# 2015 MID-YEAR ROOM DRAW GUIDELINES

Haverford College Office of Residential Life & Residential Life Committee

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WELCOME TO 2015 MID-YEAR ROOM DRAW

Mid-Year Room Draw is the process through which upper-class students seeking campus housing for the spring semester obtain their housing. First-year students are expected to remain in their housing assignments and Customs Groups for the entire academic year and are not eligible to enter Mid-Year Room Draw. A policy reminder: While we have, in the past, been able to house all returning students who requested campus housing, housing is not guaranteed to any returning student.

Instructions, calendar - what's happening and deadlines and procedures for the Mid-Year Room Draw process can be found in the 2015 Mid-Year Room Draw Guidelines.

All students participating in the Mid-Year Room Draw process are responsible for reading and understanding the Mid-Year Room Draw Guidelines in its entirety, following all instructions and procedures contained therein, and meeting all deadlines.

All actions involving housing and the Room Draw process fall under the Honor Code.

THE DRAW WILL BE CONDUCTED

The Office of Residential Life and the Residential Life Committee members work closely together to establish the guidelines for the Room Draw and to coordinate and run 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 the Residential Life Committee strive to achieve decisions that are equitable and fair to the parties involved as well as the Haverford community and all decisions made are final and binding.

If after reading the Guidelines you still have questions, please do not hesitate to contact us. Email the Residential Life Committee at hc.reslifecommittee@gmail.com (PLEASE NOTE: emails to this address are read by members of the Residential Life Committee). Questions of a confidential nature should be sent to Marianne (Smitty) Smith, Director of Residential Life, (610.896.1298 or msmith@haverford.edu).

Good Luck!

~ The Residential Life Committee ~

Deana Rauh '16 & Kristin Tatum '16 Co-chairs;
Rachel Wolfson '19, Nathan (Nate) Diehl (Coordinator of Residential Life),
and Marianne (Smitty) Smith (Director of Residential Life)
BRIEF OVERVIEW of the Mid-Year Room Draw process

Students returning from Study Abroad, Study Away, a Leave, or those currently living off campus, or who wish to change their housing for Semester II must participate in the Mid-Year Room Draw process to obtain campus housing in Semester II.

At mid-year, students obtain their Semester II housing in one of three ways:

1. They may be PULLED-IN to vacant space by the students remaining in the group housing, floor plans, or doubles that has the vacancy(-ies). [More info on pg. 8]

2. They may apply to live in Special Interest or Community Housing application, if spaces are or become available. [More info on pg. 9]

3. They may ENTER THE DRAW for rooms and pick their housing during the Draw on Thursday, December 3. [More info pg. 9-10]

THE DRAW WILL BE CONDUCTED

Please see page 11 for more details.

STUDENTS RETURNING FROM STUDY ABROAD, STUDY AWAY, or a LEAVE who are SEEKING SEMESTER II CAMPUS HOUSING MUST

• Fill out and submit the online Mid-Year Room Draw: Returning and Name a Proxy Form. Students are asked to do this, as soon as possible, but no later than by the deadline stated in the Mid-Year Room Draw Calendar. [More info on pg. 5]

  On this form students let the Office of Residential Life know:
  o they are returning to Haverford and are seeking campus housing for the Semester II.
  o if they anticipate being pulled-in to housing and where
  o if they anticipate going through the Draw and will name a Proxy who will sign them up to enter the Draw and will pick housing on their behalf.

STUDENTS WHO AGREE TO ACT AS A PROXY FOR ANOTHER STUDENT MUST fill out and submit the online Proxy Confirmation Form by the deadline. [More info pg. 5]

STUDENTS WHO CURRENTLY HAVE CAMPUS HOUSING AND ARE SEEKING TO OR ARE THINKING ABOUT CHANGING THEIR CAMPUS HOUSING IN SEMESTER II [More info pg. 6]

• if getting PULLED-IN to housing MUST sign the hardcopy Pull-In form (pdf) that the students remaining in the group housing that has the vacancy has filled out and this form must be returned by the deadline
• if entering the Draw MUST sign up for the Draw on the designated day and attend the Draw.

