



MORAVIAN COLLEGE

2017-2018 GUIDE TO HOUSING SELECTION

This packet contains *Pre-Selection* and *General Selection* information:

Housing Selection Timeline

Housing Status Application

Pre-Selection Processes

Off-Campus Housing Application
Special Interest Housing Application
Medical Assignments
Fraternity & Sorority Housing
Residence Life Staff Placements

General Selection Process

General Selection Admissions Tickets, Housing Points & Lottery Numbers
General Selection Recommendations
Housing Inventory
General Selection
Housing Waitlist & No Room Assignments (NRA)
Spring 2017 Study Abroad Students & Proxy Information

Frequently Asked Questions

Sample General Selection Admission Ticket

HOUSING SELECTION TIMELINE

Wednesday, January 18

- **2017-2018 Housing Status Application** Available
 - Housing Status Changes (Commuter, On-Campus Resident, Off-Campus Resident)
 - Medical Assignments
- **Special Interest Housing Application** Available

Week of January 30

- Fraternity and Sorority Rosters Available

Friday, February 3

- **Housing Status Application** due by 4:30PM
- **Special Interest Housing Application** due by 4:30PM

Week of February 20

- Special Interest Housing Panel Presentations

Friday, March 3

- Medical Accommodation Documentation due to Academic Support Center before Noon
- Decisions emailed for Change of Status, Off-Campus, and Special Interest Housing Applicants

Tuesday, March 14

- Fraternity and Sorority Rosters due to the Office of Greek Life

Wednesday, March 15 & Thursday, March 16

- Medical Assignments Determined

Friday, March 24

- 2017-2018 Residence Hall Room Contract Available
- General Selection Admission Tickets Distributed via campus mail

Wednesday, March 29

- General Selection Admission Ticket Appeals due by 4:30PM

Friday, March 31

- Housing Inventory Published

Monday, April 3

- **General Selection for groups with 16 to 60 points**
 - 6:00PM – All groups with 30 to 60 pts
 - 7:15PM – All groups with 24 to 29 pts
 - 8:30PM – All groups with 16 to 23 pts

Tuesday, April 4

- **General Selection Day for groups with 0 to 15 points**
 - 6:00PM – All groups/individuals with 10 to 15 pts
 - 7:15PM – All groups/individuals with 4 to 9 pts
 - 8:30PM – All groups/individuals with 0 to 3 pts

HOUSING STATUS APPLICATION

All current students should complete the **2017-2018 Housing Status Application** between **Wednesday, January 18** and **Friday, February 3**. A link will be emailed to all students on January 18, 2017. The purpose is for students to identify their 2017-2018 housing intentions as one of the following:

NON-PARTICIPATION IN THE HOUSING PROCESSES

Students not intending to return due to May/Summer graduation, transferring/withdrawing, or studying abroad/taking a leave of absence during Fall 2017 may elect not to participate in the housing processes.

These students will not be issued a General Selection Admission Ticket.

Important Note: Students who select a 2017-2018 assignment but decide to study abroad/take a leave of absence during Fall 2017 forfeit their assignment. These students will not be guaranteed their selected assignment upon return. The College will work to assign them prior to their return.

OFF-CAMPUS RESIDENT STATUS

In order to qualify for Off-Campus Resident status, students must meet the following criteria:

- Rising Junior or Senior status
- Minimum 2.5 cumulative GPA
- Good financial standing
- Good conduct standing

Current residents not approved to live off-campus will be included in the General Housing Selection process.

Members of a fraternity or sorority may be eligible for a "conditional off-campus approval" until the chapter submits a complete list of house residents, as well as three viable alternate residents, for the 2017-2018 academic year. Once a complete list of residents and alternates is submitted to the Office of Greek Life, members who do not appear on the housing assignment list and applied for off-campus living may be granted an "off-campus approval."

Students released off-campus will not be issued a General Selection Admission Ticket.

COMMUTER STATUS

Students interested in commuting from home, must reside with a parent or legal guardian at an address within a 50-mile radius of the College. If a student applies to be a commuter, the student may not opt to live with friends who were approved for off-campus housing status. Current residents not approved to commute will be included in the General Selection process.

