Austin College

Room Selection Booklet

Where do you want to live for 2020-2021?

Questions?
Call 903-813-2306
Email studentlife@austincollege.edu

Student Life Office (SLO)
WCC 201
For 2020-2021 Academic Year

**Informational Hall Meetings** (Students should attend the appropriate meetings)

For CI’17 (Rising Seniors) interested in the Hass Village on Grand

Wednesday, February 5 at 7:00pm, WCC 231
Thursday February 6 at 11:00am, WCC 231

General Housing Information Sessions for all CI Years

<table>
<thead>
<tr>
<th>Monday February 24</th>
<th>Monday March 2nd</th>
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<tbody>
<tr>
<td>11:00 am, Mabee Hall</td>
<td>Clyce Lobby 7:00 pm</td>
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<tr>
<td></td>
<td>Caruth Lobby 7:30 pm</td>
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<td></td>
<td>Dean Lobby 8:00 pm</td>
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<td></td>
<td>Baker Lobby 8:30 pm</td>
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<tr>
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<td>Roo Commons 9:00pm</td>
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February 3: Hass Village on Grand application opens at 8:30am, *page 9*

February 21: Hass Village on Grand application closes at 5:00pm

February 25: Hass Village on Grand rankings posted, *page 9*

February 27: Hass Village on Grand Selection Night, 7:00-8:30pm, WCC 231, *page 9*

March 2: 2-Person Flats and 4-Person Flats/Roo Suites applications open at 8:30am, *page 5*

March 4: Roommate Matching Social, 7:00-9:00pm, Mabee Hall

March 31": 4-person Flats/Roo Suites applications close at 5:00 p.m.

April 3rd: 4-person Flats/Roo Suites rankings emailed

April 7th and 8th: 4-Person Flats/Roo Suites selection night, 5:30-7:00 p.m., Via Zoom (we will do both Flats the first night and the Suites the 2nd)

April 1: Single Room application opens at 8:30 a.m.

April 10: Single Room application closes at 5:00 p.m.

April 10: Bryan Apartment selection for international students, Assignments made by SLO Staff (we will be in contact with them in regards to collecting information about roommates, room preferences, etc.)

April 14: Single Room assignments completed by SLO Staff. Students will be notified via e-mail of their status

April 10: Traditional Hall Double Room application opens at 8:30 a.m., *page 8*

April 21: Traditional Hall Double Room applications close at 5:00 p.m.

24: Traditional Hall Double Room assignments made by SLO staff

May 15: Rising Senior Off-Campus Residency Forms due to SLO Office, WCC 201 by 5:00 p.m.
Room Selection Process for Fall 2020

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.

ALL housing applications have been converted to an online format and must be completed through WebHopper. The SLO Office will no longer provide or accept paper applications for any residential facilities. Students in the Hass Village on Grand, Flats, Roo Suites, and Bryan Apartments will still need to sign a Housing Contract upon assignment. Instructions for completing contracts are detailed in each section of this brochure. For the Hass Village on Grand, 2-Person Flats, 4-Person Flats/Roo Suites, only ONE roommate needs to complete an application for the entire group. Application tutorials are available on the Residence Life website (http://www.austincollege.edu/campus-life/residence-life/), and we strongly recommend reviewing these prior to applying.

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 2020.

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 SLO 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 SLO Office by November 18, 2020 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 SLO 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. If you know your housing intentions for the following year, you should contact the SLO Office before Spring Break by emailing studentlife@austincollege.edu with your housing intentions by February 28, 2020.

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 SLO 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 SLO 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 SLO 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 SLO 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 Friday February 28, 2020 to the faculty director of the House for which you are applying or to Wendy Wilson at wdwilson@austincollege.edu. A personal interview is required for students wishing to live in the French or German Houses.