STUDENTS WHO KNOW THEY ARE LEAVING AND WILL BE GIVING UP THEIR SEMESTER I CAMPUS HOUSING MUST

• let all concerned know of their plans
• fill out the online Mid-Year Room Draw: Leaving Form to let the Office of Residential Life know they are leaving. Students are asked to do so, as soon as possible, but no later than by the deadline stated in the Mid-Year Room Draw Calendar. The success of the Mid-Year Room Draw process depends upon the number of spaces that can be offered to all those students seeking campus housing or seeking to change their housing for Semester II. [More info pg. 6-7]
GOT SPACE? STUDENTS WITH SPACES TO FILL --- FILLING A VACANCY BEFORE THE DRAW -- THE PULL-IN PROCESS

- STUDENTS WHO CURRENTLY HAVE OR WILL HAVE A VACANCY OR VACANCIES IN THEIR GROUP HOUSING (floor groups, house, hall groups, suites, apartment, double) have the first opportunity to pull-in someone to fill the vacant space(s) or one that is opening up by a student who will be leaving this space once this space has been officially vacated. To pull-in a student(s) the students remaining in that housing need to fill out the Pull-in Form (pdf) completely, including signatures of all students and the complete room address, including room letters, where applicable, and submit it to the Office of Residential Life (Chase Hall, 2nd floor) by the stated deadline. [More information on pages 7-8]

- STUDENTS BEING "PULLED-IN" who are on campus must sign the form, and those not on campus to sign the form must confirm their acceptance to be "pulled-in" by filling out the appropriate section on the online Mid-Year Room Draw: Returning and Name a Proxy Form. [More info pg. 8]

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**2015 MID-YEAR ROOM DRAW CALENDAR**

**Monday, November 2:**
- Mid-Year Room Draw information, Guidelines, applications and forms available online. Special Interest Housing (Cadbury, La Casa, Ira de A. Reid) applications are made available in case spaces open up, but spaces are not guaranteed. All financial and library obligations must be met to be eligible to participate in Mid-Year Room Draw.

**Monday, November 9 at 5:00 pm** DEADLINE to submit Special Interest Housing applications.

**Monday, November 30 at 5:00 pm**

**DEADLINES** to fill out and SUBMIT appropriate forms notifying Office of Residential Life if you are:
- **LEAVING/GIVING UP YOUR ROOM** if your Semester I campus housing
- **RETURNING and NAME A PROXY/SEEKING HOUSING** if campus housing for Semester II
- **PULLING IN someone to fill a vacancy** in your group housing, floor group, double, or apartment
- **RECONFIGURING/SWITCHING ROOMS** in your group housing or floor group
- **CONFIRMING that you are ACTING AS A PROXY**

Special Interest Houses: Applicants will be notified of acceptances, if open spaces were available.

**Tuesday, December 1 ~ 9:00 am - 5:00 pm ~ SIGN UP DAY for the DRAW at the Sign-Up table, CHASE HALL, 2nd floor**

- **Sign-up Day** ~ All students wishing to participate in the Mid-Year Room Draw MUST SIGN UP at the Sign-Up table, Chase Hall, 2nd floor 9:00 am - 5:00 pm. Applications will be available at the Sign-Up table. It is a student’s responsibility to ensure the accuracy of all information they write on all forms and applications at the time of Room Draw.

- **IMPORTANT REMINDER about CLASS YEAR:** Class year is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw and the Athletics Department (juniors and seniors who have not completed their physical education requirement by Mid-Year Room Draw will be assigned a sophomore priority category of #3. See PRIORITY & LOTTERY NUMBERS section.) Questions about the PE Requirement? Please contact Susan McCabe at 610-896-1117 or smccabe1@haverford.edu.

**Wednesday, December 2 ~ PRIORITY & LOTTERY NUMBERS FOR THE DRAW ASSIGNED & POSTED**
- Specific Instructions about how to participate in the online Draw will be emailed to all who signed up for the Draw and their Proxies.
- Priority & Lottery numbers for the Draw will be assigned and posted by 7:00pm at the latest.
- List of available rooms at the beginning of the Draw will be posted. (Please note: Other rooms may become available during the Draw.)
Thursday, December 3 The DRAW for rooms begins **ONLINE** at 9:30 pm, **PROMPT** We will be convening for the Draw in the Office of Residential Life, Chase 213. Anyone who wishes to be on hand to watch or participate is welcome to join us.

**THE DRAW WILL BE CONDUCTED**

![Online!]

The Res Life Committee will be conducting the online Draw using a shared Google Document and Google Chat.

We will be convening for the Draw in the Office of Residential Life, Chase 213. Anyone who wishes to be on hand to watch or participate is welcome to join us. Specific instructions will be emailed out on Wednesday, December 2. Please see page 11 for more details.

