



Haverford College

The Residential Life
Committee

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2012

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GUIDELINES

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Getting Started

WELCOME TO SPRING ROOM DRAW!

Spring Room Draw is the process by which returning students obtain campus housing for the upcoming year. There are many different housing options available to Haverford students. The more knowledge you have about the Spring Room Draw process as a whole and about specific applications procedures and deadlines, the better you will be able to make informed decisions about your housing options and how best to go about applying for them. The Guidelines will provide you with all the information you need to know, please read them through carefully and thoroughly. The Residential Life section in the Students' Guide contains other important housing information and that may help you in making decisions on where to apply to live. In addition, we will hold a Room Draw Information Session at the end of March that will focus on "The Rounds of Room Draw" and how it all works.

The Spring Room Draw process begins in early March when the Room Draw Guidelines and Calendar come out. They are posted online (http://www.haverford.edu/reslife/room_assignments/spring_room_draw.php) with hardcopies available at the Office of Residential Life. The Room Draw Calendar lists all deadlines, dates, times & locations of all Room Draw events and provides information on where to access online applications and forms or pick up paper applications.



There are quite a number of new things this year ~ housing spaces, options, policies, and procedures. We have made a comprehensive list of what's new this year (page 3) and have also integrated them into the appropriate sections.

If after reading the Guidelines, you have questions, please do not hesitate to contact members of the Residential Life Committee via email hc.reslifecommittee@gmail.com (PLEASE NOTE: emails to this address are read by students on the Residential Life Committee). Correspondence of a confidential nature should be sent to Marianne (Smitty) Smith, Director of Residential Life, at msmith@haverford.edu.

Good Luck!

~ The Residential Life Committee ~

Karl Hagnauer'13 & Andrew Sturner'12 Co-chairs:

Adam Capari'15, Matthew da Silva'14, Katherine Dopoulos'13, Allie Kandel'14, Brian Sokas'14, Alex Villalta'14, Ben

Wohl'14, Mike Elias (Graduate Assistant), and Marianne (Smitty) Smith (Director of Residential Life)

Please Note:

The Office of Residential Life, under whose auspices the Room Draw is run, provides the Room Draw Guidelines and supplies the applications and forms. The Residential Life Committee members, made up of Co-Chairs appointed by the Students' Council and voluntary members, run the actual Room Draw process and have a strong voice in housing decisions. The Residential Life Committee works closely with the Office of Residential Life to establish the guidelines for Room Draw and to coordinate the process in order to make sure it is fair, clear and as simple as possible.

The Room Draw Guidelines establish the policy by which the Haverford community both applies for and selects housing. However, the guidelines cannot cover every single circumstance that may arise regarding the room draw process. Working closely with the Office of Residential Life, the Residential Life Committee plays an active role in all aspects of housing and reserves the right, by virtue of Students' Council appointment of the Co-Chairs, to adjudicate over such ambiguous cases in keeping with the letter and spirit of the rules as well as the Honor Code. The Office of Residential Life and Residential Life Committee strive to achieve decisions that are equitable and fair to the parties involved as well as to the Haverford community. All decisions made are final and binding.

All students participating in the Room Draw process acknowledge, by their signature on forms and applications, their responsibility to read, understand, and abide by all policies and procedures in the Spring Room Draw Guidelines and the Honor Code.

2012 Spring Room Draw Calendar ~ What's Happening, When, and Where

In order to make the Room Draw process go smoothly and in fairness to all, deadlines are firm and start times prompt.

MARCH

Early March

- [2012 Spring Room Draw Guidelines](#) available online or from the Office of Residential Life
- Special Interest Housing Applications: [Cadbury House \(pdf\)](#), [Ira de A. Reid House \(online application\)](#), [La Casa Hispanica \(pdf\)](#), and for [Community Housing \(pdf\)](#) available
- [Naming a Proxy Form \(online form\)](#) and [Proxy Confirmation Form \(online form\)](#) available
- [Interested in Smoke-Free Housing Form \(online form\)](#) available

Thursday, March 15

- **DEADLINE at 11:59 pm** to submit Ira de A. Reid online application.

Friday, March 16 - DEADLINES at 5:00pm

- To **MEET ALL FINANCIAL & LIBRARY OBLIGATIONS** for Room Draw eligibility
- To submit a **REQUEST FOR A MEDICAL EXEMPTION** from the Room Draw process and to submit supporting medical documentation for this request to Marianne (Smitty) Smith, Director of Residential Life

Monday, March 19

- **DEADLINE – 5:00pm – to express interest in living at Bryn Mawr or Swarthmore.** Email Office of Residential Life.
- **DEADLINE – 5:00pm –** to submit applications for Cadbury House, La Casa Hispanica, and Community Housing.
- **APPLICATIONS FOR ALL ROUNDS IN SPRING ROOM DRAW AVAILABLE** in hallway outside of the Office of Residential Life and in Dining Center

Wednesday, March 21

- Cadbury House priority/lottery #s posted @ 12:00pm (noon) [online](#) and outside of the Office of Residential Life. Room selection & assignment procedures will be sent out to applicants.

Wednesday, March 28

- Information session: Spring Room Draw Q&A – THE ROUNDS in Chase Auditorium at 7:30pm

Friday, March 30– DEADLINES @ 5:00pm –

- To fill out online form to express your interest in applying for [Designated Smoke-Free Housing](#)
- To fill out online form to [Name a Proxy](#)
- To fill out online form for [Proxy Confirmation](#)
- To return the Room Confirmation Forms for Cadbury, Ira de A. Reid House, La Casa Hispanica, and Community Housing

APRIL

Monday, April 9 – Friday, April 13 – ROOM DRAW ROUNDS I-V

- **Sign up is from 11:00am-2:00pm in Dining Center**
- **Lottery #s posted [online](#) and in the Dining Center @ 6:00pm**
- **The Draw will be in Sharpless Auditorium - Rounds I-IV @ 10:30pm *prompt* and Round V at 7:00pm *prompt***

Monday, April 16

- Room Trade period begins

Friday, April 27 – DEADLINES @ 5:00pm –

- Room Trade period ends
- Room Trade Confirmation form to be returned
- Return all GROUP HOUSING Room Confirmation forms

Monday, April 30 – DEADLINE @ 5:00pm –

- To submit **WAITING LIST APPLICATIONS** to the Office of Residential Life

MAY

Tuesday, May 1

- Waiting List Lottery #s posted @ 6:00PM – [online](#) and outside of the Office of Residential Life

Friday, May 4 – DEADLINE @ 5:00pm –

- To submit "Special Arrangement" agreement to the Office of Residential Life
- To notify the Office of Residential Life if you took a room in the Spring Room Draw process and then decided you will be living off campus in Fall'12 (Penalty to notify after the deadline is \$200.00)

JUNE

Friday, June 22 – Deadline to notify the Office of Residential Life of all "pull-ins"

JULY

Friday, 20 – Deadline to submit *current* medical documentation for medical need of air conditioner to the Office of Residential Life

A BRIEF OVERVIEW OF THE PROCESS

Students are reminded that

- it is their responsibility to read the Spring Room Draw Guidelines in its entirety, understand, and abide by all policies and procedures in the Guidelines and the Honor Code.
- they may only sign their own name on all applications and forms.
- in order to make the Room Draw process go smoothly and in fairness to all, deadlines are firm and start times prompt

IN MARCH...

- **In early March, the 2012 SPRING ROOM DRAW GUIDELINES; applications for Cadbury House, Ira de A. Reid House, La Casa Hispanica, and Community Housing; and "Naming a Proxy" and Proxy Confirmation" forms** will be available online as pdfs or as an online form or application.
- **Students MUST HAVE MET ALL FINANCIAL and LIBRARY OBLIGATIONS to the College BY 5:00pm, FRIDAY, MARCH 16** to be eligible to participate in the Room Draw process.
- **Students who think they need a MEDICAL EXEMPTION from ROOM DRAW**, and must be assigned their housing because they do not think they will be able to obtain the housing they require during the Room Draw process, ***must submit their request along with current medical documentation from a physician to the Office of Residential Life BY 5:00PM, FRIDAY, MARCH 16.*** Students will, then, meet with the Director of Residential Life to discuss this request and the various options.
- **Students interested in living in SPECIAL INTEREST HOUSING - [Cadbury House \(pdf\)](#), [Ira de A. Reid House \(online application\)](#), [La Casa Hispanica \(pdf\)](#) - or in [Community Housing \(pdf\)](#)** must submit applications in March. Each of these has its own application procedures and selection processes. Please refer to the Room Draw Calendar or the specific application for the application procedure and selection processes. Please refer to the Room Draw Calendar or the specific application for the application procedure and selection processes. Please refer to the Room Draw Calendar or the specific application for the application procedure and selection processes. Please refer to the Room Draw Calendar or the specific application for the application procedure and selection processes. **Students accepted to live in Community Housing and Special Interest Housing (with the exception of Cadbury House) agree to live in this housing for the entire academic year, unless going on a Study Abroad, Study Away, or Exchange Program.**
- **Students interested in Smoke-Free Housing - WE WILL OFFER SMOKE-FREE HOUSING AGAIN THIS YEAR.** The Residential Life Committee determines each year how much space to designate as smoke free, BEFORE room draw begins. **TO HELP US GET A SENSE OF HOW MUCH SMOKE-FREE HOUSING TO OFFER AND WHERE, PLEASE LET US KNOW IF YOU WILL BE APPLYING FOR SMOKE-FREE HOUSING, please fill out the online ["Designated Smoke-Free Housing" form](#) no later than Friday, March 30.** PLEASE NOTE: Filling out this form does not require you to pick or guarantee you to get smoke-free housing.
- **Living Off campus** – Students who *know for sure* that they will not be living in campus housing in Fall 2012 and instead will be living off campus are asked to let the Director of Residential Life (msmith@haverford.edu) know as soon as they know and should not participate in the Room Draw process. Students who take campus housing during any part of the Room Draw process and subsequently decided to live off campus, must notify the Director no later than by 5:00pm, Friday, May 4. There is a penalty of \$200.00 if notification is after this deadline.
- **Application for each housing option offered in each of the five (5) ROUNDS OF ROOM DRAW will be available on Monday, March 19** in hallway outside of the Office of Residential Life and in the Dining Center. This gives students plenty of time to pick up the needed applications and get them filled out with all necessary signatures before the Rounds Sign Up days. Please note: Applications for the Rounds are only available in hardcopy and only in these locations.
- **Students who are currently studying abroad, on a leave, or who are unable to be present** to sign Room Draw application forms and/or attend any of the necessary Room Draw events **[MUST NAME A PROXY](#)** to act on their behalf in the Room Draw process, if they wish to obtain campus housing for Fall 2012. **Students who have accepted BEING A PROXY for another student(s) [MUST CONFIRM BEING A PROXY](#).** The deadline to name a Proxy or for Proxy to confirm acceptance is 5:00pm, Friday, March 30.