Students released to commuter status will not be issued a General Selection Admission Ticket.

ON-CAMPUS HOUSING STATUS

Current residential students who intend to live on-campus, but do not intend to participate in a pre-selection process will be entered in the General Selection process.

Some residential students will be assigned through a pre-selection process (medical assignments, Greek Housing, and Special Interest Housing) and **will not be issued a General Selection Admission Ticket.**

Current commuters and off-campus students seeking to live on campus will be added to the housing waitlist and may be assigned to housing after all returning resident students have been assigned. However, current commuter and off-campus students that no longer meet the qualifications of their current status will be included in General Selection, or may opt to participate in a pre-selection process.

PRE-SELECTION PROCESSES

Students who are assigned to housing via one of the following processes will not be issued General Selection Admission Ticket and may not opt to participate in General Selection after they are assigned.

OFF-CAMPUS HOUSING APPLICATION

Eligible students may apply to live off-campus for the 2017-2018 academic year. Current off-campus students must reapply.

- **Friday, February 3 at 4:30pm: Housing Status Application** due
- **Friday, March 3:** Decisions communicated via email
- **Friday, March 17:** Approved students must accept or decline their offer

SPECIAL INTEREST HOUSING

The Special Interest Housing Program (SIH) is designed to provide an opportunity for students to define their on-campus living experience and contribute to the greater college community in accordance with their goals, interests, and pursuits.

- **Friday, February 3 at 4:30pm: Housing Status Application & Special Interest Housing Application** due
- **Week of February 20:** Panel Presentations
- **Friday, March 3:** Decisions communicated via email
- **Friday, March 17:** Approved students must accept or decline their offer

MEDICAL ASSIGNMENTS

Students requesting a specific housing arrangement based on a disability or medical condition may participate in the Medical Assignments process. A student cannot use this process to make arrangements for a potential roommate.

- **Friday, February 3 at 4:30pm: Housing Status Application** due
- **Friday, March 3:** Conditional decisions communicated via email
- **Before Friday, March 3 at Noon:** Medical Documentation due
 - Students seeking an accommodation for the first time must meet with and submit specific professional documentation to the **Academic Support Center** before the deadline.
 - Students currently receiving an accommodation do not need to resubmit documentation unless there has been a change in their diagnosis or need.
 - If supporting documentation is not provided by the deadline, the student will be entered in the General Selection process.
- **Wednesday, March 15 & Thursday, March 16:** Medical Assignments Determined

FRATERNITY & SORORITY HOUSES

Each organization must submit a complete roster to the Office of Greek Life by **Tuesday, March 14**. If a member of a fraternity or sorority participate in another pre-selection process and their name appears on a chapter housing roster, the fraternity or sorority housing status will supersede all other pre-selection processes and the individual will be expected to reside in the organization's house.

Room assignments within the chapter house are the responsibility of each organization's leadership. Members of Greek organizations will not be considered for off-campus release or General Selection until three viable alternate members are provided to the Office of Greek Life.

Fraternities and sororities will receive additional information at Greek Council on **Wednesday, February 1**

RESIDENCE LIFE STAFF PLACEMENTS

Students interested in being part of the 2017-2018 Residence Life Staff will be notified of their status on **Thursday, March 2**.

GENERAL SELECTION PROCESS

General Selection is a process by which returning students may select their future housing assignment and roommates. Selection order is based on housing points and lottery numbers. Students assigned or released from housing during pre-selection processes are not eligible to participate in General Selection.

GENERAL SELECTION ADMISSIONS TICKETS, HOUSING POINTS & LOTTERY NUMBERS: Distributed on Friday, March 24

General Selection Admissions Tickets will be sent to students' campus mailbox and include their Housing Points and Lottery Number.

Housing Points are based on:

- One point is awarded for each semester (only fall or spring semesters) an individual has been a full-time student at Moravian College or at another institution, including the semester during which the housing application is made (i.e. students will receive credit for the Spring 2017 semester). Semesters spent abroad or on another campus in an approved full time academic program will be included in the point allocation system.
- Points will not be given for any semester where less than a full-time college.
- Points will not be awarded after the sixth term as a full time student.
- There is no scenario in which anyone can earn additional/bonus housing points.