Friday, December 4 at 9:00 a.m. through Friday, December 11 at 5:00 p.m. ~ **ROOM TRADING PERIOD**
- Room Trade Forms will be available for download online.

Saturday, December 19 at NOON ~ **RESIDENCE HALLS CLOSE FOR WINTER BREAK**
Students leaving their semester I housing MUST complete their move before the residence halls close for winter break. Students are responsible for working with each other (moving out and moving in) to make this possible. All students must be out of the residence halls by noon, Saturday, December 19.

**POLICIES**

**THE HONOR CODE**
All actions involving housing and the Room Draw process fall under the Honor Code.

**ELIGIBILITY TO PARTICIPATE IN MID-YEAR ROOM DRAW**
To be eligible to participate in Mid-Year Room Draw a student must

- be an upper-class student
- be formally enrolled at the College and have an “active” status. In order to apply for campus housing, a student must be formally enrolled at the College. Students who have been on Dean's or College Leave must be formally re-admitted in order to be considered eligible to apply for Campus Housing. If not sure, please check with your Dean to make sure all is in place.
- have met all financial and library obligations by the stated deadline. For questions concerning Student Accounts, contact Barbara Wilson (Students Account Coordinator, Business Office) at 610-896-1251 or bwilson@haverford.edu and for those concerning library materials, contact Dawn Heckert (Magill Library) at 610-896-1163 or dheckert@haverford.edu
- **name a proxy** by the stated deadline, to act on their behalf, if unable to be present at all of the necessary Mid-Year Room Draw procedures and events themselves or to sign the necessary forms, due to being on a Study Abroad, Study Away, on a Leave; having a sports or concert commitment; or other reason. The **proxy must then confirm** their acceptance.
CLASS YEAR for Mid-Year Room Draw purposes
Class year for Mid-Year Room Draw is based on the information provided by the Registrar’s Office at the time of Room Draw and the Athletics Department (Juniors and seniors who have not completed their physical education requirement by Mid-Year Room Draw will be assigned a sophomore priority category of #3. See PRIORITY & LOTTERY NUMBERS section.) Questions about the PE Requirement? Please contact Susan McCabe at 610-896-1117 or smccabe1@haverford.edu

HOUSING ACCOMMODATIONS
Students who believe they will need housing accommodations, including for air conditioning or no carpeting, are asked to contact the Office of Access and Disability Services. The Office of Access and Disabilities Services (ADS), in order to provide more effective and consistent services to students, is now taking a more active role in coordinating all housing accommodations. This will allow the College to better meet students’ needs for residential modifications through more streamlined collaboration between offices. Please visit the Access and Disability Services website for information about and how to apply for a housing accommodation.

SMOKE-FREE HOUSING (NO SMOKING of any kind is permitted), The Smoking Policy
Designated smoke-free housing on campus for 2015-2016 is in:
- Cadbury House
- Comfort, Jones and Kim (including interior courtyard).
- HCA #30, 31, and 35
- All first-year residence halls: Barclay, Gummere, Tritton (including interior courtyard), HCA # 22, 26, 34, 38, 42.

MEAL PLAN OPTIONAL HOUSING
Ira de A. Reid House and the apartments at HCA are meal plan optional housing. All other housing requires the student to be on the full meal plan. Information the meal plan can be found here.

PROCEDURES - (What to do and when) BEFORE THE DRAW

INFORMATION FOR STUDENTS SEEKING CAMPUS HOUSING FOR SEMESTER II
Students RETURNING from International Study Abroad, Study Away, or a Leave and those currently living off campus

- Returning students must fill out the Mid-Year Room Draw ~ Returning Student and Name a Proxy Form to let the Office of Residential Life know they are returning and are seeking campus housing for the spring semester. Students are asked to do so, as soon as possible, but no later than by the deadline stated in the Mid-Year Room Draw Calendar. Students who currently have campus housing should not fill out this form.

- Returning students who wish to participate in Mid-Year Room Draw but are unable to be present to participate in all of the necessary Mid-Year Room Draw procedures and events, themselves, or to sign the necessary forms MUST on this form appoint a PROXY to act on their behalf.

- Returning students who anticipate being pulled-in to a vacant space should read the section on “Filling Vacancies before the Draw” and fill out the appropriate section on this form confirming that they will be pulled-in and into what housing they will be pulled-in to.

- Reminder: When you name a Proxy you must have your Proxy confirm by asking them to fill out the online Mid-Year Room Draw: Proxy Confirmation Form.