IN APRIL ...

- **ROOM DRAW ROUNDS - Monday, April 9th - Friday, April 13th** There are **five** Rounds of Room Draw. The majority of housing is offered during a series of **five** Rounds held on five consecutive days. Specific categories of rooms (e.g., house groups, floor groups, suites, apartments, doubles, and singles) are offered in one of the **five** Rounds and students submit the appropriate application(s) on each of those days. Room Draw is a lottery based system based on class seniority.

The procedure each day of the Rounds is the same with the one exception of the start time of Round V.

- **SIGN-UP – Students sign up for the housing options that are being offered in that night’s Round, only. Sign up will be from 11:00am – 2:00pm at the Room Draw Sign-Up Desk in the DC foyer.** Residential Life Committee members will be at the Room Draw Sign-Up tables to accept applications for the specific categories of housing offered in that night’s Round. A student may apply for more than one housing category in a given Round by submitting separate applications for each category (check off a different box on each application), but no student may sign up more than once within the same category. Incomplete, late or invalid applications or applications from or that include students with outstanding financial or library obligations or who already have housing will not be accepted. **No exceptions.** Students must hand their completed application form(s) to one of the Committee members, who will check your application to make sure all is in order and if so, will enter your information and sign you up for that night’s Draw.

Please do not leave until you have been told that your sign-up has been completed.

- **LOTTERY NUMBERS are generated, assigned and POSTED @ 6:00pm in the DC and [ONLINE](#)** Each afternoon, in the Office of Residential Life, the Residential Life Committee will use a computer number randomizer program to generate lottery numbers for each student (or student group) signed up, in each housing category offered, for that evening’s Draw. The lottery numbers, which determine the order in which students will chose their housing during the Draw, will be posted by 6:00pm [online](#) (www.haverford.edu/reslife/room_draw), outside of the Office of Residential Life (Chase Hall, 2nd floor) and in the DC foyer.
- **THE DRAW WILL BE HELD IN SHARPLESS AUDITORIUM.**
 - **ROUNDS I-IV WILL START at @ 10:30pm, PROMPT**
 - **ROUND V WILL START at @ 7:00pm, PROMPT**

At least one representative from each group must be present at the Draw. The order of the housing options offered in the night’s Draw is from largest to smallest, with the exception of in Round V, when singles are offered before doubles. Latecomers will lose their turn if they are not present when their lottery number is called.

- **THE WAITING LIST**

At the end of the Room Draw Rounds, any student who participated in the Rounds but was not able to obtain housing **must** fill out the **WAITING LIST FORM** and hand it in by the deadline of Monday, April 30 to be guaranteed housing in the fall. Rooms invariably open up during the summer, and the College has been able to house all those requesting housing, who have met the above requirements and deadlines. Waiting List Forms may be picked up just after Round V in Sharpless Auditorium or from the Office of Residential Life.



- **PHYSICAL EDUCATION REQUIREMENT AND CLASS YEAR in ROOM DRAW**

- Students who have not completed the College PE requirement by the end of their sophomore year will retain their sophomore class status in subsequent Room Draws. Students retain sophomore status until the PE Requirement is completed. Once it is completed, they revert to the normal class status for whatever year they are. This pertains to the Waiting List, as well. Please contact Carole Gormely (cgormley@haverford.edu) in the Athletic Dept. with all questions regarding the PE requirement.

- **HOUSING OPTION CHANGES:**

- HCA buildings # 800, 804, 808, 812 – will no longer be in the student housing pool. The floor groups previously located in #800 and #804 were re-located to other buildings.
- First-Year Housing
 - There will now be twenty-three (23) Customs Groups.
 - Barclay - "C" rooms will be converted from bedrooms to common rooms. There will be the same number of Customs Groups six (6).
 - Gummere - All remains the same with nine (9) Customs Groups
 - HCA – There will now only be four (4) Customs Groups at HCA. First-Year buildings will be in HCA #22, 26, 34, 38
 - Tritton – There will be four (4) Customs Groups
- HCA #30 – will now be upperclass housing and has been designated as one of the smoke-free buildings at HCA
- Tritton & Kim Residence Halls – NEW student housing!
 - Each building will house eighty (80) students – forty per floor.
 - All rooms are single rooms and each building has four (4) wheel-chair accessible rooms that are larger than the others
 - Tritton Hall will be used to house first-year students, Customs people, and UCAs
 - Kim Hall will be used to house upper-class students. Rooms in Kim Hall will be offered in the Rounds of Spring Room Draw – see below under "Procedures in Room Draw" section.
 - Please Note: Tritton & Kim will be entirely wireless. This will have an impact on the use of older Gaming Systems
 - Air Conditioning. While Tritton and Kim were built air condition ready, during the academic year only a very small number of student housing rooms will be offered as AC optional (and turned on only for those with a medically documented need). Please see the section on AC for further information.

- **BUILDING UPGRADES & CHANGES:**

We are happy to announce that a number of student initiatives have or will be coming to fruition!

- **Comfort Hall** will be getting a **laundry room** over the summer!
- **HCA – each bedroom in the apartments** will be getting **locks & keys** over the summer. As a result, and to ensure that key distribution is accurate, students living in the 3-person (two bedroom) apartments will now need to formally decide and declare who will be living in which of the bedrooms and confirm this by filling out a Room Confirmation form which will ask which room each student will be living in.

- **BUILDING UPGRADES & CHANGES cont'd :**

- **Lunt 1st floor** – Lunt suite #14 will be transformed over the summer, by doing small renovations, from student housing into a building lounge
- **HCA #19:** The basement of #19 will continue to be used as a social space in the basement

- **PROCEDURES IN ROOM DRAW**

- **Kim Hall**
 - Rooms will be offered in two ways.
 - **Singles** will be offered in Round V with the other single room offerings.
 - **5-person Clusters** will be offered in Round I. Students have the option to create floorgroups (a la North Dorms) in multiples of five (5).
- **Order of Housing Options offered**
 - Kim Hall 5-person (or multiples of) floor groupings offered in Round I (on first night)
 - Lloyd now offered in Round II (2nd night)
- **North Dorms:**
 - **All suites in the North Dorms will now only be 4-person suites or groupings** thus making the options 4, 8, 12, and 16. Two suites of four on Lunt 1st LU.11 & LU.12 do not have a common room Notes: 1st floors 4-person without common rooms; Lunt 1st only can have 4, 8, 12 groups.
 - **There will be no option of turning a common room into a bedroom creating a 5-person suite.**
- **SINGLES:**
 - **The Double Up option will now be available** in all residence halls offering true singles: Leeds (corridor section), Kim Hall single section, Jones 1st, Comfort 1st

- **Smoke-free housing**

Please Note: *Additional smoke-free spaces may be designated* after the March 30 deadline for students to express interest in applying for smoke-free housing, if numbers warrant. A comprehensive list of locations will be made available before the Rounds. Currently, the designated smoke-free housing for next year will be in:

- HCA #31 and 30
- Comfort Hall – all
- Jones Hall – 1st & 2nd floors
- Tritton and Kim Halls
- All first-year residence halls

- **Storage**

- Since HCA 804 will no longer be used as student housing, there will no longer be student storage in the basement of HCA 804

- **REMINDERS**

- Satellite dishes are NOT permitted on any of the residence halls on campus.

**OVERVIEW OF HOUSING OPTIONS
WHAT'S OFFERED BEFORE AND DURING THE ROUNDS OF ROOM DRAW**

Please note: The exact number of the housing options and their locations are subject to change between now and the Rounds. The comprehensive list of the all housing spaces – apartments, suites, rooms, spaces etc. – offered during the Rounds will be made available closer to the time of the Rounds and posted before each of the Rounds.

<p align="center">HOUSING OPTIONS OFFERED BEFORE THE ROOM DRAW ROUNDS (in March)</p>	<p align="center">HOUSING OPTIONS OFFERED DURING THE ROOM DRAW ROUNDS I-V (Monday, April 9- Friday, April 13)</p>	
<p align="center"><u>College Residence Exchange</u></p> <p>Living at</p> <ul style="list-style-type: none"> ● Bryn Mawr College ● Swarthmore College <p align="center"><u>Special Interest Houses*</u></p> <ul style="list-style-type: none"> ● Ira de A. Reid House* 6 spaces in house ● La Casa Hispanica* 6 spaces in house ● Cadbury House * 13 spaces in house <p align="center"><u>Community Housing*</u></p> <ul style="list-style-type: none"> ● in HCA (3) 11-person community houses ● in Yarnall (1) 13-person community house <p>Please note these are possible Community House spaces. If not used for Community Housing they will go into the appropriate Round in the Draw.</p> <p>* requires special application process</p>	<p align="center"><u>House Group</u></p> <ul style="list-style-type: none"> ● 710 College Avenue 11-person house 	<p align="center"><u>Haverford College Apartments ~HCA~</u></p> <ul style="list-style-type: none"> ● 3-person apartments ● 2-person apartments
	<p align="center"><u>Floor Groups</u></p> <ul style="list-style-type: none"> ● Drinker - 2 floor groups (1) 8-person floor group (1) 10-person floor group ● HCA – floor groups (4) 11-person floorgroups (2) 8-person floorgroups (3) 6-person floorgroups (3) 5-person floorgroups <p>(Additional floor groups may be added if not used for Community Housing.)</p>	<p align="center"><u>Suites</u></p> <ul style="list-style-type: none"> ● Leeds (8) 5-person suites ● Lloyd (16) 6-person suites (6) 2-person suites ● Comfort (1) 2-person suite** ● Jones (1) 2-person suite** <p align="right">** if available</p>
	<p align="center"><u>Singles</u></p> <ul style="list-style-type: none"> ● Kim ● Comfort - 1st floor ● Jones - 1st floor ● Leeds <p>(Cadbury, if available)</p>	<p align="center"><u>Double</u></p> <ul style="list-style-type: none"> ● Barclay double rooms <p>(Cadbury, if available)</p>
	<p align="center"><u>Floor Group Options in North Dorms and Kim Hall</u></p> <p align="center">● Comfort ● Jones ● Lunt ● Kim Hall</p> <p>Floor Group Options:</p> <p>In the North Dorms: Floor groups must consist of the following number of students: 4, 8, 12, 16. (NOTE: Lunt 1st groups may not consist of 16 and some suites on Comfort, Jones, and Lunt 1st floor are 4-person suites without a common room.)</p> <p>In Kim Hall: Floor Groups must consist of the following number of students: 5, 10, 15 or 20.</p>	

