



Residential Learning & University Housing Room Selection Information Letter

To all Rowan students and their families,

The 2011/2012 Room Selection application for on-campus housing will be available beginning **February 21**. Students participating must submit their application online at www.rowan.edu/rluh/roomselection by **March 14**. Students that apply after the March 14 deadline will not be eligible to participate in the Room Selection process.

Please keep in mind that on-campus housing is only guaranteed to freshmen and sophomores due to our mandatory housing policy. Juniors and seniors are not guaranteed housing since the demand may exceed the supply of beds. Students unsuccessful in attaining a room during Room Selection will automatically be placed on a waiting list. Once the Room Selection period commences, waitlisted students will be notified and given the opportunity to choose to remain on the waiting list until space becomes available or be removed from the waitlist.

Room Selection Process Timeline

Phase I: Online Application Period	
February 21	Applications Available
March 14	Application Deadline
Phase II: Online Self-Selection Period	
March 23 – April 7	Room Selection (<i>see designated round dates below</i>)

Students Eligible to Participate

- Current on-campus residents
- Spring 2011 study abroad students
- Commuters - On-campus students that select to live with commuters will be automatically placed in the last round.

Students Not Eligible to Participate

- Incoming transfer students - housed after the room selection process commences.

ROOM SELECTION CRITERIA

- **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.

Sophomores	Juniors	Seniors
Below 58	58 to 89	90 and Above

- On-campus students who submit an application during Phase I will be assigned a randomly generated lottery number based on class seniority. Students will not receive their specific lottery number.
 - Lottery numbers for off-campus students will be randomly generated regardless of class and will automatically be placed in the last round (Round 6).
 - Lottery numbers are used to determine the date and time a group may log in to select a room. The lowest lottery number within the group determines the exact time of log in.

For example: A 4-person groups that receive the numbers [30, 61, 72, 84] will log in during the time the student with the #30 receives. In addition, a senior group with the lowest lottery number of 65 will log in before a senior group with a lottery number of 265.

- A percentage of space is reserved for each class. Once the percentage of space for each class is exhausted, the remaining students in that class will be automatically waitlisted.
- The online self-selection period will commence by rounds based on seniority.
 - Students participating solely will be placed in their designated round, based on their credits.
 - Students participating in a group with requested roommates will be assigned to the round that matches all group members' class rank.

For example: If four seniors request to live with each other, they will select a room during Round 1 (Seniors Groups). If a group of seniors and juniors request to live together, they will be able to select a room during Round 2 (Mixed Senior/Junior Groups).

Room Selection Rounds

Rounds	Group	Date Notified of Log-in Time	Date to Select Room
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).

Important: Selecting to be in a group that meets either of the abovementioned criteria will considerably hinder the chances of being assigned on-campus housing.

- Beginning **March 23**, applicants will receive an email via their Rowan e-mail account indicating the time themselves or their group can log in to the housing website and select their room in real time. Please keep in mind that a certain percentage of space is allocated for each class and once those spaces are filled, the remaining students within that class will be automatically waitlisted. For instance, if all senior spaces are filled during Round 1 and Round 2 seniors are waitlisted; Round 2 juniors in the group will be placed in Round 3. Round 2 juniors in the group will then be notified of their log-in time for Round 3.

THE ROOM SELECTION PROCESS

Phase I: February 21 – March 14

1. Starting **February 21** all students that wish to obtain housing for Fall 2011/Spring 2012 academic year must submit an online housing application at www.rowan.edu/rloh. **Students are responsible for reading all Room Selection documentation on our website prior to submitting an application.**
2. Each individual student that wishes to participate in the room selection process must submit an online application by **March 14**.
3. Students may indicate requested roommates on their application. To successfully request a roommate you must include their 9-digit Rowan ID number on your housing application. Only students who mutually request each other will be considered a valid group.
 - When entering a student's 9-digit Rowan ID number, DO NOT use spaces or dashes in between numbers. For example, the number should appear 916555555.
 - Students are not required to participate in a group and may submit an individual online application.
 - Requesting roommates through one application will not be considered a valid group. Everyone in the group must mutually request every student on their application.

Example: Tom, Jeff, Mike and Pete want to participate in the room selection process together. Tom enters the 9-digit Rowan ID numbers of Jeff, Mike, and Pete on his application. Jeff, Mike, and Pete must also log in separately and enter each others Rowan ID numbers within their respective applications. After all four students have mutually requested each other on their applications; they will be considered a valid group. However, if Tom, Jeff and Mike all mutually request each other and Pete only request Tom and Jeff the lottery group will not be considered valid.

Phase II: March 23 – April 7

1. One day prior to a group’s room selection, an email will be sent, **via the applicants Rowan email account**, indicating the time the group is able to log in to the housing website to select their room the following day.
2. On the designated day and time, students will log on to the housing website, www.rowan.edu/rluh/roomselection, to search and select a room during real time.
 - o Students who are unable to be housed with their desired group, due to limited space availability, will then have to log on individually to the housing website to select a room.

Example: Kelly and Jessica are a 2-person group logging in on their designated day. When Kelly logs on she is unable to find a room/apt. for herself and Jessica as a group. In order for Kelly to search for a room by herself, she must uncheck Jessica as a roommate on the “Select Room” page. Jessica must also log on to the housing website to select a room herself. When students are “unchecked” from a group, the “unchecked” students must log on individually to select a room. **This must happen during the same designated time slot given. In addition, once a room is selected no changes will be considered.**

CANCELLATION OF ASSIGNMENT

- Once a room is selected, students have until **12:00 NOON** the following day to cancel without penalty.
- Cancellation requests after the 12:00 NOON deadline will result in a **\$500 cancellation fee**.
- Cancellation requests after **May 1st** will be approved contingent upon the existence of a waitlist. If a person from the waitlist fills the space; students will be released from their contract and a **\$500 cancellation fee will still apply**.

IMPORTANT POLICIES

Rowan University Mandatory Housing Policy

In compliance with the Rowan University Board of Trustees resolution, it is the policy of this institution that all unmarried, undergraduate, full-time students, under the age of 21, who will not be living in the residence of their legal guardian, will be required to reside in University resident facilities until the completion of their second academic year (58 credits). This policy also includes transfer students who have less than 58 credits. Students who violate the on-campus residence requirement will be required to move into a residence hall and pay full room rent for the semester in which the violation occurs. Students who refuse to move will be suspended from Rowan University. Students residing with parents or guardians must furnish a notarized document confirming this.

Additional Policies to Consider

- All students participating must be pre-registered for the fall semester as full-time by April 26. **Failure to pre-register by the deadline will result in loss of your housing assignment.**
- Winter athletes and international students who need to be on campus during the winter break must live in one of the apartment complexes or a Mimosa Hall single since these are the only buildings open during winter break.
- Students requiring special accommodations must be registered with The Center for Academic Success, prior to **March 14**. All medical accommodations must be submitted to The Center for Academic Success to be considered during the Room Selection process.

For Frequently Asked Questions and further information, please visit us online at

www.rowan.edu/rluh

Good Luck!