REMINDERS:
PROXY INFORMATION
Students who wish to participate in Mid-Year Room Draw but are unable to be present at all of the necessary Mid-Year Room Draw procedures and events, themselves or to sign the necessary forms, must appoint a proxy by the deadline to act on their behalf.

- Returning and Name a Proxy Form

Students who have accepted being a proxy for another student(s) must confirm that they will be a proxy by the deadline.

- CONFIRMING that you are ACTING AS A PROXY

**Students who currently have campus housing who are SEEKING TO CHANGE or explore the possibility of changing their campus housing for Semester II**

- Students seeking to change their housing do not need to formally notify the Office of Residential Life that they are seeking to change their housing until they take new housing.

- Students with Semester I housing may, before the Draw, try to obtain different housing in Semester II by reconfiguring/switching spaces within their group housing, by trading their housing, or by being pulled-in to another open space by residents of that housing. Once new housing is obtained, students are asked to fill out the Mid-Year Room Draw: Leaving Form to let the Office of Residential Life know they are leaving/giving up their Semester I housing.

- Students with Semester I housing may choose to explore the option of changing room in Semester II by entering The Draw. Students MUST sign up to enter the Draw but signing up does not obligate the student to take a new room. Students are not required to give up their housing to enter the Draw nor are they required to choose new housing when their lottery number is called. When it is their turn, a student may pass (retaining their Semester I housing, if they do not wish to take any of the housing offered at the time their lottery number is called) or they may choose to take new housing and by doing so gives up their Semester I housing and this space will then be placed into the Draw. Students who do choose to take housing during the Draw are obligated to move.

**IMPORTANT NOTE:** Students who are changing rooms MUST complete their move before the dorms close for winter break Saturday, December 19 at noon. Further information on leaving Semester I housing will be forthcoming.

**INFORMATION FOR STUDENTS LEAVING (giving up) THEIR SEMESTER I HOUSING**

The success of the Mid-Year Room Draw process depends upon the number of rooms that can be offered to all those who either need a Semester II room or hope to be able to change rooms for Semester II. This is important so that we will know how many and what rooms are available for Semester II housing for pull-ins and to determine what rooms can be offered in the Draw. For this reason, it is very important that you confirm your plans to all concerned as soon as you decide you are leaving/giving up your Semester I housing.

**WHO YOU NEED TO TELL YOU ARE LEAVING:**

- The Office of Residential Life. Students who know they will be leaving their Semester I campus housing are asked to fill the online Mid-Year Room Draw – Leaving Form as soon as possible and no later than by the stated deadline. If you are not sure of your plans, please be in touch with Marianne (Smitty) Smith, Director of Residential Life.

- Your roommates, suitemates, apartment-mates. They need to know, asap, so that they may have the opportunity to arrange to pull-in another student to fill the open spot BEFORE the Mid-Year Room Draw.

- If you are going on Study Abroad, please confirm with the Study Abroad Office.

- Your Dean, if you are taking a College or Deans Leave or are transferring from the College. You must notify your Dean, in writing, by December 1. Your Dean must know for many reasons, including the fact that if you are leaving school, they must issue the formal outgoing notice. If you are unable to meet the December 1 deadline, please keep in close touch with your Dean about your plans and notify Marianne (Smitty) Smith, Director of Residential Life, of this and then let her know as soon as your plans are set.
IMPORTANT NOTES:

- Students who are leaving (giving up) their Semester I housing may not trade or give away their housing to another student.

- If the space you are leaving is a part of group housing, double-ups, or double rooms, the students remaining in this housing may fill that vacancy by pulling-in another student(s). Please see the section called “GOT SPACE” for more details.

- If your room is a “true single” (defined as “one room furnished for one person that was offered in the “Singles” Draw (Round V) in Spring Room Draw”) then this space will be entered into the Mid-Year Draw in the “Singles” Draw.

- Spaces remaining open at the time of Mid-Year Room Draw will be entered into the Draw.

- Students who are leaving their Semester I housing MUST complete their move before the dorms close for winter break Saturday, December 19 at noon. Further information on leaving Semester I housing will be forthcoming.

- Should your plans change after you have given up your housing, please contact Marianne (Smitty) Smith, Director of Residential Life, immediately. It is unlikely that you will be able to return to your original housing, but every effort will be made to work out a new housing assignment.

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GOT SPACE you need to fill?
CURRENTLY HAVE OR WILL HAVE A VACANCY IN YOUR HOUSING?