OVERVIEW OF HOUSING OPTIONS *cont'd*

PLEASE NOTE:

- ❖ **MEAL PLAN OPTIONAL HOUSING:** at 710 College Avenue, Ira de A. Reid House, and at HCA
- ❖ **SMOKE-FREE HOUSING:** Additional smoke-free spaces may be designated after the March 30 deadline for students to express interest in applying for smoke-free housing, if numbers warrant. A comprehensive list of locations will be made available before the Rounds. Currently, the designated smoke-free housing for next year will be in: HCA #31 and #30 (entire buildings), Comfort Hall (entire building), and Jones Hall (1st & 2nd floors) Tritton and Kim Halls are also smoke-free housing.
- ❖ **WINTER BREAK HOUSING:** 710 College Ave., Henry S. Drinker House, Yarnall, HCA # 10, 11, 14, 18,19, & 23
- ❖ **AIR CONDITIONING NOT AVAILABLE IN THE FOLLOWING BUILDINGS:** Gummere and the North Dorms (Comfort, Jones, Lunt). Please note: Kim* and Tritton* Halls will offer only a VERY limited number of rooms that may be air conditioned.

Pre- Rounds of Room Draw

IMPORTANT INFORMATION & REQUIREMENTS: Policies & Procedures

ELIGIBILITY TO ENTER ROOM DRAW

- **ALL FINANCIAL and LIBRARY OBLIGATIONS MUST BE MET BY 5:00pm, FRIDAY, MARCH 16** to be eligible to participate in the Room Draw process. Students whose spring tuition is delinquent or who have unpaid fines and/or large outstanding obligations for missing library materials may not enter any part of Room Draw until these financial and library obligations are met. For questions concerning Student Accounts, contact Barbara Wilson (x1251 or bwilson@haverford.edu, Business Office) and for those concerning library materials, contact Dawn Heckert (x1163 or dheckert@haverford.edu, Magill Library).
- **STUDENTS WHO HAVE APPLIED TO STUDY AWAY OR ABROAD, *but have not yet received confirmation of their acceptance to the program, MAY participate in Room Draw.*** Students who obtained housing as part of this group housing in the Spring Room Draw and subsequently, had their study abroad/away plans confirmed and go abroad/away for the fall semester, are allowed, by "**Special Arrangement**", to move into the housing space chosen in Room Draw when they return in the spring semester if they email Marianne (Smitty) Smith, Director of Residential Life (msmith@haverford.edu) with their request to have this "Special Arrangement" by 5:00pm, Friday, May 4.
- **STUDENTS WHO KNOW THEY ARE NOT RETURNING to Haverford in the fall, OR WHO KNOW THEY WILL BE LIVING OFF CAMPUS in the fall ARE NOT ELIGIBLE** to participate in any part of the Room Draw process. In keeping with the spirit of the Haverford College Honor Code, students who **know** they will not be returning in the Fall (e.g., you have already been accepted by a program to study abroad or you **know** you will be taking a leave or transferring) or who **know** they will be living off campus should NOT apply for housing nor enter Room Draw.
- **FIFTH YEAR STUDENTS are not eligible to participate in Room Draw** but may request campus housing by completing and returning a Waiting List form by the deadline (5:00 pm, April 30). Fifth year students are provided housing, if available, only after all other students on the Waiting List have been housed.

WHAT TO DO TO BE GUARANTEED CAMPUS HOUSING in FALL 2012

Students wanting campus housing must participate in the Room Draw Rounds if they have not already secured their fall housing at the time of the Rounds. Students who have participated in the Rounds but were not able to obtain housing are guaranteed housing in the fall if they submit a Waiting List form by 5:00pm, Monday, April 30.

SPECIAL CIRCUMSTANCES - EXEMPTION FROM ROOM DRAW

Students who believe they need a medical exemption from participating in all or part of Room Draw and must be assigned their housing because they do not think they can obtain the housing needed during the Room Draw process, must request an exemption and supply current medical documentation from a physician for a medical condition or disability by 5:00pm, Friday, March 16. You will also need to set up a time, before March 23 to meet with the Director of Residential Life to talk

about your request. Please contact Lily at 610.896.1298 or lsteiner@haverford.edu to make an appointment. Medical documentation may be sent by fax (610.896.4960), snail mail, or dropped off at the Office of Residential Life (Chase 213).

SMOKE-FREE HOUSING and THE SMOKING POLICY

Smoking Policy

The College has adopted a smoking policy to protect individuals who do not wish to be exposed to smoke of any kind. All non-residential buildings have been designated "smoke-free areas". No one may smoke inside any such building, and smokers should take care not to cause others discomfort when smoking too close to an entrance of such a building.

Students' Council was given the responsibility by the College to determine the smoking policy within the residence halls.

The Smoking Policy (adopted by Students' Council, February 2005)

Students' Council has determined that smoking should be permitted in the residence halls **so long as no other resident(s) object**. Smoking in College housing is a **privilege, not a right**.



Amendment to the Smoking Policy adopted by Students' Council, October, 2011

Let the Smoking Policy be amended to reflect that all first-year residential buildings are smoke-free spaces, effective with the Class of 2016. This policy applies to all residents and guests, regardless of class year, and includes spaces such as individual rooms, common rooms, hallways, stairways, bathrooms, etc. Smoking will still be allowed outside of first-year buildings, although the interior courtyard of Tritton shall be smoke-free.

In order to protect the health of residents, Students' Council has determined that the Residential Life Committee is permitted to designate smoke-free residential spaces before Spring Room Draw each year. Designated smoke-free housing will be offered during the appropriate Room Draw Round, spaces in Comfort and Jones during Round III and Round V and spaces in HCA #31 and #30 during Rounds IV. There will not be a separate draw for smoke-free housing. **SMOKING OF ANY KIND IS NOT PERMITTED IN DESIGNATED SMOKE-FREE SPACES** and students who choose to live in these spaces will be required to complete a Confirmation Form and sign a pledge to uphold the Honor Code by not smoking in these spaces. A comprehensive list of locations will be made available before the Rounds.



STUDENTS INTERESTED IN SMOKE-FREE HOUSING ARE ASKED TO LET US KNOW.



Each year, the Residential Life Committee determines how much more space to designate as smoke-free, BEFORE the Rounds of Room Draw begins.

TO HELP US GET A SENSE OF HOW MUCH SMOKE-FREE HOUSING TO OFFER, STUDENTS ARE ASKED TO PLEASE LET US KNOW IF THEY ARE INTERESTED IN APPLYING FOR SMOKE-FREE HOUSING by filling out the online ["Designated Smoke-Free Housing" form](#) no later than Friday, March 30.

PLEASE NOTE: Filling out this form does not require you to pick or guarantee you to get smoke-free housing.

Medical need for AIR CONDITIONING

Only students with a documented medical need are permitted to have air conditioning. Upper-class students with a medically documented need for air conditioning are expected to participate in Room Draw and it is the student's responsibility to select housing in a residence hall that either has with windows that will accommodate a window AC unit or may try to obtain one of the very limited number of rooms in Kim Hall that will be designated as air conditioning optional. **PLEASE NOTE: Air conditioning is *NOT* possible to have AC window units in The North Dorms (Jones, Lunt, Comfort Halls) nor in Gummere Hall. Portable air conditioner units are not permitted.**

A current letter, within the last 6 months, from the student's physician specifically stating the medical need for air conditioning must be submitted to the Office of Residential Life by the deadline stated in the calendar.

Medical need for AIR CONDITIONING cont'd

Students with permission to have AC, with the exception of those in Tritton and Kim Halls, must supply their own AC window units. Only Facilities Management Staff person are permitted to install and remove AC units and there will be a fee for installation and removal.

MEAL PLAN OPTIONAL HOUSING

All upper-class students living in College housing **must be on the full meal plan unless they live in the following meal plan optional housing: 710 College Ave., Ira de A. Reid House, or HCA**, where they may choose to go off of the meal plan.

Eligible students wishing to go off of the meal plan **must send written notification to Barbara Wilson** (x1251 or bwilson@haverford.edu, Students Account Coordinator, Business Office), **asap after Room Draw, but no later than before the beginning of the Fall semester**. Students may incur a financial penalty if they notify the Business Office after the semester begins.

Students with medical reasons, religious, philosophical, or other grounds for being off of the meal plan that are **known prior to Room Draw** are expected to participate in Room Draw and select housing that is designated as meal-plan-optional housing. **It is the student's responsibility to exercise this option and select designated meal-exempt housing.**

Exemptions from the Meal Plan

- For medical reasons, religious, philosophical, or other grounds **known prior to Room Draw, no exemption from the meal plan is permitted** as it is the student's responsibility to choose the appropriate housing during Room Draw or from the Waiting List.
 - For medical reasons, religious, philosophical, or other grounds that arise **after Room Draw**, the protocol can be found in the Appendix A.
-

CLASS YEAR

Room Draw is a lottery based system based on class seniority. Class year is based on the information provided by the Registrar's Office *at the time of Room Draw*. **IF YOU ARE UNSURE ABOUT YOUR CLASS STANDING, PLEASE SEE THE REGISTRAR AND VERIFY YOUR CLASS STANDING.** It is a student's responsibility to ensure the accuracy of their class year, at the time of Room Draw, on all forms and applications.

PLEASE NOTE: For Room Draw purposes, there are two exceptions to the assignment of class standing.

USE OF SENIOR STATUS

A student, who matriculated in September of 2009 as a member of the Class of '13 and who took time off, and as a result has had their class year change, may petition the Office of Residential Life to use their senior status in this Spring Draw in order to live with other members of the student's original class. A student whose petition to use their senior status at this time has been accepted, understands and agrees that the granting of rising senior status is **for Room Draw purposes only**, can only be used once, and that if s/he were to go through Room Draw, again, s/he would not be eligible to use senior status a second time and would be classified as having junior status. The student accepts the responsibility to use their junior status in the subsequent Room Draw(s).



