2015-2016 Housing Lottery & Room Selection Information

Important Dates and Deadlines - Inside
Lottery and Room Selection Process Information- Inside
Freshman & Sophomore Mandatory Housing Policy- Back Page
Disability Accommodations- Back Page
Cancellation Policy- Back Page
Important Dates & Deadlines

**February 20th**

Deadline to File for 2015-2016 Commuter Status

Friday

Students subject to the mandatory housing policy who wish to commute next year must submit a notarized “Statement of Student Residence” form available online at: www.rowan.edu/rluh

**February 22nd**

Deadline to Apply for 2015-2016 Housing Lottery

Sunday

All currently enrolled students seeking University housing for 2015-2016 must apply by 11:59 pm via the MyHousing section of the Self Service web site: www.rowan.edu/selfservice

**March 9th**

Lottery Participants Notified of Eligibility for Room Selection

Monday

Due to high demand for University housing, not all students who apply can be accommodated. New Freshmen and Sophomores are guaranteed University housing under the mandatory housing policy. Juniors and Seniors are not guaranteed housing.

Housing eligibility for non-guaranteed students is determined by lottery. Students who apply by the **February 22nd** deadline will be issued a randomly generated lottery number to determine their eligibility for room selection.

Eligible students will be permitted to select a room based on the number of available spaces. Current residents who participate in the lottery who are not eligible to select a room will be placed on the Priority Wait List.

**March 15th**

Deadline to Choose Roommates

Sunday

Between **March 9th** and **March 15th** at 11:59 PM students must go online to update their application in the MyHousing section of the Self Service web site and indicate their roommate selections. Roommate selections must be mutually agreed upon. Planning roommate groups prior to lottery is not advised.

**March 24th**

Room Selection Begins

Tuesday

Students will be notified of date and time for room selection via their Rowan University e-mail address by **March 23rd**.

**April 21st**

Room Selection Ends

Tuesday

Determining Class Rank

Class rank is determined by the number of credits completed by Fall semester 2014 plus the credits the student is currently enrolled in during Spring 2015. Transfer credits are considered only if they are accepted by the Rowan University Registrar’s office by **February 20th**, 2015.

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>90 or more credits</td>
</tr>
<tr>
<td>Juniors</td>
<td>58 to 89 credits</td>
</tr>
<tr>
<td>Sophomores</td>
<td>57 and below</td>
</tr>
</tbody>
</table>

Wait List

Any student who applies for the housing lottery by the **February 22nd** deadline who is not eligible to select a room during room selection as a result of the lottery will be placed on the Wait List. Students on the Wait List will be offered available assignments on **April 21st**. Students not offered space on **April 21st** will be kept on the wait list and offered space during the summer as space becomes available.

Room Change Requests

Students who select a room during the room selection process who would like to request a change to that assignment may submit that request to Residential Learning and University Housing MyHousing section of the Self Service web site: www.rowan.edu/selfservice

Click on Students and then MyHousing. Select the room change request option. In your request, please note that it is for Fall 2015, not the current semester.

Room change requests will NOT be granted during the room selection period while other students are choosing rooms, but will be reviewed and granted after May 1st if the space is available.

Information Privacy

To facilitate roommate matches during the room selection process, certain information from the application, as well as the room selection made, will be visible to other students. To keep your information private, Contact the Dean of Students’ office at 856-256-4283 prior to February 20th.
**Roommate Selection**

All students who are determined to be eligible as a result of the lottery must select roommates via the MyHousing section of the Self Service website between March 9th and March 15th at 11:59 PM. Roommate selections must be mutually agreed upon.

**Selecting a Room With Roommates**

Eligible students who would like to live together must mutually request each other between March 9th and March 15th at 11:59 PM.

- To request another student, go online to www.rowan.edu/selfservice and select MyHousing. Click on Room Selection and then Roommate Selection to enter the name(s) of your selected roommate(s). Each student in the group must complete their own roommate selections and mutually request all other group members.

- Groups may be from 2 to 6 people. Most apartments accommodate 4 people. There are very few Triad and Townhouse apartments that accommodate 6 people, and these are typically taken early.