Information for remaining students who have or will have an open space(s) in their group housing, floorplan, apartment, double-up, or double. If there is an existing vacancy or if someone in your group housing is moving out of their campus housing, for any reason, the remaining students may be able to pull-in someone to fill any opening(s) and/or students may be able to reconfigure/switch spaces.

FILLING VACANCIES BEFORE THE DRAW

- GENERAL INFORMATION
  If the vacancy is in housing that is anything other than a “true” single, the remaining student(s) have the first opportunity to fill the vacancy by pulling someone in by the stated deadline. Spaces remaining after the deadline are placed into the Draw. Spaces that open up after the Draw and are not filled by the remaining residents via pulling someone in, continue to be considered part of the housing pool and are made available to eligible students throughout the academic year.

- FILLING SPACES THAT ARE CURRENTLY OR WILL BECOME VACANT IN FLOOR GROUP HOUSING (multiple suites or apartments)

  If a vacancy arises in a floor group at HCA:
  - the remaining students have the option to pull-in a student(s) to fill the space(s)
  - if the remaining students cannot fill all of the vacancies in the floor group or apartment, they must reconfigure their living arrangements (i.e., condense down) in order to release a room, an entire apartment or several apartments.

  If a vacancy exists or arises in a floor group in the North Dorms:
  - the remaining students have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  - if the remaining students cannot fill all of the vacancies in the floor group, the remaining students must reconfigure their living arrangements (i.e., condense down) in order to release an entire suite or group of suites.
• **FILLING SPACES THAT ARE CURRENTLY OR WILL BECOME VACANT IN AN APARTMENT**

If a vacant space(s) currently exists in or is expected to open up in a 3-person apartment, that is not part of a floor group, the remaining resident(s)

- have the first opportunity to fill the vacancy by pulling someone in by the stated deadline
- If they are not able to fill the vacancy by the stated deadline the remaining residents, willingly agree to reconfigure their living arrangement in order to leave the single room open to be offered in the Draw or for a newly placed student during the year.
- may choose to change their housing and move out of the apartment and into other available campus housing by getting pulled-in elsewhere or going through the Mid-Year Room Draw
- may stay and willingly agree to accept the placement of a student(s) into this housing either via the Draw or of another student(s) throughout the academic year, if needed.

If a space(s) currently exists in or is expected to open up in a 2-person apartment, that is not part of a floor group, the remaining resident

- has the first opportunity to fill the vacancy by pulling someone in by the stated deadline
- may choose to change their housing and move out of the apartment and into other available campus housing by getting pulled-in elsewhere or going through the Mid-Year Room Draw
- may stay and willingly agree to accept the placement of a student into this housing either via the Draw or of another student(s) throughout the academic year, if needed.

**HOW TO PULL-IN SOMEONE TO FILL A VACANCY OR VACANCIES**

- **WHO can be pulled-in**
  Any enrolled and eligible upper-class student, whether living off campus, on campus, or returning to the College may be pulled-in by the remaining students to fill an open space or spaces in their group housing.

- **WHEN can you pull-in someone?**
  The remaining students may pull-in someone to fill a currently vacant space or a space that will be opening up once that space has been officially vacated. A space is officially vacated when the student currently occupying the space has formally confirmed that they are leaving to Study Abroad, Study Away, or confirmed with their Dean that they will be going on leave or has formally notified the Office of Residential Life that they are leaving/giving up their campus housing.

  Students cannot be pulled into spaces before those spaces have been officially vacated. For example, if one of your roommates/suitemates is thinking of going abroad but has not confirmed this, you must wait until they do confirm to pull-in a student to fill the vacancy. You cannot pull someone in if one of your roommates/suitemates is entering the Draw because your roommate's housing will not available until they choose another room. If they choose new housing in the Draw, their old housing is then automatically placed into the pool of available rooms for those participating in the Draw.

- **HOW to pull-in someone – Who needs to do what.** To pull someone in, the following things MUST to be done:
  The students remaining in that housing need to fill out the hardcopy Pull-in Form (pdf) completely, including signatures of all students and the complete room address, including room letters, where applicable, and submit it to the Office of Residential Life (Chase Hall, 2nd floor) by the stated deadline. REMINDER: Students may only sign their own names and must name a proxy to act on their behalf if unable to. The Pull-In Form (pdf) is a hardcopy form that can be downloaded or picked up at the Office of Residential Life. **Why is this a MUST?** If you do not fill out the form and hand it in by the deadline the Office of Residential Life won’t know that you are pulling someone in and the vacant space(s) will be offered in the Draw. When in doubt, the default is to place any space known to be vacant (the space is currently vacant or a student is confirmed to be leaving) in the Draw. In this case, if a student chooses that space in the Draw they DO NOT have to give it up, even if one of the remaining residents had planned to occupy the room.