PHYSICAL EDUCATION REQUIREMENT

Students who have not completed the College PE requirement by the end of their sophomore year will retain their sophomore class status in subsequent Room Draws. Students retain sophomore status until the PE Requirement is completed. Once it is completed, they revert to the normal class status for whatever year they are. This pertains to the Waiting List, as well. Retention of sophomore status (rising junior) is based on the information provided by the Athletic Department in mid-March. Please contact Carole Gormely (cgormley@haverford.edu) in the Athletic Dept. with all questions regarding the PE requirement

PROXY INFORMATION

- **NAMING A PROXY:** Students who are on a Study Abroad, Domestic Study Away, or Exchange program; are on Leave; have a scheduling conflict (e.g., sports, concert); or for any other approved reason cannot be present during room draw MUST NAME A PROXY to stand in for them. **Please fill out the online [Spring Room Draw - Naming a Proxy Form](#) by Friday, March 30.** Please make sure to tell your Proxy all of the possible housing options you wish to apply for and will accept because you may not have the opportunity to switch later on. Students who do not receive housing because their proxy fails to carry out their responsibilities will be placed on the Waiting List randomly in their class. If you are considering coed housing, you must agree to the conditions by checking off the appropriate box on your "Naming a Proxy" form. Proxies, although formally designated, may not agree to the coed housing guidelines on behalf of another student unless you have agreed to it. Please note: Members of Residential Life Committee and Office of Residential Life staff may not serve as proxies.
 - **EMERGENCY PROXY** If at the last minute an extenuating circumstance comes up, we will accept a Proxy nomination and confirmation up until 5:00pm the day before the Draw the student wishes to enter. Students who find themselves in this position should email the Residential Life Committee (hc.reslifecommittee@gmail.com) with the name and email of their proxy.
 - **ACTING AS A PROXY FOR ANOTHER STUDENT:** A proxy is a student appointed to act on behalf of another student who, for any reason, cannot participate her/himself in the Room Draw process. **If you are asked to be a proxy AND YOU ACCEPT, you need to please fill out the online [Spring Room Draw - Proxy Confirmation Form](#) by Friday, March 30.** For example, a student currently studying in Spain who wants campus housing in the fall would need to appoint a proxy. As a proxy you agree to follow all of the required Room Draw procedures, including verification of class status, signing up, and attending the necessary Rounds, on behalf of the that student you are representing as if you were trying to obtain a room for yourself. If you sign the student up for any Round in the Draw and they have not been readmitted, that person, as well as everyone else signed up in a category with them, will be disqualified. You are the student's only representative, and no exceptions for missed deadlines will be made.

As a proxy, please remember it is important for you to find out what kinds of living situations the student will accept because s/he may not have the opportunity to switch later on. Please read all of the guidelines to find out about different ways to obtain a room. You must follow all required procedures as though you are trying to obtain a room for yourself. This includes signing up for the Round(s) and attending The Draw(s). Proxies, although formally designated, may not agree to the coed housing guidelines on behalf of another student unless that student has agreed to this by checking off the appropriate box on his/her online form.
 - **IF A STUDENT ASKS YOU TO ACT AS HER/HIS PROXY AND YOU DECLINE:** Please let, both, the person and the Office of Residential Life, know immediately, as the person will need to make other arrangements.
-

COED HOUSING

All upper class housing may be coed. Students choosing to live in coed housing agree to follow the coed housing guidelines for filling any openings that might arise. No exceptions to the rules will be granted. In a 3-person apartment, if one student leaves and those remaining are different sexes cannot find a replacement to fill the third opening, and the College needs to fill that space and this student does not wish to live in coed housing, then one of the two remaining residents must move to other housing and the apartment will revert to single-sex status. Proxies, although formally designated, may not agree to the coed housing guidelines on behalf of another student unless that student has checked the appropriate box on their "[Naming a Proxy](#)" online form that states they are willing to accept the possibility of having to move in the above mentioned situation.

DESIGNATED WINTER BREAK HOUSING

Henry S. Drinker House, 710 College Ave., Yarnall, and HCA # 10, # 11, # 14, # 18, # 19, # 23 are the designated Winter Break Housing dorms.

THIS MEANS THAT, IF YOU CHOOSE TO LIVE IN ONE OF THESE BUILDINGS YOU UNDERSTAND AND WILLINGLY ACCEPT THAT APPROVED STUDENTS WILL BE LIVING IN YOUR HOUSING DURING THE WINTER BREAK.

During the Winter Break, housing is provided for approved athletes, International students who cannot go home for the break, and students who are taking classes at Penn that begin before classes at Haverford do. **Students who apply for and choose housing in designated winter break housing dorms are responsible for knowing, understanding and agreeing to abide by the guidelines and policies of this housing.** The Athletic Dept. coordinates the assignment of winter break housing for athletes who will be housed in HCA 10, 14, 18, 19, Drinker, 710 and Yarnall. The Office of Residential Life coordinates requests for and the assignment of winter break housing, in HCA 11 and 23, for International students, students taking classes at Penn, and in cases of extenuating circumstances e.g., when winter weather prevents a student from getting home at the end of semester I. Each November, year-round and winter break residents will receive information and instructions about winter break housing, how it works and who will be living in these dorms, from the appropriate office.

PRIORITY & LOTTERY NUMBERS

Room Draw is a lottery based system based on class seniority. Class year is based on the information provided by the Registrar's Office *at the time of Room Draw*. **IF YOU ARE UNSURE ABOUT YOUR CLASS STANDING, PLEASE SEE THE REGISTRAR AND VERIFY YOUR CLASS STANDING.** It is a student's responsibility to ensure the accuracy of their class year, at the time of Room Draw, on all forms and applications.

PLEASE NOTE: For Room Draw purposes, there are two exceptions to the assignment of class standing.



PHYSICAL EDUCATION REQUIREMENT

Students who have not completed the College PE requirement by the end of their sophomore year will retain their sophomore class status in subsequent Room Draws. Students retain sophomore status until the PE Requirement is completed. Once it is completed, they revert to the normal class status for whatever year they are. This pertains to the Waiting List, as well. Retention of sophomore status (rising junior) is based on the information provided by the Athletic Department in mid-March.

USE OF SENIOR STATUS

A student, who matriculated in September of 2009 as a member of the Class of '13 and who took time off, and as a result has had their class year change, may petition the Office of Residential Life to use their senior status in this Spring Draw in order to live with other members of the student's original class. A student whose petition to use their senior status at this time has been accepted, understands and agrees that the granting of rising senior status is for Room Draw purposes only, can only be used once, and that if s/he were to go through Room Draw, again, s/he would not be eligible to use senior status a second time and would be classified as having junior status. The student accepts the responsibility to use their junior status in the subsequent Room Draw(s).

• PRIORITY NUMBERS

Priority numbers are based on class seniority with rising seniors having the highest priority, followed by rising juniors, and then rising sophomores.

Individual priority numbers:

Rising Seniors	Rising Juniors	Rising Sophomores
Priority # = 1	Priority # = 2	Priority # = 3

Group priority numbers:

A group priority number is assigned for housing applications involving more than one person.

- **In Rounds I, II and IV**, a group's priority number is equal to the sum of the individual priority numbers of the group.
- **North Dorms and Kim Floor Group housing options** - a group's priority number is equal to the average of the individual priority numbers of the group. This will place all groups, regardless of size, on an equal basis when the lottery numbers are assigned for a room draw.
- **Lloyd 6-person Suites, All Leeds Suites, and All Single Room offerings -- Double-Up groups**
Each group's priority number will be determined by adding all the individual priority numbers by class (standard procedure) and dividing the total by two. This will place double-up groups on an equal basis with single groups when the lottery numbers are assigned for a room draw.

• **LOTTERY NUMBERS**

Lottery numbers determine the order in which students chose their housing during the Rounds.

Each afternoon of the Rounds, the Residential Life Committee will assign lottery numbers for each student or student group signed up for that evening's Round. When more than one student or group of students applies for the same housing option, priority numbers will determine the lottery number. When more than one student or group of students applies for the same housing option, and they have the same priority number, a computer number randomizer program will be used to generate lottery numbers.

The lottery numbers will be posted by 6:00pm online (www.haverford.edu/reslife/room_draw), outside of the Office of Residential Life (Chase Hall, 2nd floor) and in the DC. If a group application, the group's lottery number will be listed under the last name of the first person the application form (which is to be alphabetical order).

Housing Offered Before the Rounds and how to apply for them

● **LIVING AT BRYN MAWR AND SWARTHMORE COLLEGE**

Students interested in living at Bryn Mawr College or Swarthmore College must contact the Office of Residential Life at hc-reslife@haverford.edu by the deadline 5:00pm, Monday, March 19. The exchange is based on the number of students who sign up in any given year and can only be offered if there is an even exchange of students between the Colleges. Students who participate in the exchange agree to live in this housing for the entire academic year.

● **SPECIAL INTEREST HOUSING**

Learn more about each of these different housing options by reading their applications forms. Each application contains detailed information about the specific housing and their application process.

- **[IRA de A. REID HOUSE/Black Cultural Center](#) ~**

To apply, please fill out and submit the [Ira de A. Reid House online application](#) by 11:59 pm on Thursday, March 15.

The Ira de A. Reid House is a residential space for students invested in the histories, legacies, and traditions of the African diaspora as well as a cultural center for the campus community. The six residents work collaboratively with the Ira Reid Advisory Council as well as with the Office of Multicultural Affairs to articulate and sustain programming that extends the legacy of Haverford's first tenured African American faculty member. Students apply as individuals but have the option of casting their application as part of a collective. To apply, please fill out and submit the Ira de A Reid House online application by 11:59 pm on Thursday, March 15. Applicants will be interviewed by members of the Ira Reid Advisory Council on Saturday, March 17, and will be informed of the Council's decision by Sunday, March 18, to enable individuals and groups to meet the March 19 deadline for Community Housing.

● SPECIAL INTEREST HOUSING *cont'd*

- **CADBURY HOUSE** ~ Cadbury House is quiet and substance-free housing.
To apply, please fill out the [Cadbury House application \(pdf\)](#) and hand it in by the DEADLINE Monday, March 19 @ 5:00 pm. Notification of Cadbury selections will be on Friday, March 23.
- **LA CASA HISPANICA** ~
To apply, please fill out the [La Casa Hispanica application \(pdf\)](#) and hand it in by the DEADLINE Monday, March 19 @ 5:00 pm. Notification of La Casa Hispanica selections will be on Friday, March 26.

