cocm.com.
- Millennium Hall reserves the rights to reassign and/or consolidate spaces when necessary.
- **Housing Lottery Numbers WILL be validated upon entry to the Room Selection event.** Please note that Students determined to knowingly use false information, documents, or instruments of identification during Room Selection and/or the application process may be subject to license termination and will not be eligible to continue in the process.
- Students with documented reasons for being unable to attend the Room Selection event will be allowed, in advance, to designate another person as a representative to select a space.

How Room Selection Works

Returning Students/Pull-ins:

- Returning students and their pull-ins who are **returning to the same apartment or “squatting”** will be assigned to that requested apartment. Students that fall into this category will not have to attend the Room Selection event. Squatting is defined as returning to your same apartment and bedroom. Returning students must squat with at least one other returning student or pull-in request. Returning students may not squat the apartment if they are in a gender neutral apartment, an athlete apartment, a handicap accessible apartment, or in a RA apartment.
- Returning students and their pull-ins who are **moving to another returning student’s apartment** will be assigned those spaces by the Management Office if they are available (*please note that current students requesting to squat their apartment location have priority*). We will do our best to make sure all requests are accommodated, but cannot guarantee these specific requests. If the requested space is not available students in this category will be notified and will need to attend Room Selection to select an apartment.
- Returning students and their pull-ins who are **ineligible to “squat”, are not being pulled in to a different apartment, or wish to move to a different apartment location** are required to attend Room Selection to select a space.

New Students:

- **Current Towson University students** who apply between February 15th and 19th by 4pm and complete a housing offer by March 11th will participate in Room Selection. *(Please note that not all applicants will receive an offer. You should have a contingency plan in place if you do not receive an offer by March 8th).* Current TU students who apply after the 19th will be placed on a separate waitlist.

Receiving the Offer:

- New applicants that receive a housing offer (and their requested roommates, if applicable) will have until the deadline specified in the offer email to submit their electronic Housing License via DocuSign and Reservation Fee. This information will be included in the offer email and will be sent to the roommates listed on the application so long as the request is mutual.
 - In the event that we do not have space to accommodate your entire group, we will notify you of other options available.
- **New to Towson University students** who have been accepted to the University, apply between February 15th and 19th, and complete a housing offer by March 11th will participate in Room Selection. *(Please note that not all applicants will receive an offer. You should have a contingency plan in place if you do not receive an offer by March 8th)* New to TU students that apply after this date will be placed on a separate waitlist.

Receiving the Offer:

- New to TU students that receive a housing offer (and their requested roommates, if applicable) will have until the deadline specified in the offer email to submit their electronic Housing License via DocuSign and Reservation Fee. This information will be included in the offer email and will be sent to the roommates listed on the application so long as the request is mutual.

Gender Neutral Housing

- New students interested in Gender Neutral Housing should indicate this interest on their housing application. When housing offers are sent, there will be an additional Gender Neutral Housing Agreement Form that will need to be filled out and submitted directly to the Management Office.
- Not all applicants will be guaranteed a Gender Neutral apartment (please refer to our website for more information about Gender Neutral Housing).
- Because of the limited spaces allocated for Gender Neutral Housing, Millennium Hall Management reserves the right to modify “squatters” rights if necessary to accommodate the most program participants.
- Gender Neutral participants do not need to attend Room Selection; apartments will be assigned by Management.

The Room Selection Process

Once you have received a housing offer, submitted your Reservation Fee, and completed your electronic housing license you will:

- Receive an email with your lottery number and information regarding Room Selection. This email serves as your **Room Selection Ticket. You must bring it with you** to your designated Room Selection date and time.
- Attend Room Selection during your assigned date and time to select a space. Room Selection is done in lottery number order. The lower the lottery number the better chance you have at selecting your desired location. If you miss your designated time, you may select a room at any time after your selection window during Room Selection. Keep in mind that missing a selection time may mean less availability.