Lottery Numbers are randomly assigned numbers. They are used to differentiate the order of selection based on groups/individuals with the same number of housing points.

GENERAL SELECTION RECOMMENDATIONS: Friday, March 24 - Monday, April 3

- Consider the following prior to General Selection:
 - Who do you want to live with?
 - Where do you want to live and what some alternate options?
 - What are you/your group's combined points?
 - Who has the most points?
 - Of those with the same points in your group, who has the lowest lottery number?
 - If not everyone can attend General Selection, who will represent your group?
 - If selecting a suite, who will live in each room?
- Take time to:
 - Sign the Residence Hall Room Contract. Must be electronically signed before **Monday, April 3**.
 - Review the **Residence Life and Housing** website for pictures, room dimensions, and descriptions of the various housing options.
 - Visit the unit you want to pick before selecting your housing option, if possible.

HOUSING INVENTORY: Published on Friday, March 31

Students will receive an e-mail with a link to the inventory of available spaces for General Selection. The list will be updated in real time during General Selection.

Communities offered for returning students include:

Beck & deSchweinitz	Main
Clewell	Nitschmann
HILL	Overflow Houses
Hillsides	Spangenberg
Jo Smith	Townhouses

*A limited number of housing units will be reserved for individual students to select a single-occupancy room

GENERAL SELECTION

Monday, April 3: Groups with 16 to 60 points

6:00PM – All groups with 30 to 60 pts

7:15PM – All groups with 24 to 29 pts

8:30PM – All groups with 16 to 23 pts

Tuesday, April 4: Groups with 0 to 15 points

6:00PM – All groups/individuals with 10 to 15 pts

7:15PM – All groups/individuals with 4 to 9 pts

8:30PM – All groups/individuals with 0 to 3 pts

General Selection will begin in Prosser Auditorium, where a real-time list of the housing inventory will be projected. Lottery numbers will be called in ascending order. Groups with higher housing points and lower lottery numbers will select before groups with the same/fewer housing points and higher lottery numbers. When a student or group of students has their lottery number called, it will be their turn to select.

Individuals and groups will be escorted to the UBC Room. Once they approach the selection table, they will have one minute to select their housing assignment. Should time elapse and an option is not selected, they will need to wait until their next best lottery number is called.

Housing inventory is based on availability at the time of selection. Students should come prepared with a list of options, as some may be chosen before it is their turn. If they are not present when their number is called, the housing selection process will continue.

A unit must be full to occupancy or it cannot be selected (i.e. 4 students cannot sign up for a 5-person Hillside unit, a student cannot sign up for a 2-person room, etc).

HOUSING WAITING LIST & NO ROOM ASSIGNMENT (NRA)

The College anticipates that a number of students may not select their preferred housing option or will not be able to select a room during General Selection. If students find themselves in this position they will have the opportunity to add their name(s) to the Housing Waitlist.

Students who do not select a room will assigned as No Room Assignment (NRA and will be added to the Housing Waitlist until the College is able to offer them an assignment.

Students on the Housing Waitlist will be contacted throughout the remainder of the spring semester and during the summer as space becomes available [based on their preferences].

SPRING 2017 STUDY ABROAD STUDENTS & PROXY INFORMATION

Students who are currently abroad will be asked to select a proxy to assist them in the selection process, if they plan to participate in General Selection. Selected proxies will be issued the student's General Selection Admission Ticket, and will be responsible for selecting that student's housing assignment. The College encourages proxies to be sure to communicate with the abroad student and come prepared to choose one of several potential rooms.

FREQUENTLY ASKED QUESTIONS

AM I EXPECTED TO RESIDE ON CAMPUS?

Moravian College guarantees housing during a student's undergraduate years. However, students can choose to commute or apply to live off-campus. Commuters are defined as those residing with a parent or legal guardian within a 50-mile radius of campus. A number of eligible applicants will be offered off-campus releases.