  Students being "pulled-in" who are on campus must sign the form and those unable to sign the form because they are not on campus must confirm their acceptance to be "pulled-in" by filling out the appropriate section on the online Mid-Year Room Draw: Returning and Name a Proxy Form or having their Proxy sign the form for them.

  A “pull-in” is not complete, and cannot be finalized, until everyone involved has confirmed their acceptance to pull- or be pulled-in. When in doubt or if a pull -in is not finalized the default is to place any space known to be open (a student is confirmed to be leaving) in the Draw. Questions? Contact the Office of Residential Life.
RECONFIGURING/SWITCHING SPACES in your housing group
Student may reconfigure/switch spaces within their group housing if all remaining students are in agreement and if the following rules are adhered to. If the space vacated is a single, those remaining may reconfigure spaces within the house or floor group, but the open space must remain a single. If the vacancy occurs in a double, those remaining should reconfigure/switch spaces within the house or floor group, to leave open a single room as the open space.

To reconfigure and make a switch, the students need to fill out the Reconfigure/Switching Spaces Form (pdf), by the stated deadline. This form is a hardcopy form that can be downloaded or picked up at the Office of Residential Life. Please make sure to fill it out completely and return it to the Office of Residential Life (Chase Hall, 2nd floor) by the deadline. REMINDER: Signatures of all students and complete room address, including room letters, where applicable, are required. Students may only sign their own names and must name a proxy to act on their behalf if unable to. PLEASE NOTE: Anyone who chooses to reconfigure/switch spaces is not permitted to move back to their old room after the Draw, even if it is still available.

SPECIAL INTEREST HOUSING (Cadbury, Ira de A. Reid, La Casa Hispanica)
Space(s) that open up in Special Interest Housing for Semester II are filled by individual applications and can be downloaded (Cadbury House, La Casa Hispanica). Students interested in Ira De A. Reid House are asked to please contact Theresa Tensuan (Dean of Multicultural Affairs/Director of the Office of Multicultural Affairs) at 610-896-1268 or ttensuan@haverford.edu.

COMMUNITY HOUSING
Vacancy(s) that open up in Community Housing for Semester II are to be filled by the Community House. New Community House residents are asked to write up a paragraph for the Residential Life Committee stating why they wish to live in this Community House and agreeing to the conditions of the House.

PROCEDURES - (What to do and when) PARTICIPATING IN THE DRAW – How it works and what to expect

SIGN-UP TO ENTER THE DRAW ~ Tuesday, December 1, from 9:00 am to 5:00 pm in Chase Hall, suite 213
To participate in the Mid-Year Room Draw for rooms you or your Proxy MUST
• SIGN UP ON TUESDAY, DECEMBER 2, FROM 9:00 AM TO 5:00 PM IN CHASE HALL, 2ND FLOOR, at the Receptionist’s Desk just outside of the Office of Residential Life. To sign up students fill out Mid-Year Room Draw Application forms that will be available at the Receptionist’s Desk.
• Fill out separate forms for each category of housing that they are eligible for (proper number of applicants) wish to try for. Make sure that you (or your Proxy) sign up for every housing category in which you are even remotely interested in and are eligible for order to enhance your chances of getting a room you want. (Assuming the option becomes available.) You will not be able to participate in the Draw for any category for which you have not signed up.
• Know your or the student you are proxying for class year for Room Draw purposes. Class year for Mid-Year Room Draw is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw and the Athletics Department (Juniors and Seniors who have not completed their physical education requirement by Mid-Year Room Draw will be assigned a sophomore priority category of #3. Questions about the PE Requirement? Please contact Susan McCabe at 610-896-1117 or smccabe1@haverford.edu.)
• Have the names and signatures of the PROPER NUMBER of applicants to be eligible (e.g., three for a three-person apartment). If a group application, fill out each application completely with the names of all applicants on the front of the application and the signatures of all applicants (or their Proxy) on the back.

IMPORTANT REMINDERS:
• Students are not obligated to taking a space in a particular housing category just because they signed up for that housing category; students may always pass when their lottery number is called in that housing category if they know they will be able to obtain housing they prefer later in the Draw.

• Students without Semester I housing who are seeking Semester II campus housing must choose their housing during the Draw (i.e., they cannot pass and leave the Draw without housing).