- You or your group will determine which apartments you are able to select from. We recommend that all group members attend Room Selection if possible; however, it is not required. **As long as one of the group members has all the printed Lottery Tickets, he/she may select an apartment for the group.**
- Students signing up without roommates agree to being consolidated. Students in this category will not be able to select from open four bedroom apartments unless there are no spaces in other apartments.
- You have the option to designate someone to serve as a proxy (see below) if you are unable to attend during your designated selection time.

What do I need to bring with me to Room Selection?

Lottery Tickets WILL be validated upon entry into Room Selection. **Every individual must bring the following items:**

- Printed Lottery Email for all members of your group (*Please print page 1 only to conserve trees OR you may show us the email via your smartphone, PC, or tablet*)
- Towson University Student ID

How can someone select a space on my behalf as a “proxy”?

- Students who are unable to participate in person during Room Selection (e.g., studying abroad, conflicting class), can designate another student or Management to serve as proxy. To designate a proxy, email us at info@millenniumhall.com with the name of the individual selecting on your behalf at least 24 hours prior to your room selection time.

Student Proxy:

Your proxy should print and present *your* Lottery Ticket and *their* identification card (not the ID of the student that is unable to attend) during the designated selection time.

Room Selection Dates/Times

TUESDAY, MARCH 22, 2015

~Millennium Hall Multipurpose Room ~

Students eligible to select today are:

- Returning students that are interested in moving to a different apartment (and their pull-ins).
- Returning students who are ineligible to squat their current apartment location.

WEDNESDAY, MARCH 23, 2015

~Millennium Hall Multipurpose Room ~

Students eligible to select today are:

- New Students that have received an offer and the approved roommates that have been listed on the housing application and Profile Sheet.

Lottery tickets with your designated Room Selection date and time will be sent via email.

Frequently Asked Questions

Question: Can I return to the same apartment and room next year?

Answer: Returning students can “squat” their current apartments. They must squat with at least one other current apartment mate or pull-in to be guaranteed that space for next year. Returning students may not squat the apartment if they are in a gender neutral apartment, an athlete apartment, a handicap accessible apartment, or in a RA apartment.

Question: Can I pull in someone who has not yet been admitted to Towson University?

Answer: Unfortunately, we will not be able to hold spaces for anyone that has not been accepted to the University.

Question: What happens if I choose to cancel my housing?

Answer: Please ensure you have made a decision by the time an offer had been made. Should you choose to decline the housing offer, please notify our office via email. Once you have paid a Reservation Fee, it is non-refundable and your group members will not be able to select additional pull-ins to replace you. You should submit a Housing License Cancellation Request form to us if you plan to cancel your housing. Please note that you are bound to the terms of the License Agreement and additional cancellation charges may be applied.

Question: When will I know if I have been offered a space?

Answer: On Tuesday, February 23rd: First Round offers will be made. On Tuesday, March 1st: Second Round offers will be made. On Tuesday, March 8th: Third Round offers will be made. Offers will continue in April if spaces remain, however these will likely be individual spaces. Each round of offers will be made based on lottery number and availability.

Question: What if I cannot attend the Room Selection event?

Answer: You can designate someone to select a space on your behalf if you are not selecting with apartment mates. If you are part of a group, your group can select an apartment on your behalf. Please refer to page 4 of this guide for more information.

Question: What if I want to change my preferred roommates?

Answer: Groups/preferred apartment mates listed on the intent form must be maintained through the entire process. They cannot be altered. Changes to groups will be considered after May 1st.

Question: I am a returner who has been assigned to my same space for next year. Do I need to attend the Room Selection event?

Answer: No. Returners that are assigned to the same apartment for next year already have a space reserved and do not need to attend the Room Selection event.

Question: I want to live with a RA. Is this possible?

Answer: RA’s will be assigned to RA apartments over the summer. If a returning student or new student has a roommate request who is a RA, these students will select a temporary apartment until the RA’s are finalized. Once RA’s have been assigned their apartment locations, they will be able to request roommates and students will be moved accordingly.