



Residential Learning & University Housing

To all Rowan Students,

The 2009/2010 Room Selection application for on-campus housing will be available starting **March 4**. Students participating must submit their application online at www.rowan.edu/rlih/roomselection by **March 24**. On-campus housing is not guaranteed since the demand for housing may exceed the supply of beds. Students unsuccessful in attaining a room during the lottery will be placed on a waiting list and assigned as space becomes available.

The Room Selection process will commence in two phases:

Phase I—Students Apply Online	
March 4	Applications Available
March 24	Applications Deadline

Phase II—Students Select a Room on Specified Date/Time	
April 2 – April 20	Room Selection

WHO MAY PARTICIPATE IN THE ROOM SELECTION PROCESS?

- **All on-campus students** are eligible to participate. A \$200 security deposit is **NOT** required since one is already on file in the Residential Learning & University Housing Office.
- **Students currently studying abroad** will be permitted to participate with their defined class. A \$200 security deposit is required by **March 24**.
- **Off-campus students (commuters)** will be permitted to participate in the lottery with on-campus students but assigned during the **last round (round 6)**. A \$200 security deposit is required by **March 24**.

IMPORTANT NOTE: Transfer students will **NOT** be permitted to participate in the room selection process and will be housed after room selection has commenced. Students who transfer to Rowan and are classified as sophomores must reside on campus.

THE LOTTERY CRITERIA

- On-campus students who submit an application during Phase I will be assigned a randomly generated lottery number. Lottery numbers are randomly generated within each class. Lottery numbers will be assigned based on class seniority whereas seniors will have better numbers than juniors and juniors will have better numbers than sophomores.
- Lottery numbers for off-campus students will be randomly generated regardless of class and will only be considered during the last round (Round 6).
- **Each class will be defined by credits earned: total earned as of Fall '08 + attempted Spring '09.** Any transfer credits submitted to the Registrar's Office after March 24 will not be considered in defining class rank.

Sophomores	Juniors	Seniors
Below 58	58 to 89	90 and Above

IMPORTANT NOTE: Summer 2009 credits will **NOT** be including in defining class ranks.

- A percentage of space is reserved for each class. Once the percentage of space for each class is reached, the remaining students in that class will be waitlisted. As a result of the reinstatement of the mandatory sophomore policy, sophomores will not be waitlisted.
- Students are assigned to groups, based on the roommates they have requested. Assignments will commence by rounds based on seniority.

For example:

If four seniors request to live with each other, they will be able to 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).

Lottery Rounds	Group	Date Notified of Log in Time	Date to Select Room
Round 1	Senior Groups	April 2	April 3
Round 2	Mixed Senior/Junior Groups	April 6	April 7
Round 3	Junior Groups	April 8	April 9
Round 4	Mixed Junior/Sophomore Groups	April 13	April 14
Round 5	Sophomore Groups	April 15	April 16
Round 6	Remaining Groups/Commuters*	April 17	April 20

* On-campus students participating in the lottery with commuters will be assigned during the last round (Round 6); considerably hindering their chances to be assigned on-campus housing.

- Lottery numbers are used to determine the 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 senior group with the lowest lottery number of 65 will log in before a senior group with a lottery number of 265.

- Beginning **April 2**, applicants will receive an email via their Rowan e-mail account indicating the time their group can log in to the housing website and select their room. Due to the fact that a percentage of space is allocated for each class, once those spaces are filled, the remaining students within that class will be waitlisted.

For example:

1. If all senior spaces are filled during Round 1 and Round 2 seniors are waitlisted, then Round 2 juniors in the group will be placed in Round 3. Round 2 juniors in the group will be notified on April 8 of their log-in time for Round 3 (April 9).
2. If all junior spaces are filled during Round 3 and Round 4 juniors are waitlisted, then Round 4 sophomores in the group will be placed in Round 5. Round 4 sophomores in the group will be notified on April 15 of their log-in time for Round 5 (April 16).

IMPORTANT NOTE: On-campus seniors selecting a sophomore in their group will automatically be placed in the last round (Round 6); considerably hindering their chances to be assigned housing.

HOW TO PARTICIPATE IN THE ROOM SELECTION PROCESS

Phase I: March 4 – March 24

1. Starting **March 4** students must visit www.rowan.edu/rluh and click on the “Room Selection Process” banner located in the center of the page. Students are responsible for reading all documentation provided prior to submitting an application.
2. Each student who wishes to participate in the room selection process must submit an online application by **March 24**. Within the application students can request roommates. To successfully request a specific student as your roommate, you must input their 9-digit Rowan ID number into your application.
3. Students who mutually request each other on their application will be considered a group.

IMPORTANT NOTE: Requesting roommates through one application will not be considered a valid group. Everyone in the group must mutually request every student on their application.

For example:

Tom, Jeff, Mike, and Pete want to participate in the room selection process together. Tom logs in to the housing website and enters the Rowan ID numbers of Jeff, Mike, and Pete in his application. Jeff, Mike, and Pete **MUST ALSO** log in 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.

4. Students are not required to participate in a group and may submit an individual online application.

Phase II: April 2 – April 20

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

For example:

Sally and Jessica are a 2-person group logging in on their designated day. When Sally logs in she is unable to find a room/apartment for herself and Jessica as a group. In order for Sally to search for a room by herself, she must uncheck Jessica as a roommate on the “Select Room” page. Jessica must also log in to the housing website to select a room for herself. When students are “unchecked” from a group, the “unchecked” students must log in and select a room themselves. **This must happen during the same designated time period.**

IMPORTANT NOTE: Once a room is selected no changes will be considered.

CANCELLATION OF ASSIGNMENT

- Once a room is selected, students have until 12 noon the day following their designated room selection period, to cancel without penalty.
- Cancellation requests after 12 noon will result in the **loss of your \$200 security deposit and a \$500 cancellation fee.**
- Cancellation requests after **May 1** will be approved contingent upon the existence of a waitlist. If a person from the waitlist fills the space, you will be released from your contract. **A loss of your \$200 security deposit and a \$500 cancellation fee will still apply.**

IMPORTANT POLICIES

Mandatory Sophomore Housing Policy

It is the policy of this institution that all unmarried undergraduate full-time students, regardless of age or whether or not emancipated, who will not be living in the residence of their parents or legal guardian, must reside in the university resident facilities until completion of their **second academic year** (or four full-time semesters). **The second year requirement was temporarily suspended in March 05.**

Effective Monday, February 23, 2009, the policy is reinstated. This policy calls for all unmarried first-year and sophomore students not living at home with parents to reside on campus. However, if you are legally bound to a lease for off campus accommodations previous to the above date, please submit a copy of the lease to the Office of Residential Learning and University Housing by Monday March 2, 2009. The lease must be signed by all parties to receive exemption.

Students who violate the on-campus residence requirements 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 onto the campus will be suspended from the University. Students who wish to commute from the residence of their parents or legal guardians must live within a 40-mile radius of the institution and 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, located on the third floor of Savitz Hall prior to **March 24**. Any medical accommodations must be submitted to The Center for Academic Success to be considered during the Room Selection process.
- **Students not returning to on-campus housing for the Fall 2009/Spring 2010 must complete a “Request to Cancel Housing” form by May 1 online at www.rowan.edu/rlws.**

For Frequently Asked Questions and further information, please visit us online at www.rowan.edu/rluh