

Austin College

# Room Selection Booklet

Where do you want to live for 2023-2024?

Student Life Office (SLO)

WCC 201

Questions?

Call 903-813-2306

Email [studentlife@austincollege.edu](mailto:studentlife@austincollege.edu)

**A NOTE FROM THE FINANCIAL AID OFFICE – Where You Choose to Live Next Year May Impact Your Financial Aid:**

**Institutional grant aid, such as AC Grants, Roo Grants, Equalization Grants, etc., will be reduced for students not living in campus housing or not taking a 5-day or 7-day meal plan (block commuter plans are not considered a full meal plan). If you move off-campus institutional grant aid is not available; if you live in one of the following residential settings on campus: Bryan Apartments, Flats at Brockett Court, North Flats, or the Hass Village on Grand, and you are not on a meal plan, your institutional grant aid is reduced by 50% from what you have been previously awarded. Please note: Merit scholarships, fine arts (Music, Art & Theatre), and endowed scholarships awarded at Honors Convocation are not impacted based on where you choose to live next year.**

# Austin College Room Selection Information & Calendar

For 2023-2024 Academic Year

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

*For FYS '20 (Rising Seniors) interested in the Hass Village on Grand*  
**Wednesday, November 30 at 7:00pm, via Zoom (link will be emailed)**

*General Housing Information Sessions for all FYS Years*

**Monday, February 6**

11:00 am, **via Zoom (link will be emailed)**

**Tuesday, February 7**

7 PM **via Zoom (link will be emailed)**

**December 1st:** Hass Village on Grand application opens at 8:30am, *page 9*

**February 1:** Hass Village on Grand application closes at 5:00pm

**February 6:** Hass Village on Grand rankings emailed, *page 9*

**February 8:** Hass Village on Grand Selection Night, 7:00-8:30pm, **via Zoom (link will be emailed)**

**February 6:** 2-Person Flats and 4-Person Flats/Roo Suites applications open at 8:30am, *page 5*

**February 21:** Roommate Matching Social, 7:00-9:00pm, Mabee Hall

**March 1:** **2-Person Flats application closes at 5 PM**

**March 3:** **2-person Flats assignments completed by SLO Staff. Students will be notified via e-mail.**

**March 10:** 4-person Flats/Roo Suites applications close at 5:00 p.m.

**March 20:** 4-person Flats/Roo Suites rankings emailed

**March 20:** Traditional Hall Double Room applications open

**March 28 and 29th :** 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 2<sup>nd</sup>)

**March 30:** Single Room application opens at 8:30 a.m.

**April 7:** Single Room application closes at 5:00 p.m.

**April 12:** 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 12:** Single Room assignments completed by SLO Staff. Students will be notified via e-mail of their status

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

**May 3:** Traditional Hall Double Room assignments made by SLO staff. Students will be notified via their AC Email

**May 5:** Rising Senior Off-Campus Residency Forms due to SLO Office, WCC 201 by 5:00 p.m.

# Room Selection Process for Fall 2023

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 2023.

## 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 will be available from faculty members and Wendy Wilson, Departmental Secretary, in AD 312.

## 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 North Flats or Flats at Brockett Court?

Applications for 2 bedroom units in the North Flats or Flats at Brockett Court will open in WebHopper at **8:30am on Wednesday, February 6<sup>th</sup>** and will close at **5:00 pm on Wednesday, March 1st** so they can be ranked for priority in the selection process. **Priority is given to Rising Senior-Level students (FYS '20).**

**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 **Friday, March 3rd**. 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 March 8th.** Those students who are not assigned a 2-bedroom unit will be notified on Friday, March 3rd 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 North Flats, Flats at Brockett Court, and the Johnson "Roo" Suites will open in WebHopper at **8:30am on February 6th**. **Priority for living in 4 person units in the North Flats, Flats at Brockett Court, and Johnson Roo Suites will be given to groups of 4 rising Senior-level students.** For the purpose of selection, Rising Senior-Level is defined as typically those from FYS '20.

The application will close at **5:00 pm on Wednesday March 10th** so they can be ranked for priority in the selection process. Complete groups of 4 rising Senior-level students will be given priority in selection and then groups containing 3 rising Senior-Level students and so on. Ranking will be posted by 5:30 PM on **March 20th** and emailed to students.

Current status for each individual will receive points as follows:

FYS '20 Primarily Current Juniors (Rising Seniors) = 3

FYS '21 Primarily Current Sophomores (Rising Juniors)= 2

FYS '22 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 seniors	12 points
3 rising seniors/1 rising junior	11 points
2 rising seniors/2 rising juniors	10 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 FYS '20 students, typically Rising Seniors 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 a Flat or Roo Suite, 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 Senior-Level students as previously outlined. Any group that is made up of 50% or more non-rising Seniors, whether they are classified as Juniors or Sophomores, will not be able to select a space before a group with 3 or more Rising Seniors.

**Flats and Roo Suites Selection will be held on March 28th and 29th via Zoom.** Groups will choose their space in the order of their rank and may choose any available space in the Flats communities or Roo Suites. For example, the group ranked number 1 will be able to select a space in the North Flats, 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 North Flats and Flats at Brockett Court due to their distinctive accommodations with single bedrooms, a living area, full kitchens and washer and dryer units. Students in their 5<sup>th</sup>-6<sup>th</sup> semesters (or more) on campus living in the North Flats or 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 2023-2024 academic year and approval of such spaces will not begin until August 2023.

Applications for natural single rooms open at **8:30am on March 30 in WebHopper and will remain open until 5:00pm April 7th.** Initially, singles will be assigned by seniority to students with seniority (typically FYS '20) and who currently reside on campus. **Single rooms will be assigned on April 12th 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 March 15th.**
- CI Year: FYS '20 primarily current Juniors, FYS '21 primarily current Sophomores, FYS '22 primarily Current Freshmen
- Priority for assignments will then be given by Cumulative GPA (highest to lowest) within FYS 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 12th 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 April 19<sup>th</sup>.** 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.

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

**NOTE: Typically those in FYS '22 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 March 20<sup>th</sup>** and will remain open through **April 21.** The priority deadline for submitting a double room applications is **5:00pm April 21. One application per group must be submitted.** 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 **May 3rd.** 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

FYS 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 7<sup>th</sup>-8<sup>th</sup> semesters on campus (typically those from CI '20) who are seeking more 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 Hass Village on Grand. Should the student not occupy a cottage in the fall 2021, 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 December 1, 2022. 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 February 1st 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:

FYS '20 Primarily Current Juniors (Rising Seniors) =3  
FYS '21 Primarily Current Sophomores(Rising Juniors) =2  
FYS '22 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 seniors	12 points
3 rising seniors/1 rising junior	11 points
2 rising seniors/2 rising juniors	10 points
4 rising juniors	8 points

**Cottage Selection will be held on February 8<sup>th</sup> from 7:00-8:30pm Via Zoom.** Group rankings will be emailed to participating groups on **February 6<sup>th</sup>.** **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 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 FYS 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 FYS 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 2021-2022 year are required to complete a “Senior Off-Campus Residency Form” and return it to the SLO Office (WCC 201) by May 5th, 2022.** *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 SLO Office (WCC 201).

**Students who currently live off campus must complete a new residency form for the 2023-2024 academic year. These forms can be picked up at any time in the SLO Office (WCC 201).**

## Fall 2023 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.**

**Very important:** In the event that a student with less than 5 semesters on campus is placed in the Flats, Bryan Apartments, or the Hass 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. 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.**

## 2023-2024 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.