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<thead>
<tr>
<th>Language</th>
<th>Faculty</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
<tr>
<td>French</td>
<td>Colin Foss</td>
<td>903-813-2505</td>
<td><a href="mailto:cfoss@austincollege.edu">cfoss@austincollege.edu</a></td>
</tr>
<tr>
<td>German</td>
<td>Wolfgang Lueckel</td>
<td>903-813-2998</td>
<td><a href="mailto:wlueckel@austincollege.edu">wlueckel@austincollege.edu</a></td>
</tr>
<tr>
<td>Spanish</td>
<td>Julie Hempel</td>
<td>903-813-22495</td>
<td><a href="mailto:jhempel@austincollege.edu">jhempel@austincollege.edu</a></td>
</tr>
<tr>
<td>Japanese</td>
<td>Scott Langton</td>
<td>903-813-2569</td>
<td><a href="mailto:slangton@austincollege.edu">slangton@austincollege.edu</a></td>
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Faculty will notify students by **Monday March 23, 2020**. Room assignments, including submission of contracts, in the Jordan Language House must be completed and submitted to the Faculty Director by **Monday April 6, 2020**. Faculty directors will turn all contracts into Student Life (SLO).

**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. The college will not make any decisions on remaining spaces until late summer, therefore you will need to go through the room selection process as usual.

**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 will open in WebHopper at **8:30am on Monday March 2nd** and will close at **5:00 pm on Monday March 16th** so they can be ranked for priority in the selection process. **Priority is given to Rising Junior-Level students (CI ’18, those entering their 5-6 semester on campus).**

**Group average GPA is used as a tiebreaker** when groups have the same numeric value based on classification status. SLO Staff will assign units on **Thursday, March 19th**. Groups receiving a unit will be notified of their assignment and asked to come to the SLO Office (WCC 201) to complete their leases/contracts. **Students should have their leases/contracts completed no later than 5:00 pm on Monday, March 23rd.** Those students who are not assigned a 2-bedroom unit will be notified on Friday, March 20th 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 will open in WebHopper at **8:30am on Monday March 2nd. 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 5\(^{th}\)-6\(^{th}\) semesters on campus** (typically those from CI ’18).

The application will close at **5:00 pm on Monday March 31st** so they can be ranked for priority in the selection process. 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 5:30 PM on **April 3rd** and emailed to students.

Current status for each individual will receive points as follows:

- CI ’18 Primarily Current Sophomores (Rising Juniors) = 3
- CI ’17 Primarily Current Juniors (Rising Seniors) = 0
- CI ’19 Primarily Current Freshmen (Rising Sophomores) = 1

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 = 4 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 average GPA will be used as a tiebreaker** when groups have the same number of points. Priority will be given to CI ’18 students, typically Rising Juniors and to groups of 4. Students not assigned to an apartment style residence will be expected to live in a traditional hall.

If our group ranks high enough for the Flats or Roo Suites, how do we pick our space and complete contracts?

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.

**Flats and Roo Suites Selection will be held on April 7th and 8th via Zoom.** Groups will choose their space in the order of their rank and may choose any available space in the Flats or Roo Suites. 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.** Contracts will be available at selection or in the SLO Office. Failure to have the appropriate completed paperwork may 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 SLO 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, SLO staff reserves the right to fill any vacancy.

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 and 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 2020-2021 academic year and approval of such spaces will not begin until August 2020.

Applications for natural single rooms open at **8:30am on Wednesday, April 1st in WebHopper and will remain open until 5:00pm April 10th.** Initially, singles will be assigned by seniority to students who will be in their 5th or 6th semester (typically CI ’18) and who currently reside on campus. **Single rooms will be assigned on April 14th using the following guidelines:**

- Those with a documented need for a single room (typically a medical condition) **MUST submit supporting documentation to the SLO Office prior to Monday, March 23rd.**
- CI Year: CI ’18 primarily current Sophomores, CI ’19 primarily Current Freshmen, CI ’17 primarily current Juniors
- 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 April 14th 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.

Upon receiving a single room assignment, students will need to visit the SLO Office to complete their housing contract and meal plan selection form. **Contracts and meal plan forms must be completed by 5:00pm Thursday, April 16th.** Failure to complete a contract and meal plan selection form by the appointed deadline may result in the loss of the single space.

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

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**What if I want to return to live in a traditional Residence Hall?**

**NOTE:** Typically those in CI ’19 who are primarily Current Freshman, (Rising Sophomores) reside in a Traditional Hall or Jordan Language House (p. 4).