La Casa has been the residential focus of Latino, Spanish-American and Spanish cultural vitality at Haverford. It is dedicated to supporting the endeavors of students interested in organizing programs concerned with the cultures and civilizations of the Spanish-speaking world. Students accepted to live in La Casa Hispanica agree to live in this housing for the entire academic year, unless going on a Study Abroad, Study Away, or Exchange Program.

● COMMUNITY HOUSING

To apply, please fill out the [Community Housing application \(pdf\)](#) and hand it in by the DEADLINE Monday, March 19 @ 5:00 pm. Notification of Community House selections will be on Friday, March 23.

The Residential Life Committee believes it is important to emphasize our commitment to the principles of concern and respect for others, social justice, community, and service. Through Community Housing students are provided with an outlet for these values. Students accepted to live in a Community House agree to live in this housing for the entire academic year, unless going on a Study Abroad, Study Away, or Exchange Program.

THE ROUNDS OF ROOM DRAW

The Rounds I-V
~ Monday, April 9 – Friday, April 13~

ROUNDS IN A NUTSHELL

STEP 1:

Think about what kind of housing you'd like to try for and what Rounds they are offered in. Specific categories of rooms are offered and selected on each of these days. Pick up the appropriate applications for the housing options offered in the Rounds you wish to enter. **Applications for the Rounds are in hardcopy and will be available, starting Monday, March 19**, in the Dining Center and outside of the Office of Residential Life (Chase Hall, 2nd floor). **PLAN AHEAD and LEAVE YOURSELF PLENTY OF TIME TO GET EVERYONE'S SIGNATURES ON ALL APPLICATION FORMS!**

STEP 2:

On the day of the Round that the housing you are trying for is offered, go to the DC from 11:00 am – 2:00 pm to submit an application(s) for your desired housing. **Remember to double-check that your application is complete:** Name, class year, ID Number, and signature of each person (or their Proxy) in a group are required to submit an application.

STEP 3:

At 6:00 pm, check the web (www.haverford.edu/reslife/room_draw) or in the DC foyer to see your lottery number for that night's Round. The lottery numbers determine the order in which students choose their housing later that evening in that Round's Draw.

STEP 4:

At least one member of your group must be present at the Draw in Sharpless Auditorium to select housing. If you (or your Proxy) are applying for a single, you must be present.

Rounds I-IV begin at 10:30 pm, *sharp*, and Round V begins at 7:00pm, *sharp*.

WHAT HAPPENS NOW

- The Residential Life Committee Co-Chairs welcomes everyone and explains how the Draw will work.
- The order that the housing options are offered is from largest to smallest with the exception in Round V when singles are offered before doubles.
- Housing options offered that night will be projected on a large screen for all to see. As spaces are taken they will be crossed out.
- The Co-Chairs will call names, in order of lottery number. When your name is called you may select your housing from the available spaces or you may pass. Please note that you may be penalized for passing on housing. For more information on passing with and without penalty, please see the section "Passing on Housing".. Please make sure you can be heard clearly.
- This will continue until all housing in each category offered in that night's Round has been chosen.
- If you got housing – you're all set! If you obtained group housing – floorgroup, suite, cluster, apartment, house – pick up a Room Confirmation Form, fill it out completely and hand it in by the deadline of 5:00pm, Friday, April 27.
- If you did not get housing ... just try again in the next Round the next day. And so on and so on. If by the end of Round V you have not obtained housing – don't panic! Just pick up a Waiting List form – we'll have them available at the end of Round V or in Chase Hall – fill it out and hand it in by 5:00pm, Monday, April 30.

EXAMPLE: Jason McGraw wants to apply for a four-person suite in the North Dorms with three other friends (5 total). He obtains an application for a North Dorm suite. Jason collects the name, class, ID #, and signature of everyone in the group on the application form in alphabetical order. Jason takes the application to the DC on the day of the Round between 11-2. At 6:00pm, Jason checks the web to see the lottery number list and where his group is on the list. At 10:30pm, Jason's friend who applied for housing with him, Don T. Maknois, is in Sharpless Auditorium and their group, luckily, was high enough on the priority list to get the last four spaces available in the North Dorms. Don gets a confirmation form and will return it to the Office of Residential Life during the next week. Jason is glad to hear that he and Don will be able to live together next year.

PARTICIPATING IN THE ROUNDS - ~ What to do & How to do it

There are five (5) Rounds in Spring Room Draw.

Applications for each housing option offered in each of the Rounds are in hardcopy only and will be available beginning on Monday, March 19 in the Dining Center (DC) foyer and outside of the Office of Residential Life (Chase 2nd floor). This gives students plenty of time to get the necessary applications filled out and get all necessary signatures.

ROOM DRAW ROUNDS will take place Monday, April 9 - Friday, April 13 Specific categories of rooms (e.g., house groups, floor groups, suites, apartments, doubles, and singles) are offered in one of the five Rounds and students submit the appropriate application(s) on each of those days. Please see "Housing Offered Each Day of the Rounds & How to Apply For Them" for the listing of housing options and in what Round they are offered. Room Draw is a lottery based system based on class seniority.

The procedure each day of the Rounds is the same with the one exception of the start time of the Draw in Round V.

- **SIGN-UP – Students sign up for the housing options that are being offered in that night’s Round, only. Sign up will be from 11:00am – 2:00pm at the Room Draw Sign-Up Desk in the Dining Center (DC) foyer.** Members of the Residential Life Committee will be at the Room Draw sign-up tables to accept applications for the specific categories of housing offered in that night’s Round. A student may apply for more than one housing category in a given Round by submitting separate applications for each category (check off a different box on each application), but no student may sign up more than once within the same category. Incomplete, late or invalid applications or applications from or that include students with outstanding financial or library obligations or who already have housing will not be accepted. **No exceptions.** Students must hand their completed application form(s) to one of the Committee members, who will check your application to make sure all is in order and if so, will sign you up for that night’s Draw. **Please do not leave until you have been told that your sign-up has been completed.**

LOTTERY NUMBERS are generated, assigned and POSTED @ 6:00pm in the DC and ONLINE (www.haverford.edu/reslife/room_draw). **If a group application, the group’s lottery number will be listed under the last name of the first person the application form (which is to be alphabetical order).** Each afternoon, in the Office of Residential Life, the Residential Life Committee will use a computer number randomizer program to generate lottery numbers for each student (or student group) signed up, in each housing category offered, for that evening’s Draw. The lottery numbers, which determine the order in which students will chose their housing during the Draw, will be posted by 6:00pm online (www.haverford.edu/reslife/room_draw), outside of the Office of Residential Life (Chase Hall, 2nd floor) and in the DC foyer.

- **THE DRAW WILL BE HELD EACH NIGHT IN SHARPLESS AUDITORIUM.**
 - **ROUNDS I-IV WILL START at @ 10:30pm, PROMPT**
 - **ROUND V WILL START at @ 7:00pm, PROMPT**

At least one representative from each group must be present at the Draw. The order of the housing options offered in the night’s Draw is from largest to smallest, with the exception of in Round V, when singles are offered before doubles. **Latecomers will lose their turn if they are not present when their lottery when their number is called.**

WHEN YOUR group or individual LOTTERY IS CALLED and IT IS YOUR TURN

What to do – choose your housing

It is expected that students will have thought out their housing picks *and back ups* prior to that night’s Round in the Draw. When it is a student’s turn to pick housing, for a group or him/herself, from the options available at that time it is expected that they will pick housing.

PASSING on housing

In some circumstances, however, a student may choose to pass on those housing options available to them at the time their lottery number is called. If a student has applied for more than one housing option in that night's Round and they are assured, based on their lottery number, that they will be able to pick that housing they may opt to pass on the first housing and take housing in a subsequent category.

Other Circumstances

● PASSING WITHOUT PENALTY

There are some circumstances under which a student may **pass without penalty**. When it a student's time to pick housing and the only housing left is Smoke-Free or Quiet, Substance-Free Housing a student may either pick that housing agreeing to the special conditions of that housing or they may pass without penalty. This means that if the student is not able to obtain housing during any of the subsequent Rounds and goes on the Waiting List, they will be not be penalized for passing on this housing.

● PASSING WITH PENALTY

When it a student's time to pick housing and there is housing available to them (excluding Smoke-Free or Quiet, Substance-Free Housing) that they could take but chooses to not take it that student may **pass with penalty**. This means that if the student is not able to obtain housing during any of the subsequent Rounds and goes on the Waiting List, they will be penalized, by being placed in a lower priority category (higher number), as they had the opportunity to obtain housing but they chose not to. Please see this information in the Waiting List section.

Students who obtained Group housing (e.g., houses, floorgroups, suites, clusters, 3-person apartments) must pick up a Room Confirmation Form. They will be available right after Room Draw or from the Office of Residential Life. **This form must be filled out and handed back to the Office of Residential Life by 5:00pm, Friday, April 27.**

At the end of the Room Draw Rounds, any student who participated in the Rounds but was not able to obtain housing must fill out a **WAITING LIST FORM** and submit it to the Office of Residential Life by the deadline of Monday, April 30 to be guaranteed housing in the fall.

HOUSING OFFERED EACH DAY OF THE ROUNDS & HOW TO APPLY FOR THEM

EACH DAY OF THE ROUNDS

SIGN UP from 11:00am – 2:00pm in the Dining Center (DC) foyer

Hand in your properly filled out & signed application(s) for housing options offered in that day's Round to Residential Life Committee members, sitting at the desks, who will check that the application is in order, enter your information, and then sign you up for that night's Round. Late, incomplete, or invalid applications will not be accepted. No exceptions.

LOTTERY NUMBERS WILL BE POSTED @ 6:00pm
in the DC and online at
www.haverford.edu/reslife/room_draw

THE DRAWS will be held in SHARPLESS AUDITORIUM and WILL START PROMPTLY

at 10:30pm for ROUNDS I, II, III, IV

at 7:00pm for ROUND V

- At least one representative from each group must be present at the Draw. Latecomers will lose their turn if they are absent when their lottery number is called. No exceptions.
- As soon as any student's group chooses housing, all other groups of which that student is a member and those applications are eliminated from the Draw.

