

Austin College

Room Selection Booklet

Where do you want to live for 2016-2017?

**Student Engagement, Enrichment, and
Development Office (SEED)**

WCC 201

Questions?

Call 903-813-2306

Email studentlife@austincollege.edu

Austin College Room Selection Information & Calendar

For 2016-2017 Academic Year

Informational Hall Meetings (Students should attend the appropriate meetings)

For CI'13 (Rising Seniors) interested in the Village on Grand
WCC 231 Tuesday, February 16 at 11:00am

*For CI '13, '14 Upperclassmen
and Current Sophomores (Rising Juniors)*

Tuesday, March 22

Clyce Lobby 7:00 pm
Caruth Lobby 7:30 pm
Dean Lobby 8:00 pm
Baker Lobby 8:30 pm
Roo Commons 9:00pm

*For CI'15 Current Freshman
(Rising Sophomores)*

Tuesday, March 29

Clyce Lobby 7:00pm
Caruth Lobby 7:30 pm
Dean Lobby 8:00 pm
Baker Lobby 8:30 pm

February 22: Application period begins for the Village on Grand in the SEED Office, WCC 201, *page 9*

March 21-March 29: Singles Room Sign up in the SEED Office, WCC 201, *page 7*. Singles will be assigned on April 1 and emails will be sent to all applicants of whether they received a single or not by the SEED staff

March 22: Two person applications available for the Flats at Brockett Court in the SEED Office, WCC 201, *page 5*

March 22: Common application for groups applying to apartment-style locations available in the SEED Office, WCC 201, *page 5*

March 22: Applications for the Village on Grand due for ranking to the SEED Office, WCC201, *page 9*

March 24: Bryan Apartment selection for international students *only*, 5:00-6:30pm, WCC 254B

March 24: Village on Grand Selection, 7-9pm, WCC 231, *page 9*

March 25: Faculty will notify students selected for Jordan House, *page 4*

March 29: Two person applications for the Flats at Brockett Court due by 5:00 pm, in the SEED Office, WCC 201 *page 5*

March 31: Two person units assigned by SEED Staff for the Flats at Brockett Court, *page 5*

April 1: Common Application for groups applying to apartment-style locations such as the Flats at Brockett Court and the Johnson "Roo" Suites due by 5:00pm, in the SEED Office, WCC 201, *page 5*

April 4: Junior Group Selection (Groups with at least 3 Rising-Juniors, students entering 5th-6th semester), 7-8:30pm in Mabee Hall, *page 6*

April 4: Mixed Group Selection (Groups with only 2 Rising-Junior, students entering 5th-6th semester, or 1 Rising-Junior Level members), 8:30pm-10pm in Mabee Hall, *page 6*

April 7: Applications due for students returning to their same residence hall (Baker, Caruth, Clyce or Dean), *page 8*

April 11: Traditional rooms assigned by SEED Staff for traditional halls (staying in same building), *page 8*

April 15: Room Selection for students seeking to switch residence halls (Baker, Caruth, Clyce or Dean), in the SEED Office, WCC 201, *page 9*

May 6: Senior CI '13 Off-Campus Residency Forms due to SEED Office, WCC 201 by 5:00 pm, *page 10*

Note: Students must have **all** paperwork completed and signed at time of selection.

Room Selection Process for Fall 2016

Room selection was designed to address the following goals: 1) to house all students who are required to live on campus thus upholding the Austin College Residency policy; 2) to allow as many students as possible wishing to return to the same hall to do so; 3) to encourage roommate pairs/quads thus maximizing the occupancy of all spaces on campus.

Students are encouraged to read the Residence Hall Occupancy Contract, Meal Plan Selection Form, the residency policies in the Environment, the Residence Hall/Apartment Further Terms and Agreements, the Outback Guide, and the Austin College Bulletin, so they are aware of policies and procedures, as well as to answer questions and gain other important information.

Note: This brochure is compiled in a question and answer format. Please look for the section that addresses your living plans or interest for fall 2016.

What if I am going abroad for the fall?

1. Attend the "Abroad Meeting" in the spring before you plan to go away.
2. **You cannot sign up for a space that you will not be occupying for the fall semester.**
3. If you know your housing intentions for when you return, please complete the required documents and return them to the SEED Office (WCC 201) before the end of the current spring semester or before you plan to go away, with your preference of housing.
4. If you are not sure of your intentions, please consider your options. Please contact the **SEED Office** by **December 1, 2016** with your preference of spring semester housing. This will allow the staff time to assign you to a space.
5. Students coming back from being abroad **who have not met the 6 semester residency requirement will be expected to reside in on campus housing when they return.**

Note: If you have questions while you are away, please contact the SEED Office by email at studentlife@austincollege.edu

What if I am going abroad for the year?