• Students with Semester I housing are not obligated to give up their housing to enter the Draw nor are they obligated to choose new housing when their lottery number is called. When it is their turn, a student may pass (retaining their Semester I housing, if they do not wish to take any of the housing offered at the time their lottery number is called) or they may choose to take new housing and by doing so gives up their Semester I housing and this space will then be placed into the Draw. Students who do choose to take housing during the Draw are obligated to move.

GROUP HOUSING OPTIONS
• Students applying for group housing of any sort (e.g., hall groups, floor groups, suites, doubles, 2-person apartments, or 3-person apartments) must fill out the application form as a group, have the correct number of students for that group housing option, and fill out additional group forms for each housing option/category they are seeking.

• At this time, we do not know what group housing - how many hall groups, floor groups, suites, doubles, 2-person apartments, or 3-person apartments - will become available. If group options open up by the Draw, we will draw for them first. If they do not, we will discard all cards in these categories and start the Draw with the single spaces.

• What happens if there are fewer applicants for the housing category of three-person apartments than the number of three-person apartments available? The apartments will be offered to the applicants for two-person apartments according to their lottery numbers. (The third, open, bed may be filled by the students who took the apartment or will remain available for any eligible student to choose or for the Office of Residential Life to fill during the year if needed.) If this fails to fill any remaining three-person apartments, the spaces within them will be offered as singles.

• What happens if there are fewer applicants for the category of two-person apartments than the number of two-person apartments available? Similarly, if they are not filled under the category of two-person apartments, the apartments will be offered to the applicants for singles, according to lottery numbers. The open bed may be filled by the student who took the apartment or will remain available for any eligible student to choose or for the Office of Residential Life to fill during the year if needed.)

• What happens if there are fewer applicants for the category of suites or floor groups? In these cases, if no groups of the proper size apply, the spaces in suites and hall groups will also be offered as singles.

On Wednesday, December 2, SPECIFIC INSTRUCTIONS ABOUT HOW TO PARTICIPATE IN THE ONLINE DRAW will be emailed to all students and their proxies who signed up for the Draw.
PRIORITY & LOTTERY NUMBERS ~ What are they and how and when they are assigned and posted.

The order in which students pick their Semester II housing in the Mid-Year Room Draw is different than for the Spring Room Draw. Priority is determined, first, by the category of student seeking campus housing, and, second, within each category by a student’s priority number (based on class year) and when more than one student or group of students has the same priority number, lottery numbers are assigned.

CATEGORY OF STUDENT SEEKING CAMPUS HOUSING

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st (highest category)</td>
<td>Students currently living in suites or apartments who, due to a prior Special Agreement (filed with the Office of Residential Life after Spring Room Draw) or due to a change in the status of a mixed gender apartment, are required to move out of their Semester I housing.</td>
</tr>
<tr>
<td>2nd</td>
<td>Students returning from International Study Abroad, Study Away, Exchange, Dean’s Leave, College Leave or juniors with housing who wish to apply with friends who are returning and meet certain conditions (these students must talk with and get permission from the Director of Residential Life to be in this category).</td>
</tr>
<tr>
<td>3rd</td>
<td>Students with campus housing who were housed from the Deferred Housing Assignment List.</td>
</tr>
<tr>
<td>4th</td>
<td>Students who are living off-campus and are wishing to return to campus housing.</td>
</tr>
<tr>
<td>5th</td>
<td>Students with campus housing not housed from the Deferred Housing Assignment List.</td>
</tr>
<tr>
<td>6th</td>
<td>Fifth year students</td>
</tr>
</tbody>
</table>

PRIORITY NUMBERS
Students within each of the above categories will, then, be assigned a PRIORITY NUMBER, based on their class year. For the purposes of Mid-Year Room Draw, class year is based on the information provided by the Registrar’s Office at the time of Room Draw and the Athletics Department. Juniors and Seniors who have not completed their physical education requirement by Mid-Year Room Draw will be assigned a sophomore priority category of #3. Questions about the PE Requirement? Please contact Susan McCabe at 610-896-1117 or smccabe@haverford.edu.

<table>
<thead>
<tr>
<th>PRIORITY NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior = 1</td>
</tr>
<tr>
<td>Junior = 2</td>
</tr>
<tr>
<td>Sophomore = 3</td>
</tr>
</tbody>
</table>

Group Priority Number: Students applying as part of a group will have a group priority number assigned that is equal to the average of the individual priority numbers of the group.