ROUND I ~ Monday, April 9

Housing offered, in order of the Draw:

- House Group - 710 College Ave¹
- Henry S. Drinker Floor Groups¹
- Kim Hall 5-person clusters/floor group options²
- HCA Floor Groups (largest first)¹

ROUND II ~ Tuesday, April 10

Housing offered, in order of the Draw:

- Lloyd 6-person suites
- Leeds 5-person suites
- Lloyd 2-person suites

ROUND III ~ Wednesday, April 11

Housing offered:

- North Dorm suites/floorgroup options²

ROUND IV ~ Thursday, April 12

Housing offered, in order of the Draw:

- HCA 3-person apartments^{1,2}
- HCA 2-person apartments^{1,2}

ROUND V ~ Friday, April 13

- 2-person suites (if available)
- singles²
- doubles

NOTES:

¹ includes Winter Break Housing - 710 College Avenue; Drinker; HCA #10,11,14, 18, 19, 23; and Yarnall

² includes Smoke-Free Housing

- Bryn Mawr and Swarthmore students are not eligible to apply for the housing options in Kim Hall, Round I, or Lloyd in Round II.
- Listing of the specific housing – apartments, suites rooms etc. - offered and their locations will be available closer to the time of the Rounds and posted before each of the Rounds.

GROUP HOUSING – Information about applying for

GENERAL INFORMATION FOR STUDENTS APPLYING FOR GROUP HOUSING

The Application -- One member of a house group, floor group, suite or hall group should take responsibility for picking it up, getting it filled in accurately, and turning in the application(s) on the proper sign-up day for the housing they are applying for. The application(s) each must include:

- the **required number of students** to fill the entire group housing for which the group is applying
- the **name, year, and ID # of each student** in the group *arranged in alphabetical order*.
- the **signature of each student or authorized proxy's signature. A student may only sign his or her own name. (Situations involving forgery are subject to review by the Residential Life Committee.)**
- Once submitted, an application will not be discarded unless all members of the group ask that it be withdrawn either in person or in writing.

Sign Up -- A student may apply for more than one house and/or as many different floor group options as s/he wishes. However, once housing is taken, all other applications with that student's name on it will be eliminated. Students are reminded to be sure to tell all members of any group with which s/he signs of this possibility.

Lottery number posting – The group's lottery number will be **listed by the last name of the first person** on the application form (which is to be alphabetical order).

The Draw - At least one representative from each group must attend the Draw.

Room Assignments and Filling Vacancies, if they should arise - Groups should check, in advance, the descriptions and floor plans and come to a decision about room assignments so all in the group know and are in agreement about who will be in the singles and who in the doubles. If vacancies arise, the residents may either pull-in replacements who are of the same class year or of a class year with higher seniority or may leave spaces open, as long as the following rules are adhered to:

- If the space vacated is a single, those remaining may reshuffle rooms within the house or floor group, but the open space must remain a single.
- If the vacancy occurs in a double, those remaining may reshuffle within the house or floor group, and the open space may occur in any double or single.

Any open space that remains, will continue to be considered part of the housing pool and will be made available to eligible students throughout the academic year.

INFORMATION ABOUT APPLYING FOR GROUP HOUSING WITH STUDENTS WHO, AT THE TIME OF THE ROUNDS, ARE STILL WAITING TO HEAR IF THEY HAVE BEEN ACCEPTED FOR INTERNATIONAL STUDY ABROAD, DOMESTIC STUDY AWAY, OR AN EXCHANGE PROGRAM FOR EITHER THE FALL OR ENTIRE YEAR.

If any in the group subsequently is accepted and goes abroad or away, the remaining members of the group will be required to do one of two things:

- fill the vacancy by pulling in a student, who is of the same class year or of a class year with higher seniority as the student who is going abroad,
- willingly reconfigure your living space. RECONFIGURATION IS NOT AN OPTION UNLESS 50% of the original group remains. It is, also, not an option for 2-person apartments and doubles. The ways to reconfigure are:
 - HCA floor groups must release an entire apartment, or several apartments.
 - 3-person apartments that are not part of a floor group must reconfigure leaving the single room open for the incoming student.

Any open space that remains, will continue to be considered part of the housing pool and will be made available to eligible students throughout the academic year.

SPECIFIC INFORMATION ABOUT GROUP HOUSING OPTIONS OFFERED IN THE ROUNDS

Please note: The exact number of the housing options and their locations are subject to change between now and the Rounds.

House Group

• **710 COLLEGE AVE.**

710 College Ave. is a QUIET dorm, because of its off-campus location. Residents, and their guests, are expected to keep music and noise within the confines of the house both during the day and at night. Residents and guests walking to and from 710 must, also, be mindful of the residential nature of the surrounding community. Modest social gatherings are permitted, but the maximum number of persons in the house may not exceed 22 at any time. Hosts are expected to monitor their guests’ behavior and clean up in a timely manner, both, in and around the house, after parties. There are to be no activities, such as dancing, that will create structural stress. In September, residents will be asked to meet with Dean Steve Watter and Marianne (Smitty) Smith, Director Residential Life, to review house rules and procedures. Ongoing complaints from neighbors about noise, or other problems, may require the College to ban social events at 710 and put the housing privileges of residents in jeopardy.

710 is Meal Plan optional housing. Students may be choose to be off the meal plan or completely.

710 is Designated WINTER BREAK HOUSING.

The required number of students needed to apply for 710 College Ave. is eleven (11).

There are 9 single rooms and 1 Double room.

Floor Groups

Students wishing to live with a group of their friends may apply as a floor or double-up group.

There are a number of designated floorgroup options offered during the Rounds in Henry S. Drinker House and in certain HCA buildings. If any of these floor groups are not filled, the individual apartments, suites, doubles, or singles will be entered into the appropriate Rounds. If this housing is not taken, the doubles and singles will be included in Round V.

In addition, there is the option for students to create their own “double-up” groups in Lloyd (6-person suites only) and Leeds and to create their own floorgroups in the North Dorms and in Kim Hall.

• **Henry S. Drinker Floor Groups**

Each floor of Drinker is offered as a floor group. Coed groups applying for Drinker floor groups will be given priority over single-sex groups. If a coed group received the housing, the floor must remain coed throughout the first semester. In September, residents will be asked to attend a meeting with Dean Steve Watter and Marianne (Smitty) Smith, Director Residential Life, to review the rules concerning parties and use of the space.

Drinker is designated Winter Break Housing.

Reminder: Satellite dishes are NOT permitted.

Floor	Rooms	# of people required
First Floor	3 Doubles & 2 Singles	8
Second Floor	4 Doubles & 2 Singles	10

• **HCA Floor Groups Offered**

Each group must completely fill the floor group for which it is applying. This means three people must share each two-bedroom apartment and two people must share each one-bedroom apartment. The “A”, “B” and “D” apartments have two bedrooms; “C” apartments have one bedroom.

HCA # 10, 11, 14, 18, 19, and 23 are designated Winter Break Housing (buildings).

HCA is meal plan optional housing. Students may choose to be off the meal plan completely.

Number of HCA floorgroups of each size offered*

- **11-person floorgroups # offered =4**
- **8-person floorgroups # offered =2**
- **6-person floorgroups # offered =4**
- **5-person floorgroups # offered =3**

***PLEASE NOTE:**

- Additional HCA floorgroups may be added if not used for Community Housing.
- Floorgroups that do not get picked in Round I will be broken down and individual apartments will be offered in Round IV.

Sizes of HCA floor groups offered: 5-person, 6-person, 8-person, and 11-person floor groups.

Building	Apartments	# of people required
10 HCA:	1A, 1B, 1C	8
10 HCA:	2C, 2D	5
11 HCA:	2B, 2C, 2D	8
11 HCA:	1A, 1B	6
18 HCA:	2A, 2B, 2C, 2D	11
19 HCA:	1A, 1B, 1C, 1D	11
19 HCA:	2A, 2B, 2C, 2D	11
23 HCA:	1A, 1B	6
23 HCA:	1C, 1D	5
23 HCA:	2A, 2B	6
35 HCA:	1A, 1B, 1C, 1D	11
46 HCA:	1C, 1D	5
46 HCA:	1A, 1B	6



NOTES:

- 19 HCA 2nd floor – this 11-person floorgroup was re-located from 800 2nd floor
- 23 HCA
 - 1st floor – this 5-person floor group and this 2nd floor 6-person were re-located from 804 1st floor
 - 23 1A & 1B has a semi open floor plan with an opening between the two apartments
 - HCA 23 has one commercial renter living in 23-2C.
- 35 HCA 1st floor – this 11-person floor group was added as an additional floor group
- 46 HCA 1st floor - this 5-person floor group and this 2nd floor 6-person were re-located from 800

• Double-Up Groups Option -- LLOYD 6-person suites & LEEDS 5-person suites

The double-up option is available to help two groups live in close proximity, therefore, double-up groups must follow a specific order when choosing their housing.

- **LLOYD 6-person suite applicants** must choose a whole entry (for example, the nineties) and may only split up when no entire entries remain. 2-person suites are not eligible for double-up option.
- **LEEDS 5-person suite applicants** must first choose adjacent suites on the same floor of the same entry, then suites on separate floors in the same entry and may only split up where there is no other choice.

If there is only housing left for one group or the housing is not together when a double-up group's number is called, the double-up group may pass without penalty. If one of the two groups forming the double-up group wants to take the remaining unit, and there is a difference in group priority numbers between the two groups, only the group with the lower (better) group priority number may take the housing. Two groups with equal group priority numbers need to decide in advance of the Draw which group will take the housing should this situation arise. Double-up groups may only trade as an entire group.



• **Floor Group Housing Options – in the NORTH DORM and in KIM HALL**

Students applying to live in the North Dorms and Kim Hall will have the option to form their own floor groups or clusters, respectively. The specific floors, suites, clusters, or rooms that will be offered and available for this option will be announced by the end of March. **Each individual student may only apply for one North Dorm suite/floor group or one Kim Hall cluster/floor group option. Group priority numbers will be determined by** adding together the individual priority numbers of each group member and then dividing the total by the number of members in the group.

PLEASE NOTE:

NORTH DORMS



ALL SUITES IN THE NORTH DORMS WILL ONLY BE 4-PERSON SUITES.

Creating a 5-person suite by filling the common room is no longer an option.