1. Attend the "Abroad Meeting" in the spring before you plan to go away.
2. The Room Selection process typically happens after Spring Break. If you know your housing intentions for the following year, you should contact the SEED Office before Spring Break by emailing studentlife@austincollege.edu with your housing intentions by **March 3, 2016**.
3. Students coming back from being abroad **who have not met the 6 semester residency requirement will be expected to reside in on-campus housing when they return.** Please contact the SEED Office at 903-813-2306 or studentlife@austincollege.edu if you have questions.

What if I want to live with someone who is abroad right now?

If the student you want to live with next year is currently abroad, you need to do the following:

1. Include that student's name on your application and contracts.
2. Have a written statement/email from your future roommate indicating that the student wants to live with you next year. This can be submitted via fax to 903-813-2339 or by email to studentlife@austincollege.edu. The email, indicating the intentions for next year of the student who is abroad including the names of the roommates, is all that is needed at room selection for them to be assigned.

Note: If your future roommate already has a contract, they should send it to the SEED Office. If your future roommate does not have a contract, they can complete one upon their return to campus. Be sure to put each other's name where it indicates roommate preference. You may stop by and pick up the contract on the day of the specific room selection in the SEED Office (WCC 201).

What if I want to live in the Jordan Language House?

The Department of Classical and Modern Languages faculty, in conjunction with the SEED staff, will complete room selection and assignments for the Jordan Language House prior to Campus Wide Room Selection and Fall Registration. Applications and more information are currently available from faculty members and Wendy Wilson, Departmental Secretary, in AD 312. **Applications are due by Tuesday, March 15 to the faculty director of the House for which you are applying or to Johanna Sandlin.** A personal interview is required for students wishing to live in the French, German or Japanese Houses.

East Asia	Scott Langton	903-813-2569	slangton@austincollege.edu
French	DeDe Hosek	903-813-2184	dhosek@austincollege.edu
German	Wolfgang Lueckel	903-813-2998	wlueckel@austincollege.edu
Spanish	Julie Hempel	903-813-2495	jhempel@austincollege.edu

Faculty will notify students by **Friday, March 25**. Room assignments, including submission of contracts, in the Jordan Language House must be completed and submitted to the Faculty Director by **Friday, April 1**. Faculty directors will turn all contracts into Student Engagement, Enrichment, and Development (SEED).

What if I want to live in Bryan Apartments?

First priority will be given to International Students since they are more likely to be here over breaks and need a place to cook when the dining hall is closed. If there are any open apartments remaining after this process and you would like to be considered for Bryan Apartments, you can be placed on a waiting list in the SEED Office (WCC 201). The college will not make any decisions on these spaces until late summer therefore you will need to go through the room selection process as usual regardless of being on the wait list.

What if I want to live in a 2 bedroom unit in the Flats at Brockett Court?

Applications for 2 bedroom units in the Flats at Brockett Court (pink form) will be available outside of the SEED Office beginning Tuesday, March 22. Applications are due to the SEED Office (WCC 201) no later than **5:00 pm. on Tuesday, March 29** so they can be ranked for priority in the selection process. Priority will be given to Rising Junior-Level students (CI '14 those entering their 5-6 semester on campus).

Group total GPA will be used as a tiebreaker when groups have the same numeric value based on classification status. Units will be assigned by SEED Staff on **Thursday, March 31**. Groups receiving a unit will be notified of their assignment and asked to come to the SEED Office (WCC 201), to complete their leases/contracts. **Students should have their leases/contracts completed no later than 5:00 pm on Monday, April 4**. Those students who do not get assigned a 2 bedroom unit will be notified on Friday, April 1 via email so they can make other arrangements for living on campus.

What is the point system for the 4 bedroom apartments?

Applications for 4 bedroom units in the Flats at Brockett Court and the Johnson "Roo" Suites (orange form) will be available outside of the SEED Office beginning Tuesday, March 22. **Priority for living in 4 person units in the Flats at Brockett Court and Johnson Roo Suites will be given to groups of 4 rising Junior-level students.** For the purpose of selection, Rising Junior-Level is defined as those students entering their 5th-6th semesters on campus (typically those from CI '14).