- On the assigned date, students who have mutually selected each other will be able to select rooms together as a group. The group will all be assigned to the round according to the roommate who has the lowest class rank. Examples:
  - 4 Seniors = Senior Round
  - 2 Seniors and 2 Juniors = Junior Round
  - 3 Juniors and 1 Sophomore = Sophomore Round

- Students **MUST** select a room on the day of their assigned time. Students/groups that do not select a space will automatically be placed on the wait list, and will be ranked after students who were waitlisted during the lottery.

**Selecting a Room as an Individual**

Students who do not wish to select a room with any preferred roommates may select on their own. Individual students will be assigned appointment times within the round for their class. A proportion of spaces will be reserved in each building for students selecting as individuals.

**Commuter Student Participation**

Currently enrolled Rowan Students who do not live in University Housing are classified as commuters. Commuters who wish to live in University Housing next year may apply. Limited space may be available, but space for commuters is not guaranteed. If no space is available, students will remain on the wait list.

**Transfer Student Participation**

Transfer students are not eligible for the lottery and room selection process and should apply separately via the transfer student housing application. Transfer students will be assigned during the summer based on the availability of spaces. Transfer students are not guaranteed housing or any particular space or roommate request. If no space is available, students will remain on the wait list.

**2015-2016 Housing Fees**

Rates are subject to change and are not final until approval by the Board of Trustees each year. Students applying for 2015-2016 housing should budget for a nominal increase over current rates. Students who select spaces in the Townhouse Complex should note that current proposals call for the 2015-2016 rate for that complex to be the same as the rate for Rowan Blvd. Apartments.

---

**Important!**

Check your Rowan e-mail for updates. You will be notified of the date and appointment time for you to select your room by March 23rd. Check again on the day prior to your room selection round to find out your individual appointment time.

**Senior Round**

Groups - March 31st
Individuals - April 2nd

**Junior Round**

Groups - April 7th
Individuals - April 9th

**Sophomore Round**

Groups - April 13th and 15th
Individuals - April 17th

**Wait List**

All Students - April 21st

Appointments will be assigned to students in order of lottery number. Limited space may be available, but is not guaranteed. If no space is available, students will remain on the wait list.

**Commuters**

All Students - April 21st

Appointments will be assigned to students in order of lottery number. Limited space may be available, but space for commuters is not guaranteed. If no space is available, students will remain on the wait list.
Disability Accommodations
Students requiring disability related accommodations affecting their housing must apply and submit supporting documentation to the Academic Success Center- Office of Disability Resources by the application deadline, February 20th 2015. Failure to meet this deadline may limit the ability of the University to reserve housing space meeting their needs. Questions should be directed to the Academic Success Center at 856-256-4259 or successcenter@rowan.edu.

E-Mail Communications Policy
All communications regarding the housing lottery and room selection process will be sent to the student’s Rowan University e-mail address. It is the student’s responsibility to check this e-mail account regularly.

Cancellation Policy
The housing contract is for the entire academic year (2 semesters). The deadline to request to cancel with no penalty is five (5) business days after the student selects a space during room selection, or the University notifies the student of a confirmed housing assignment. Freshmen and Sophomores who are subject to the mandatory housing policy are not eligible to cancel unless they will be commuting from the home of their parent or legal guardian and submit the required “Statement of Student Residence” form.

After the deadline, cancellations are subject to the following cancellation fees.

Requests submitted through: Cancellation Fee:
May 3rd, 2015 $100
June 26th, 2015 $250
August 29th, 2015 $500

Requests submitted after August 28th, 2015 will only be reviewed due to withdrawal, graduation or leave of absence, participation in an approved academic program, marriage or domestic partnership, or medical, financial or other hardship. Requests after this date are subject to the fees and pro-rated refund schedule detailed in the contract.

Mandatory Housing Policy
Freshmen and Sophomores
Full time, unmarried undergraduates under age 21 with fewer than 58 credits are required to live in University Housing, unless they will be commuting from a parent or guardian’s home within 40 miles of the Rowan campus.

Students who plan to commute during the 2015-2016 year, must file for commuter status by February 20th.

To file for commuter status, obtain the “Statement of Student Residence” form online at:

www.rowan.edu/rluh

Registration holds will be enforced on students who do not file for commuter status or apply for housing by February 20th! Holds will prevent enrollment in Fall classes.

Questions? Contact Us...
Phone: 856-256-4266
Web: www.rowan.edu/rluh
E-Mail: housingquestions@rowan.edu