Groups applying must abide by the following conditions:

- They must contain at least 4 people
- Floor groups may not leave any open bedrooms within a suite
- Groups must consist of 4, 8, 12, 16 (PLEASE NOTE: Lunt 1st groups may not consist of 16, and some suites on North Dorms 1st floors do not have a common room.)

At the Draw, a floor plans of all the spaces available will be shown, and as each space is taken it will be crossed off. When it is your group’s turn to choose housing, you must take a group of suites together equal to the number of students you entered in the Draw (i.e., if you signed up as a group of 16, you must take four 4-person suites on the same floor). **If this option is no longer available your group has the following choices:**

- Your group may break itself up into smaller groups. Groups must first choose suites on the same floor, then adjacent floors and finally within the same building.
- If this option is not available, groups may take spaces in separate buildings.
- You may pass without penalty, but you will not receive North Dorm housing in this round.



KIM HALL

ALL FORTY (40) ROOMS ON THE 2ND FLOOR and TWENTY (20) ROOMS ON THE 1ST FLOOR of KIM HALL WILL BE OFFERED in 5-PERSON ROOM CLUSTERS.

Groups applying must abide by the following conditions:

- They must contain at least 5 people
- Floor groups may not leave any open bedrooms within the cluster
- Groups must consist of 5, 10, 15, 20

At the Draw, a floor plans of all the spaces available will be shown, and as each space is taken it will be crossed off. When it is your group’s turn to choose housing, you must take a group of clusters together equal to the number of students you entered in the Draw (i.e., if you signed up as a group of 15, you must take three 5-person clusters on the same floor). **If this option is no longer available your group has the following choices:**

- Your group may break itself up into smaller groups. Groups must first choose clusters on the same floor, then adjacent floors and finally within the same building.
- You may pass without penalty, but you will not receive Kim Hall housing in this round.



POST-ROUNDS OF ROOM DRAW

WAITING LIST INFORMATION - Didn't obtain housing during the Rounds? *Don't panic!*

WHAT TO DO & HOW TO DO IT

You just need to complete, sign and submit a WAITING LIST FORM to the Office of Residential Life by the deadline 5:00 pm, Monday, April 30. If you participated in the Rounds and turned in your Waiting List form by the deadline, you are guaranteed housing in the fall. Not all rooms go into Room Draw, additional rooms invariably open up during the summer, and the College has been able to house all those requesting housing, who have met the above requirements and deadlines.

Guided by the information students provide on their Waiting List applications – we ask a lot of questions - (see a copy of the application form APPENDIX C.), the Office of Residential Life takes great care in assigning students to their housing and notifies them of their fall housing assignment by the first week in August.

Students who were on the Waiting List and who have received their housing assignments may trade with a returning student or another waiting-listed student if both are members of the same class. Like groups may also trade if all members are of the same class. PLEASE NOTE: There is, however, no guarantee that Emergency Housing (Appendix B.) may not have to be used or that housing will be available for students requesting housing who did not participate in Room Draw, did not sign up on the Waiting List, or who requested housing after the Room Draw process has ended.

WAITING LIST – Priority Groups, Priority Numbers & Lottery Numbers

Waiting List Priority Groups	
1	Students who <ul style="list-style-type: none"> • participated in the Rounds and did not pass on a room • as part of a double-up group, passed in Rounds I and II • as part of a floor group, passed in Round III • passed on Cadbury Housing or smoke-free housing • applied for Study Abroad/Away and did not enter any portion of Room Draw because they believed they would be away, and learned after Rounds were over that their application was not accepted • is returning from a leave but who was not re-admitted in time to be able to go through the Spring Room Draw • did not receive housing due to their proxy's irresponsibility and who handed in their Waiting List forms by the deadline.
2	Students who did not enter any Round of Room Draw but who tried for another option and failed and who handed in their Waiting List forms by the deadline.
3	Students who passed on a room in Round V, other than in Cadbury or in smoke-free housing, and who handed in their Waiting List forms by the deadline.
4	Students who were accepted into a Study Abroad or Study Away program, did not participate in Room Draw, and after the Rounds decided not to study abroad or away and who handed in their Waiting List forms by the deadline.
5	Students who made no attempt to enter any part of the Draw but handed in a Waiting List form by the deadline. Students will be placed at the bottom of the Waiting List and assigned priority numbers in the order in which they applied.
6	Students who failed to meet the deadline for applying for Waiting List. Students will be placed at the bottom of the Waiting List and assigned priority numbers in the order in which they applied.
7	Fifth year students

Priority Numbers

Within each of the first five priority groups, students are assigned a priority number based on their class year.

Rising Seniors	Rising Juniors	Rising Sophomores
Priority # = 1	Priority # = 2	Priority # = 3

PLEASE NOTE: For Room Draw purposes, there are two exceptions to the assignment of class standing.

PHYSICAL EDUCATION REQUIREMENT

Students who have not completed the College PE requirement by the end of their sophomore year will retain their sophomore class status in subsequent Room Draws. Students retain sophomore status until the PE Requirement is completed. Once it is completed, they revert to the normal class status for whatever year they are. This pertains to the Waiting List, as well. Retention of sophomore status (rising junior) is based on the information provided by the Athletic Department in mid-March.

USE OF SENIOR STATUS

A student, who matriculated in September of 2009 as a member of the Class of '13 and who took time off, and as a result has had their class year change, may petition the Office of Residential Life to use their senior status in this Spring Draw in order to live with other members of the student's original class. A student whose petition to use their senior status at this time has been accepted, understands and agrees that the granting of rising senior status is *for Room Draw purposes only*, can only be used once, and that if s/he were to go through Room Draw, again, s/he would not be eligible to use senior status a second time and would be classified as having junior status. The student accepts the responsibility to use their junior status in the subsequent Room Draw(s).

Waiting List Lottery Numbers

Lottery numbers determine the order in which students on the Waiting List choose their housing. When there is more than one student in the same priority group, the priority number will determine the lottery number. When there is more than one student in the same priority group who have the same priority number, a computer number randomizer program will be used to generate lottery numbers. **Waiting List lottery numbers** will be posted online at http://www.haverford.edu/reslife/room_draw and at the Office of Residential Life by 6:00pm, Tuesday, May 1st.

ROOM TRADING PERIOD: MONDAY, APRIL 16 – FRIDAY, APRIL 27

Beginning Monday, April 16th and ending at 5:00pm, Friday, April 27th, there will be a trading period for Haverford rooms. ROOM TRADE FORMS must be submitted to the Office of Residential Life by 5:00pm, Friday, April 27th. ALL TRADE REQUESTS MUST BE APPROVED by the Director of Residential Life. During this period, like groups may seek to trade (i.e., a three-person apt. for a three-person apt., or a five-person hall group for a five-person hall group) regardless of group priority numbers. Individuals may seek to trade any other housing provided they are from the same class. Trades involving group housing must have the agreement of everyone in the group for this trade.

GIVING UP HOUSING OBTAINED

Any student who takes housing in the Spring Room Draw Process and then decides to live off campus **MUST** notify the Director of Residential Life in writing or email (msmith@haverford.edu) of your change of plans by the deadline of 5:00pm, Friday, May 4. There is a \$200.00 fine for not meeting this deadline. If you have any questions about this, please get in touch with the Office of Residential Life (hc-reslife@haverford.edu).

Any student who takes housing in the Draw and later decides s/he will not be returning to the College in the fall **MUST** notify the Office of Residential Life, immediately upon making this decision.

If a student takes a "true" single room in the Draw and then goes on leave (or for another reason will not be at Haverford in the fall) the single will go back into the housing pool.

FILLING VACANCIES

GENERAL INFORMATION

If the vacancy is in housing that is anything other than a true single (i.e., went into the Draw as a single) the remaining members have the option of pulling in another student with the same class year or with a class year of higher seniority. Please notify the Office of Residential Life of all pull-ins, as soon as possible, but no later than by the deadline of June 22. If the space is not filled by pull-ins by June 22, it will be filled by the Office of Residential Life with students from the Waiting List. Spaces remaining after Waiting Listed students are housed, or spaces that open up later and are not filled by remaining residents, continue to be considered part of the housing pool and are made available to eligible students throughout the academic year.

FILLING SPACES THAT BECOME VACANT IN GROUP HOUSING AND IN AN APARTMENT

If a vacancy arises in a floor group at HCA:

- the remaining students have the option to pull-in a student(s) with the same class year or with a class year of higher seniority to fill the space(s)
- if the remaining students cannot fill all the vacancies in the floor group or apartment, they must reconfigure their living arrangements in order to release an entire apartment or several apartments.

If a space(s) opens up in a 3-person apartment, that is not part of a floor group, the remaining resident(s) have the option to


- Pull-in another student(s) with the same class year or with a class year of higher seniority to fill the space(s)
- chose to switch their housing and move out of the apartment and into other available campus housing
- stay and agrees to willingly accept the placement of a student(s) into this housing (from the Waiting List or eligible student(s) throughout the academic year.)
- **Following the same rules for filling vacancies in group housing when a student, who at the time of the rounds, was waiting to hear if they have been accepted for international study abroad, domestic study away, or an exchange program for either the fall or entire year, and subsequently goes abroad or away - -- if the vacancy is not filled by** the remaining residents, they must willingly reconfigure their living arrangement in order to leave the single room open for the newly placed student.
- If a vacancy arises in a 2-person apartment, that is not part of a floor group, the remaining resident may pull someone in with the same class year or with a class year of higher seniority to fill the vacancy, may chose to switch and move to other campus housing, or may chose to stay and agrees to willingly accept the placement of a student into this housing from the Waiting List or eligible student(s) throughout the academic year.

SPRING ROOM DRAW APPLICATIONS & FORMS: Where & When to find them

All students participating in the Room Draw process acknowledge, by their signature on forms and applications, their responsibility to read, understand, and abide by all policies and procedures in the Spring Room Draw Guidelines and the Honor Code.

Incomplete, late or invalid applications or applications from students with outstanding financial or library obligations or those who already have housing will not be accepted. ***In fairness to all there are no exceptions.***

Special Interest & Community Housing Applications – available in early March

- [Cadbury House \(pdf\)](#)
- [Community House \(pdf\)](#)
- [Ira de A. Reid House](#) 
- [La Casa Hispanica \(pdf\)](#)

[Spring Room Draw - Naming a Proxy Form](#)  Available in early March

[Spring Room Draw - Proxy Confirmation Form](#)  Available in early March

[Interest in Smoke-Free Housing Form](#) ~  Available in early March

The Rounds of Room Draw Applications ~ All applications for the Rounds of Room Draw are only in hardcopy. They will be available beginning on Monday, March 19th in the Dining Center and the Office of Residential Life.