Common application forms are due to the SEED Office (WCC 201) no later than **5:00 pm. on Friday, April 1** so they can be ranked for priority in the selection process. Common applications (orange form) and required contracts are available outside the SEED Office. Complete groups of 4 rising Junior-level students will be given priority in selection and then groups containing 3 rising Junior-Level students and so on.

Ranking will be posted by **Saturday, April 2** by the Dining Hall and outside the SEED Office.

Current status for each individual will receive points as follows:

CI '14 Primarily Current Sophomores (Rising Juniors) =3

CI '13 Primarily Current Juniors (Rising Seniors) =0

CI '15 Primarily Current Freshmen (Rising Sophomores) =0

Transfer students points will be based on their entry year and semesters completed on campus

Model of this points system:

4 rising juniors	12 points
3 rising juniors/1 rising senior	9 points
2 rising juniors/2 rising seniors	6 points
4 rising sophomores	0 points

The group's total points will be used in the room selection process. **Groups with the highest points will choose an apartment first** and the process will proceed in descending order. **Group total GPA will be used as a tiebreaker** when groups have the same number of points. Priority will be given to CI '14 students, typically Rising Juniors and to groups of 4. Groups not receiving an assignment may be placed on the Waiting List according to rank. If a student does not get assigned to an apartment style residence, that

I have a group of four rising Junior-Level students, how do we pick our space?

Junior Group Selection, Monday, April 4 from 7-8:30pm in Mabee Hall-Groups with 3 or more rising Junior Level students (those entering their 5th-6th semesters on campus) having been ranked by the aforementioned process will be allowed to select from any available housing options at the time. For example the group ranked number 1 will be able to select a space in the Flats at Brockett Court or Johnson Roo Suites when they are called. The group ranked number 42 may only have units in Johnson Roo Suites to select from when their number is called.

Minimally, one representative of the suite group (or an appointed proxy, p.10) must be present at room selection and have a completed and signed housing contract for each member of the group. Failure to have the appropriate completed paperwork will result in your group moving to the end of the order.

Note: There is a cost differential for the Flats at Brockett Court due to its distinctive accommodations with single bedrooms, a living area, full kitchens, and washer and dryer units. Students in their 5th-6th semesters on campus living in the Flats at Brockett Court are not required to be on a meal plan.

When applying for apartment spaces residents may choose to pre-select qualified replacement roommates for residents who intend to study abroad in the spring semester or those who graduate early. Should plans for study abroad and/or graduation change the SEED office will enforce the contracted assignment for the spring semester as agreed upon by the group when applying for housing.

If a group member should withdraw, graduate, go abroad or for any reason vacate a unit during the summer or throughout the academic year, and there is no alternate listed on the application form, SEED staff reserves the right to fill any vacancy from the waitlist or other qualifying students who have expressed interest in living in that particular living area.

I am considered a rising Junior but 2 people I want to live with are rising Sophomores/rising Seniors. When can our group apply for a room?

Priority when assigning spaces in what is considered "Upperclassmen Housing" is given to groups of 4 Rising Junior-Level students (those entering their 5th-6th semester on campus) as previously outlined. Any group that is made up of 50% or more non-rising Juniors, whether they are classified as Seniors or Sophomores, will not be able to select a space before a group with 3 or more Rising Juniors.

Groups with 2 rising Junior-Level Students (entering into their 5th-6th semesters on campus) or less can turn in a Common Application (orange form) by **Friday, April 1 at 5pm** in the SEED Office (WCC 201), to be ranked according to the point system using total group GPA as the tiebreak when groups have the same amount of points.

The selection date for these groups is **Monday, April 4 from 8:30pm-10pm in Mabee Hall**. Groups will select from any 4 bedroom units remaining after the selection process for groups consisting of a majority of Rising Juniors. **If no spaces are available after Junior selection day a waitlist will be maintained using the rankings of the remaining groups.**

Minimally, one representative of the suite group (or an appointed proxy, p. 10) must be present at room selection and have a completed and signed housing contract for each member of the group. Failure to have the appropriate completed paperwork will result in your group moving to the end of the order.

CI '14 Primarily Current Sophomores (Rising Juniors)	=3
CI '13 Primarily Current Juniors (Rising Seniors)	=0
CI '15 Primarily Current Freshmen (Rising Sophomores)	=0
Transfer students points will be based on their entry year and semesters completed on campus	
Model of this points system:	
4 rising juniors	12 points
3 rising juniors/1 rising senior	9 points
2 rising juniors/2 rising seniors	6 points
4 rising sophomores	0 points

What if I want a single in the Traditional Residence Halls?