CAN I EARN EXTRA HOUSING POINTS?

Students earn Housing Points based on the number of semesters they have been a full-time student, with a maximum of 6 points. There is no opportunity to earn additional points. In previous years, an extra point per semester was awarded for the junior year (fifth and sixth semesters as a full time student). This change does not impact General Housing Selection order.

WHAT DO I DO IF I BELIEVE I RECEIVED THE INCORRECT NUMBER OF HOUSING POINTS OR SHOULD HAVE RECEIVED A LOTTERY NUMBER?

Stop by the HUB Desk to complete an appeal on or before **Wednesday, March 29** to allow time to review your appeal and print a new ticket (if applicable).

CAN I RETAIN MY ROOM?

Room retention is no longer an option and was discontinued in Spring 2016.

DOES MY ENTIRE GROUP NEED TO BE PRESENT FOR MY GENERAL SELECTION DAY?

Ideally everyone in the group will attend. However, at the very least, one person must represent the group. The group representative must have the Admission Tickets for all absent group members to select housing. Be sure to have determined who is going to live in which room beforehand.

WHAT IF I DO NOT SELECT A ROOM DURING GENERAL SELECTION?

Students who do not select a room during the Pre-Selection Process or General Selection will added to the Housing Waitlist.

WHAT IF I DO NOT LIKE THE ROOM THAT I SELECTED?

At General Selection, students have the opportunity to add their name to the Housing Waitlist.

HOW WILL HOUSING POINTS & LOTTERY NUMBERS BE CALLED AT GENERAL SELECTION?

The script that is utilized to call lottery numbers is typically:

"We are now serving GROUPS of students who have a combined point total of # points."

"Among those with # points, who has a lottery number less than #?"

HOW DOES THE COLLEGE DECIDE THE ORDER STUDENTS SELECT?

Groups with higher housing points and lower lottery numbers will select before groups with the same/fewer housing points and higher lottery numbers.

WHAT SHOULD I DO IF I AM CONFUSED?

Contact housing@moravian.edu or attend a Housing Selection Information Session:

Pre-Selection Information

Monday, January 23 and Tuesday, January 24

7:00pm-8:00pm

HUB UBC Room

General Housing Selection Information

Monday, March 27 and Tuesday, March 28

7:00pm-8:00pm

HUB Snyder Room

SAMPLE ADMISSION TICKET - FRONT

JOE SMITH ID: 123456
BOX 987

The number of housing points you have accumulated is: **4**

Your randomly generated lottery number among all students who have <POINTS> is: **100**

You must bring this ticket and a photo ID (Moravian College ID, driver’s license, etc.) to your Housing Selection Day in Prosser Auditorium. This ticket will be authenticated by a staff member.

OFFICE USE ONLY			
Staff Ticket Verification (Initial)		Housing Assignment Selected	
Housing Points		Building	
Lottery Number		Suite/Room	

SAMPLE ADMISSION TICKET

SAMPLE ADMISSION TICKET - BACK

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Housing Point Information:

- One point is awarded for each semester (only fall or spring semesters) an individual has been a full time student at Moravian College or at another institution, including the semester during which the housing application is made (i.e. students will receive credit for the Spring 2017 semester).
- Semesters spent abroad or on another campus in an approved full time academic program will be included in the point allocation system.
- Points will not be given for any semester where less than a full-time college.
- Points will not be awarded after the sixth term as a full time student.
- There is no scenario in which anyone can earn additional/bonus housing points.

Housing Selection Notes:

- If you believe your housing point total is incorrect or should have received a lottery number, stop by the HUB Desk by **Wednesday, March 29.**
- A housing unit must be filled to capacity at the time of selection (i.e. 5 students must fill a 5-person suite).
- If you plan to live with a group of students, have alternative plans in case your first choice is not available.
- A limited number of single rooms will be available for students to select.
- Students who receive an Admission Ticket and opt not to participate will be assigned as No Room Assignment.
- If you are unable to attend General Housing Selection, you must give your ticket to your proxy. Your proxy must complete a proxy form.