APPENDIX A.

MEAL PLAN EXEMPTIONS FOR REASONS THAT ARISE AFTER ROOM DRAW

- For medical reasons that arise after Room Draw, the student's doctor must send a letter to the Director of Health Services specifying the illness, when it appeared, how long it is expected to last, and a detailed prescribed diet. This letter should be on the physician's official stationery. In the event that the Dining Center cannot provide the required diet, the student will be permitted to remain off of the meal plan, but they will have to move to HCA or one of the houses with a kitchen as soon as a space becomes available. Such students will receive top priority for room openings.
 - For religious, philosophical, or other grounds after Room Draw. For a conversion to such a position, the student may be excused from the meal plan, but they will have to move to HCA or one of the houses with a kitchen as soon as space becomes available. Such students will receive top priority for room openings. Any student committed to following a strict vegan diet needs to be aware of the fact that the Dining Center cannot guarantee that vegan items are always 100% pure. The kitchen prepares food for hundreds of persons at every meal, and neither communication nor execution is always flawless. If you think you have an exception, please contact Steve Watter, Sr. Associate Dean of the College and Dean of Student Life (610-896-4246, Chase 213).
-

APPENDIX B.

EMERGENCY HOUSING PLAN

In the event that housing demand exceeds supply, a number of rooms are identified where students may be housed on a temporary basis. Any students placed in rooms included in the Emergency Housing List will be allowed to move out as soon as spaces open up within the regular housing pool or additional apartments can be obtained at HCA. Students will have the option of taking these spaces, offered in reverse order, i.e., last in, first out.

ORDER OF EMERGENCY HOUSING ASSIGNMENTS: The first 21 rooms to be used as Emergency Housing Rooms are the E-rooms in the North Dorms (Lunt, Comfort & Jones). The order the E-rooms will be used is as follows:

1. In the LUNT suite with the highest lottery number of the four current residents
2. In the COMFORT suite with the highest lottery number of the four current residents
3. In the JONES suite with the highest lottery number of the four current residents
4. In the LUNT suite with the 2nd highest lottery number of the four current residents
5. In the COMFORT suite with the 2nd highest lottery number of the four current residents
6. In the JONES suite with the 2nd highest lottery number of the four current residents
7. – 21. continued pattern until all the E-rooms have been assigned. If a tie exists, the Director of Residential Life will conduct a random draw.

If more Emergency Housing is needed, rooms will be assigned as follows: Change from a single to a double bedroom: 22) Drinker 25; 23) Cadbury 27; 24) 710 11; 25) Cadbury 31; 26) 710 12; 27) 710 34; 28) La Casa 23; 29) La Casa 32; & then change from a common space to a single bedroom: 30) La Casa 22.

APPENDIX C.

Waiting List Applications Forms may be picked up just after Round V in Sharpless Auditorium on Friday, April 13 or from the Office of Residential Life beginning Friday, April 13. The following is just a sample.

EXAMPLE

OFFICE USE ONLY	P #
	L #
	Housing

WAIT LIST APPLICATION 2012

Return by deadline ~ 5pm, Monday, April 30 to The Office of Residential Life, Chase 213

NAME (please print clearly) _____ **ID #** _____ **YEAR** _____

Please understand that we would like, if possible, to assign you to housing you prefer. Please provide us with details regarding the types of housing e.g., single, double, or apartment and include any additional information you feel to be important (feel free to add additional information on a separate sheet attached to your application). If you have questions about how best to describe your preferences, contact the Office of Residential Life at x1298 or hc-reslife@haverford.edu **Note: it is unlikely that many singles will open up so please make sure to give us back up preferences.**

Please list **THREE DIFFERENT KINDS** housing options, *in order of preference*, providing a minimum of three possibilities. For example: single, apartment, double

1. _____
2. _____
3. _____

Comments:

Please list other students on the Waiting List with whom you would like to live with or near, if possible. If you would like to live in HCA, listing others may improve your chances because the highest priority in the group may pull others with lower priority into apartments. **Note that your name must appear on the list of anyone you list.**

1. _____
2. _____
3. _____

Comments:

If you have friends who already have housing and would like to live near them (if possible) please give their names and dorms.

Do you have a medical need that requires special housing or other attention? This includes the need to use an air-conditioner.
Yes (medical documentation is required) No

Did you enter one of the five Rounds? Yes No If yes, which round(s)? _____

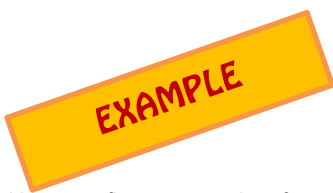
Did you pass when you could have taken a room during Room Draw? Yes No

If a space is available in Cadbury House, would you like to live there? Yes No [Note: Cadbury rules apply]

Have you ever been involved in the Customs Program as a CP, HCO, PAF, or AMA? Yes No

LIFESTYLE QUESTIONS	1. Do you smoke at all? Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. Do you object to smoking within your living space or the smell of smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. Do you object to the use of alcohol within your living space? Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. You are ... very neat <input type="checkbox"/> reasonably neat <input type="checkbox"/> inconsistent <input type="checkbox"/> not neat <input type="checkbox"/>
	5. You go to bed ... before 12:00 am <input type="checkbox"/> between 12 am - 2:00 am <input type="checkbox"/> after 2:00 am <input type="checkbox"/>
	6. You like ... loud music <input type="checkbox"/> quiet music <input type="checkbox"/> no music <input type="checkbox"/>
	7. You are ... outgoing <input type="checkbox"/> middle of the road <input type="checkbox"/> prefer that socializing be outside of your living space <input type="checkbox"/>

WAITING LIST APPLICATION form cont'd



If the Office of Residential Life can assign you to either your first or second preference, as you noted on your form, we will just assign you to your housing and send you an email letting you know your housing.

If we cannot provide you with either your first or second choice, we will call you to tell you the housing choices that are available to you. You will be expected to make a decision to take this housing choice at the time of the call, as your choice affects those who come after you. PLEASE PROVIDE THE BEST PHONE NUMBERS WHERE WE CAN REACH YOU DURING THE SUMMER (June-August). If you cannot be reached within 24 hours, the Office of Residential Life will have to assign your housing and move on to the next person on the list.

Phone _____ Home/Work _____ When _____

Phone _____ Home/Work _____ When _____

If you use email and check it daily during the summer, give address _____

We will begin emailing housing assignments during the month of July.

To what email address should yours be sent? _____

Please understand that we may not be able to assign you to one of the room preferences that you listed.

Will you accept any space available? Yes _____ No _____

By checking "no" you understand and accept that you will then be responsible for making your own housing arrangements.

We appreciate your patience as it always takes several weeks to work out the best *available* arrangements for everyone on the list.

Your Signature

Check here if Proxy

Date

.....
WAITING LIST – PRIORITY & LOTTERY NUMBERS

Waiting list lottery numbers will be posted online at http://www.haverford.edu/reslife/room_assignments/upperclass.php and at the Office of Residential Life by 6:00pm, Tuesday, May 1st. Once a student on the Waiting List is assigned housing, they may trade with a returning student or a wait-listed student if both are members of the same class.

Information on how Waiting List Priority & Lottery numbers are assigned can be found in the Spring Room Draw Guidelines. Please note: Priority categories and numbers are assigned differently than for Spring Room Draw.

All students participating in the Room Draw process, including the Waiting List, process, by their signature, acknowledge their responsibility to read, understand, and abide by all policies and procedures in the Spring Room Draw Guidelines and the Honor Code.

GLOSSARY

2-person Apartment:	"C" apartments in HCA with one bedroom furnished for two students
3-person Apartment:	Two-bedroom apartment at HCA furnished for three students. May be "A", "B" or "D" apartments.
4-person Apartment:	Two-bedroom apartment at HCA furnished for four students. Usually "A" or "D" apartments. "B" apartments are smaller and not recommended for four people.
Cluster:	A grouping of five adjacent single rooms in Kim Hall
Community Housing:	A community living situation. Students may apply for potential Community Housing in Yarnall or HCA by submitting a Community Housing application in March.
Double:	One room furnished for two persons. Found in Barclay, Cadbury House, Drinker, Yarnall, and 710 College Ave.
Double-up Group:	Allows two groups or individuals to live in close proximity to each other by participating in Room Draw together.
Floor Group:	A combination of rooms, suites, clusters or apartments clustered together to provide contiguous housing for a group of students.
Group priority number:	The sum of the individual priority numbers within a group is the group priority number. The lower the number, the higher the group will be in the Draw.
Lottery number:	Randomly assigned number within a priority category that determines the order in which housing will be chosen.
Priority number:	Priority numbers are based on class standing: rising senior = 1, rising junior = 2 and rising sophomore = 3. The order of room draw is based on class seniority.
Proxy:	A currently enrolled Haverford or Bryn Mawr student who acts on behalf of another Haverford student during Room Draw.
Pulling/Pulled-In:	To "pull someone in" means to ask another student to fill an empty space in your living arrangement; to be "pulled in" means that someone has offered you a space in the living arrangement that they received in the draw.
Single:	One room furnished for one person that is not part of a suite, apartment or group. Found in all dorms except HCA and Lloyd.
Smoke-free Housing:	Available in Cadbury, Comfort, Jones, HCA 30, HCA 31, Kim Hall, and Tritton Hall. No smoking of any kind is permitted in these areas.
Special Interest House:	Special Interest Housing is located in Cadbury House, Ira de A. Reid House, and La Casa Hispanica.
Suite:	A group of single bedrooms configured around a shared common entry. The number of bedrooms per suite varies, ranging from two (2) to six (6) bedrooms. Some suites, also, include a common room; some suites, also, include a shared suite bathroom, and some suites include, both, a common room and a shared suite bathroom.
Upper class person:	A sophomore, junior or senior.
Waiting List:	Students who do not obtain housing during the Spring Room Draw process fill out a "Waiting List" form that the Office of Residential Life uses to house these students during the summer.
Winter Break Housing:	Designated Winter Break Housing dorms are Yarnall, 710 College Ave., Drinker, and HCA buildings #10, 11, 14, 18, 19, 23. Students who must remain on campus during all or some the winter break are assigned to a bed and housed in one of the designated Winter Break Housing residence halls.