There are a limited number of natural singles in the Traditional Residence Halls. Natural singles are designated as such due to the physical design of the room. Natural singles are charged above the basic cost of a room (pricing to be determined). Singles will be assigned first based on any documented needs and then based on seniority taking into account the residency requirement. Beginning in August and progressing through the academic year, other single rooms will be assigned on a space available basis by seniority and in some cases due to specified needs with approval from the Dean of Students. **It shall be the intent of Austin College that all freshman students will *have* roommates, so they are able to have a complete and engaging residential experience.** Converted singles, double rooms that are utilized as singles, will be very limited in the 2016-2017 academic year.

The sign-up period for a single room for the 2016-2017 year will begin on **Monday, March 21 in the SEED Office and will run until Tuesday, March 29**. Students who are abroad can email their request for a single room to studentlife@austincollege.edu by **March 29**. Initially, singles will be assigned by seniority to students who will be in their 5th or 6th semester and who currently reside on campus. **They will be assigned on Thursday, March 31 using the following seniority base:**

- Those with a documented need for a single room (typically a medical condition) **MUST submit supporting documentation to the SEED Office prior to Tuesday, March 29.**

- CI Year: CI '14 primarily Current Sophomores, CI '13 primarily current Juniors, CI '15 primarily Current Freshmen
- Priority for assignments will then be given by Cumulative GPA (highest to lowest) within CI year with total credits being used as a secondary tie break.
- If additional tie breakers are needed one of the following methods will be used: 1) simple lottery or 2) negotiations, if possible.
- **Students put on a wait list will be notified after Thursday, March 31 by email.** These students will be expected to sign up for a 2 person room in a traditional residence hall or any available spaces in apartment style residence.

Note: The SEED Office is responsible for creating, maintaining, and authorizing use of the single rooms. In some cases the SEED Office will authorize single rooms for students with documented personal circumstances requiring such action. A waiting list will be maintained in the SEED Office for later use.

What if I want to return to my current Residence Hall?

NOTE: Typically those in CI '15 who are primarily Current Freshman, (Rising Sophomores) reside in a Traditional Hall or Jordan Language House (p. 4).

Those desiring to return to their current residence hall should submit their completed Residence Hall Occupancy Contract and Meal Plan Selection Form and a completed preference form (blue form) with their roommate and room preferences noted to their Residence Hall office by Thursday, April 7 at 5 pm. Once all the contracts have been collected they will be placed in priority order and then **room assignments will be made by residence life staff on Monday, April 11.**

Priority will be given based on the following: 1) Roommate pairs (both roommates returning residents for that particular hall) 2) CI Year 3) GPA.

Residents cannot sign up for rooms that are part of a “freshman cluster.” A floor plan will be posted near each hall office showing which rooms will be available for selection. Preference forms and Residence Hall Occupancy and Meal Plan Selection Form can be picked up either outside the SEED Office or at each Residence Hall Office.

GPA will be used as a tie breaker in the event multiple pairs of roommates request a particular room. If additional tie-breaks are needed one of the following methods will be used: 1) simple lottery or 2) negotiations if possible.

Split roommate pairs, roommate pairs where only one resident currently lives in the pair’s hall of choice, will be assigned after pairs where both residents are returning to their current hall. Those selecting a room as individuals will be consolidated into roommate pairs whenever possible during this process.

Students residing in the traditional halls are required to be on a meal plan.

What if I want to change Residence Halls?

Those wishing to completely change Residence Halls (neither roommate lives currently in their hall of choice) should bring their completed Residence Hall Occupancy Contracts and Meal Plan Selection Form to the SEED Office (WCC 201), on **Friday, April 15**, to select a room in the hall of their choice from the rooms remaining.

Those selecting a room as individuals will be consolidated into roommate pairs whenever possible during this process.

What if I want to live in The Village on Grand?

The Village on Grand is prioritized for Senior-level students (those who have completed their residency requirement, who are entering their 7th-8th semester on campus) seeking independent living and, when possible, for students returning from study abroad.

A \$150 deposit per student is required at the time of application. The deposit serves to acknowledge interest for living at The Village on Grand. Should the student occupy a cottage in the fall 2015, the deposit will be applied as credit to the student's room charges. Deposits will be non-refundable once the living agreement lease has been offered in early spring 2016.

