



*Residence Life & University Housing*

To all Rowan Students,

The 2008-09 Room Selection application for on-campus housing will be available starting March 3. Students participating must submit their application by March 14. On-campus housing is not guaranteed because the demand for housing exceeds the supply of beds. Students not successful during the lottery will be placed on a waiting list and assigned as space becomes available.

*The process will commence in two phases:*

Phase I—Students Apply Online	
March 3	Applications Available
March 14	Applications Deadline
Phase II—Students Select a Room on Specified Day/Time	
March 25 - April 7	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 held on file in the Residence Life and University Housing Office.
- **Students currently studying abroad** will be permitted to participate with their defined class. A **\$200** security deposit is required by **March 14**.
- **Off-Campus students** will be permitted to participate in the lottery with on-campus students but assigned during the **last round**. A **\$200** security deposit is required by **March 14**.
- **TRANSFER** students will **NOT** be permitted to participate in the room selection process and will be housed after room selection has been completed.

**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, Juniors 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**.
- Each class will be defined by credits earned (Total earned as of Fall '07 + Attempted Spring '08):

Sophomores	Juniors	Seniors
Below 58	58 to 89	90 and Above

- A percentage of space is reserved for each class matching the historical on-campus demographics. Once the percentage of space for a class is reached, the remaining students in that class will be waitlisted.

Sophomores	Juniors	Seniors	Total Spaces
54% (847 spaces)	24% (377 spaces)	22% (345 spaces)	1569*

\* Total spaces for upperclassmen. The remaining beds on campus (not indicated) are reserved for incoming freshmen.

- 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, then they will be able to select a room during Round 2, the Mixed Senior/Junior Groups.

Lottery Rounds	Group	Date Notified of Log in Time	Date to Select Room
Round 1	Senior Groups	March 24	March 25
Round 2	Mixed Senior/Junior Groups	March 26	March 27
Round 3	Junior Groups	March 30	March 31
Round 4	Mixed Junior/Sophomore Groups	April 1	April 2
Round 5	Sophomore Groups	April 3	April 4
Round 6	Remaining Groups inc. Commuters^	April 6	April 7

^ On-campus students participating in the lottery with commuters will be assigned during the Round 6 (last round); considerably hindering their chances to be assigned 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 March 24, applicants will receive an email (*Rowan e-mail account*) indicating the time their group can log in to the housing website to select their room. Because 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, Round 2 seniors are waitlisted and Round 2 juniors in the group will be placed in Round 3. Round 2 juniors will be notified to log in on March 26th for their Round 3 log in time.
2. If all junior spaces are filled during Round 3, Round 4 juniors are waitlisted and Round 4 sophomores in the group will be placed in Round 5. Round 4 sophomores in the group will be notified to log in on April 1st for their Round 5 log in time.

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

## HOW TO PARTICIPATE IN THE ROOM SELECTION PROCESS

### Phase I—March 3 – March 14

1. On March 3 students must visit [www.rowan.edu/reslife](http://www.rowan.edu/reslife) 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. Within the application students can request roommates. To successfully request a specific student as your roommate, you must input their Rowan ID number into your application.

3. Students who mutually request each other on their application will be considered a group. Please note: **Requesting roommates through one application will not be considered a valid group.**

**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 4 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—March 25 – April 7**

1. One day prior to the group's room selection, an email (*Rowan e-mail account*) will be sent indicating the time the group can log in to the housing website to select their room.
2. On the designated day and time, students will log in to the housing website at [www.rowan.edu/reslife/roomselection](http://www.rowan.edu/reslife/roomselection) to search and select a room.
  - 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.**

**PLEASE 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 TO CONSIDER**

- All students participating must be pre-registered for the fall semester as full-time by April 27. **Failure to pre-register by the deadline will result in loss of your housing assignment.**
- Winter athletes and international students who need to be here during the winter break must live in one of the apartment complexes or a Mimosas Hall single.
- Students requiring special accommodations must be registered with The Center for Academic Success, located on the Third floor of Savitz Hall prior to March 14.
- **Students not returning to on-campus housing must complete a Request to Terminate Housing form by May 1 online at [www.rowan.edu/rlws](http://www.rowan.edu/rlws).**

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

[www.rowan.edu/reslife](http://www.rowan.edu/reslife)