

## ~ 2011/2012 Room Selection ~ Frequently Asked Questions

### IMPORTANT NOTES

- The Room Selection process is only for current students. New freshman and transfer students are housed during a separate process after Room Selection commences.
- If you are participating in the Room Selection process with a group, please be sure to communicate with all group members prior to the Self-Selection Period (Phase II) to ensure all group members are mutually requested. The Residential Learning & University Housing Office also recommends being present with all group members during online selection in case your preferred space or number of spaces is exhausted and you need to quickly make decisions for a “plan B.”

### **When I click on the application link, why won't it let me apply?**

The most common reasons are because you didn't fill out the required emergency contact information or you selected the wrong application. For example, you clicked on the “transfer student” application because you were a transfer this year, but are considered a returning student for fall 2011.

All students are required to fill out the emergency contact information before submitting an application. The emergency contact link can be found at the far left of the screen once you log in to the website. An alert box will appear at the top of the page to indicate the specific reason you are unable to apply. Please be sure to read the information in the alert box and follow any instruction.

### **Can on-campus students request a commuter in their lottery group?**

Yes, on-campus students may request a commuter in their group. However, the group will automatically be placed in **the last round (Round 6)**. It must be emphasized that on-campus students will greatly diminish their chances for on-campus housing since the availability of space in Round 6 may be extremely limited. Historically, the majority of students in Round 6 have been waitlisted.

<b>Rounds</b>	<b>Group</b>	<b>Date Notified of Log-in Time</b>	<b>Date to Select Room</b>
Round 1	Senior Groups	March 23	March 24
Round 2	Mixed Senior/Junior Groups	March 25	March 28
Round 3	Junior Groups	March 29	March 30
Round 4	Mixed Junior/Sophomore Groups	March 31	April 1
Round 5	Sophomore Groups	April 4	April 5
Round 6	Remaining Groups*/Commuters**	April 6	April 7

\* Seniors that select to be in a group with sophomores will be placed in the last round (round 6). The same rule also applies to groups with sophomores, juniors and seniors.

\*\*On-campus students participating in the lottery with commuters will be assigned during the last round (Round 6).

### **What if I'm a senior and would like to request a sophomore in my group?**

Any senior selecting a sophomore in their group will be assigned during **the last round (Round 6)**. It must be emphasized that on-campus students will greatly diminish their chances for on-campus housing since the availability of space in Round 6 may be extremely limited. Historically, the majority of students in Round 6 have been waitlisted.

### **What if I'm 1 credit shy from being a junior or senior?**

In accordance with the defined class designations, each class will be defined as follows:

<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
Below 58	58 to 89	90 and Above

**Each class will be defined by credits earned: total earned as of Fall 2010 + attempted Spring 2011.** Any transfer credits submitted to the Registrar's Office after the application deadline, March 14, will not be considered in defining class rank nor will Summer 2011 credits be considered.

Students a few credits shy of the next designated class will not be moved up to the next class standing. The introduction of the "Mixed Group" rounds provides a means for students of different class rank to participate together.

### **If we're a group of 6 students and all the 6-person Townhouse and Triad spaces become filled, what happens to my group?**

If you are a part of a 6-person group it is important to keep in mind that these types of apartments are very limited and there is a strong chance your group will have to be split up. It will be the responsibility of the group to decide how the group is split (based on space availability) and who goes where when split up.

For example, if a group of 6 juniors wants to live in a Townhouse, the group will log in during their designated time and search for an available space with all 5 other roommates checked. If no 6-person spaces are available, the computer will not display any rooms for you to select. At this time, you must go back and begin "unchecking" roommates to reduce the number of students you wish to house together. Anyone unchecked must log in to the site and select a room. Thus, if there are only 3 apartments with 2 spaces in each apartment, the group must decide who gets pulled in where. This can be accomplished by checking and "unchecking" the appropriate roommates.

### **Are buildings restricted to a certain class ranking?**

No. Since we have implemented seniority based rounds, students may request any building preference. However, the likelihood of a sophomore group receiving Townhouses is extremely slim since the Townhouses are favored by the juniors and seniors in the first 3 rounds.

### **What if I can't select my room during the time given?**

If you are applying with a group, anyone in your group can sign in during the time indicated and select a room.

Each student will receive an email indicating the day and time they can login to select a room. Students will have until midnight of their designated day to select a room. If a student does not select a room during this time, they will be notified the following morning via email requesting information as to why this is the case. If you have decided to just commute or live off campus, we will remind you that you must cancel your application by logging back into the application and selecting the appropriate link.

### **What if there is not a room/apt available for everyone in my group?**

In the event there isn't a room or apartment available to accommodate the entire group, students will have to uncheck their roommate(s) and search again for available spaces.

**Very important:** Students who have been "unchecked" must log in and select a room individually. The system will not automatically assign a student that was unchecked from the group due to limited space.

### **I was unchecked when we were selecting a room because space was limited. What do I need to do?**

Any student unable to be housed with their group must login and select a room individually. If a student does not select a room during this time, they will be notified the following morning via email requesting information as to why this is the case. If you have decided to just commute or live off campus, we will remind you that you must cancel your application by logging back into the application and selecting the appropriate link. Residential Learning & University Housing encourages students to be together when logging into select a room. This will allow any student who needs to be split up to quickly sign in and select a room.

### **I want to cancel my application?**

Students who submit an application and want to cancel BEFORE room selection can do so by logging in to the housing website at [www.rowan.edu/rluh/roomselection](http://www.rowan.edu/rluh/roomselection).

### **I want to cancel AFTER room selection?**

Students will have until 12:00 noon the day after their designated room selection day to cancel their application without penalty. To cancel, students must log in to the housing website at [www.rowan.edu/rluh/roomselection](http://www.rowan.edu/rluh/roomselection).

### **I don't want to apply with a group?**

Students are not required to apply with a group.

### **What if I've decided to live off campus next year?**

If you do not wish to apply for the lottery, students must cancel their online contract by May 1<sup>st</sup> to receive their Students may request to cancel housing by logging on to [www.rowan.edu/rlws](http://www.rowan.edu/rlws) and submitting a cancellation request form. **Please note:** This is only for students who have NOT submitted a room selection application.

### **How will the waitlist be generated this year?**

Once all available space has been assigned, the waitlist will be generated based on class standing (due to mandatory housing policy) and distance from the university.

- Student that applied during Room Selection will be sorted by distance from the university.
- Students that submit an application after Room Selection commences will be sorted by application date.