The registration period will begin Monday, February 29, 2016. Preference for signups will be given to groups of 4 rising Senior-level students. Your group of 4 will need to pick up the application to live in the Village on Grand in the SEED Office, WCC 201. Those groups of 4 Senior-level students (those entering 7th-8th semesters) applying to live in the Village will be **ranked in order of dated receipt** of completed applications. For an application to be considered complete all four students listed must submit their \$150 deposit. Applications and deposits must be turned in to the SEED Office (WCC 201). **The application period will close on Tuesday, March 22 at 5:00pm.**

Cottage Selection will be held on Thursday, March 24 from 7:00-9:00pm in WCC 231. Groups will be ranked for selection as follows: 1.) Groups made up of 4 Rising-Seniors with completed applications, (These applications will be listed in order of completion. A completed application requires all group members signatures and paid deposits), 2.) Groups of 3 Rising-Seniors and a Rising-Junior with completed applications and so on until all cottages are filled.

Given the purpose to provide a more independent living experience in The Village on Grand, residents are required to arrange for electricity separately with the vendor of their choice prior to occupying the cottage. Residents of the Village are also required to set up water and trash service with the City of Sherman for their unit prior to occupying the cottage. Prior to the end of the Spring Semester an electronic copy of each resident's lease will be sent to them so that utility arrangements can be taken care of prior to fall occupancy.

***Information on utilities will be given out during cottage selection.**

What if I cannot be at Room Selection at the stated time/date?

Students unable to participate in room selection at their designated times **may have another student select their space for them.** This may include students who are currently abroad or on leave of absence. **Students who serve as proxy for another must have a complete Residence Hall Occupancy and Meal Plan Selection Form signed by the student they are representing or an email from the student indicating intentions.**

What if I miss the Room Selection process?

If a student misses room selection, they should come to the SEED Office (WCC 201), the next day to select a space or be placed on a waiting list. Please note that hall and apartment style living preference options will be limited after the room selection process.

What if I want to live off campus?

Students admitted as first-year matriculates, with a CI year assignment, **must live in on campus housing designated by Austin College for a minimum of 6 (14 week) semesters,** including January Term, or the equivalent of 3 academic years. Transfer matriculates, without CI year assignment, must live in on campus housing for a minimum of 4 (14 week) semesters. Only those students who have completed their residency requirement, are married, or have legal custody of a child that lives with him/her will be allowed to live off campus.

Students, who have fulfilled the above criteria (seniors typically), who plan to live off campus for the 2016-2017 year are required to complete a “Senior Off-Campus Residency Form” and return it to the SEED Office (WCC 201) by Friday, May 6, 2016. *Please complete and return the form even if you don’t have an address and phone number for next year.* If you do not know the address where you will be living, it is okay to leave that area blank. You will continue to be billed for room and board charges as an on campus student until this completed form is received in the SEED Office (WCC 201).

Students who currently live off campus must complete a new residency form for the 2016-2017 academic year. These forms can be picked up at any time in the SEED Office (WCC 201).

Fall 2016 Meal Plan Options

Food Plan Information

Seven Day Meal Plan (unlimited access from 7am-8pm to the dining hall 7 days a week + \$75 Hopper Dollars)

Five Day Meal Plan (unlimited access from 7am-8pm to the dining hall 5 days a week + \$75 Hopper Dollars)

Students living in a traditional hall or Roo Suites are required to be on a meal plan.

Very important: In the event that a student with less than 5 semesters on campus is placed in the Flats, or the Village on Grand, that student will still be required to be on meal plan.

Hopper Dollars: Students participating in any of the above meal plans will have Hopper Dollar accounts that may be used for purchases in the campus coffee house and convenience store, Pouch Club (campus snack bar) and Dining Hall. Hopper Dollar accounts are credited to each student's account on the first day of classes each semester. All Hopper Dollars remaining at the end of the fall semester will transfer to the spring semester, but no Hopper Dollars will transfer from spring to next fall. Bonus Dollars are non-refundable. Beer and wine purchases are prohibited.

Note: Any meal plan change must be done by the end of the first week of each semester with the SEED Office (WCC 201). No exceptions made.

2016-2017 Residence Hall Internet Access

All residence halls on campus are covered by both wired and wireless access to the Austin College network, which includes access to the Internet as well as College systems and resources intended for students. Wireless coverage is on all floors of each residence hall. Each resident hall student room includes one port for wired network access.