Applications for traditional residence hall double rooms will open on WebHopper at **8:30am on Wednesday April 10th** and will remain open through **April 21st.** The priority deadline for submitting a double room applications is **5:00pm Friday April 19th.** Both residents must complete an electronic application and contract and request each other as roommates for the request to be honored by SLO. If you do not have a roommate pre-selected, there is a “match me” option on the application. Selecting this option will result in you being matched with a roommate by SLO. Residents will be able to rank their hall preference and
request up to three rooms per hall on the application. 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. SLO staff will begin assigning rooms on **Monday April 24th** Both residents will be notified of assignment via e-mail after this date. Contracts and meal plan selection for traditional hall double rooms will be completed electronically this year. You will be directed to complete your contract in WebHopper upon completion of your application. As a reminder, students assigned to a traditional hall or are required to be on a minimum 5-day meal plan.

Priority for assignment will be given based on the following:

1) Roommate pair where **both** roommates are requesting to return to the same hall
2) Roommate pairs where **one** roommate is requesting to return to the same hall and the other is currently living in a different hall
3) Roommate pairs where **neither** roommate currently lives in the requested hall

CI year then average cumulative GPA will be used to rank pairs according to the order outlined above. 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.

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 Hass Village on Grand?**

The Hass Village on Grand is prioritized for Senior-level students, defined as those students entering their 7th-8th semesters on campus (typically those from CI ’17) who are seeking more independent living and, when possible, for students returning from study abroad.

There will be a limited amount of space in other residential communities for seniors to live in. If you are a rising senior who would like to live on campus your senior year but do not want to live in the The Hass Village on Grand please contact the Student Life Office at studentlife@austincollege.edu.

A $150 deposit per student is required at the time of application. The deposit serves to acknowledge interest for living at The Hass Village on Grand. Should the student occupy a cottage in the fall 2020, the deposit will be applied as credit to the student’s room charges. Deposits will be non-refundable upon completion of the Hass Village on Grand application (i.e., application is complete and all residents have paid their deposits).

The application period will begin Monday, February 3, 2020. Preference for signups will be given to groups of 4 rising Senior-level students. One representative from your group will need to complete the Hass Village on Grand Application through WebHopper. For an application to be considered complete, all students listed must submit their $150 deposit to the SLO Office (WCC 201). The application period will close on Friday February 21 at 5:00pm or when SLO has received a sufficient number of complete applications with four rising seniors to fill all available spaces in the Village.
Groups applying to live in the Hass Village will be ranked first in order of total points then in order of group average GPA. In the event of a GPA tie, the date the application was completed will be used as tiebreaker.

Current status for each individual will receive points as follows:

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>CI ’18</td>
<td>Primarily Current Sophomores (Rising Juniors)</td>
<td>1</td>
</tr>
<tr>
<td>CI ’17</td>
<td>Primarily Current Juniors (Rising Seniors)</td>
<td>3</td>
</tr>
<tr>
<td>CI ’19</td>
<td>Primarily Current Freshmen (Rising Sophomores)</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Cottage Selection will be held on Thursday, February 27th from 7:00-9:00pm in WCC 231. Group rankings will be posted outside the SLO Office and near the cafeteria on Tuesday February 25th. Minimally, one representative of the 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. Contracts will be available at selection or in the SLO Office. Failure to have the appropriate completed paperwork may result in your group moving to the end of the order.

Given the purpose to provide a more independent living experience in The Hass 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.

How are transfer students assigned points?

Transfer students are assigned points based on their semester of Austin College entry and the number of semesters they have already lived on campus. Transfer students who have lived on campus 1-2 long semesters will be counted as juniors. Transfer students who have lived on campus 3-4 long semesters will be counted as seniors.

Transfer students who matriculate from traditional four year colleges will be automatically opted in to living on campus, they can complete an appeal through financial aid if they are requesting to live off campus. Transfer students who matriculate from our community college partners, will have an opt-in process to reside in on-campus housing.

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 SLO Office (WCC 201) as soon as possible to select a space and complete their occupancy contract. 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 currently live off campus must complete a new residency form for the 2020-2021 academic year. These forms can be picked up at any time in the SLO Office (WCC 201).

Fall 2020 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)

All Students living in a traditional hall or Roo Suites are required to be on a 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. Hopper 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 SLO Office (WCC 201). No exceptions will be made after the first week.

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**2020-2021 Residence Hall Internet and Cable 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.

Austin College no longer provides cable television services in individual residents’ rooms or units. Students living in the Hass Village on Grand or the Flats who wish to have cable television service may contact Cable One directly and set up service. Students exercising this option will be expected to pay for this service outside of their normal room and board fees.