LOTTERY NUMBERS
When there is more than one student in a category with the same priority number, a computer generated randomizer will assign each student a LOTTERY NUMBER that will determine the order in which they will pick their housing.

POSTING OF LOTTERY NUMBERS
Priority and lottery numbers will be assigned on the Wednesday before the Draw by the Residential Life Committee and Office of Residential Life. Lottery numbers will then be posted by 7:00pm, at the latest, that night outside of Chase 213 (Chase Hall, 2nd Floor) and online accessed via a link that will be shared with all students and their proxies who signed up for the Draw.
"THE DRAW" ~ How the ONLINE picking of housing will work

Thursday, December 3, at 9:30pm, PROMPT.

MID-YEAR ROOM DRAW WILL BE CONDUCTED

The Res Life Committee will be conducting the online Draw using a shared Google Document and Google Chat, and will be convening for the Draw in the Office of Residential Life, Chase 213. Anyone who wishes to be on hand to watch or participate is welcome to join us. Specific instructions will be emailed out on Wednesday, December 2. A list of the housing spaces available at the start of the Draw will be posted by 7:00pm the day before the Draw. To help participants select their new housing this list, residence hall floor plans and a listing by residence halls of where students are living Semester II (only those who have given permission to release this information) will be made available on the day of the Draw in Chase 213 (Chase Hall, 2nd floor) and ONLINE at the Draw.

PROCEDURE
The Draw will begin with the offering of available housing group options from largest to smallest. Please Note: There is no guarantee that any or all of the housing options listed below will be available and offered. All options depend on where spaces open up as a result of students studying away, taking leave, or changing rooms.

The ORDER OF HOUSING OPTIONS OFFERED IN THE DRAW is as follows:
• five-person options
• four-person options
• three-person options
• two-person options
• doubles, singles

The ORDER OF CHOOSING HOUSING
Students choose their housing in order of their lottery number for each housing option.

HOW IT WORKS
At the beginning of the Draw:
• For each housing option offered, students will choose their housing in the order of their lottery number for that option. The Draw for that option will continue either until all the housing available in that option has been taken or every lottery number for that option is called. The Draw will follow the same procedure for each housing option. Once the offering of the group options is finished the Draw for the singles option will begin.

• If there are fewer applicants for the option of three-person apartments than the number of three-person apartments available, the extra apartments will be offered to the next lottery list of applicants - those who signed up for the two-person apartments draw. (REMINDER: The third, open, bed remains available for any eligible student.) If this fails to fill any remaining three-person apartments, the spaces within them will be offered as singles. Similarly, the spaces in two-person apartments will be offered as singles if they are not filled under the category of two-person apartments. The spaces in suites and hall groups will also be offered as singles if no groups of the proper size apply.

IMPORTANT TO NOTE: The FORMAT of the Draw WILL CHANGE ONCE the Draw reaches the first student who has Semester I campus housing.
• If such a student with Semester I housing selects new housing that student automatically gives up their Semester I housing and this housing is then added to the available housing pool and is made available to students to select.
• At this point, the Residential Life Committee Co-Chairs, who run the Draw, will go back to the beginning of the lottery list for that housing category. In order of lottery number, the Chairs will ask if any student who has already selected housing would like to trade for the housing that just has become available.

• If a student selects new housing, their previously selected housing will be returned to the housing pool. The next student on the lottery list for that housing category has the option of selecting the newly available housing. The Residential Life Committee Co-Chairs will continue down the priority/lottery list to see if any student would like to reconfigure/switch their previously taken housing for the newly available housing. This process will continue until either there are no more housing options available or everyone has finalized their housing. Once a student has chosen housing, the student will not be eligible to choose from subsequent housing option categories offered in the Draw.

PASS RULE
Students may pass on a particular housing option without penalty during the Mid-Year Draw in order to take housing in a subsequent housing option offering. However, students who do not have campus housing and are seeking Semester II campus housing must take housing at some point during the Draw.

PROCEDURES - (What to do and when) AFTER THE DRAW
TRADING ROOMS

During the Room Trade period, Friday, December 4 @ 9:00am - Friday, December 11 @ 5:00pm, like groups may trade (i.e., a three-person apt. for a three-person apt., or a five-person hall group for a five-person hall group). Individuals may trade any housing provided they are from the same class. The Room Trade Form (pdf) is a hardcopy form and may be downloaded or picked up at the Office of Residential Life. All trades must be approved by the Director of Residential Life.

Please make sure to fill out the form completely and return it to the Office of Residential Life by the deadline.

• REMINDERS:
  o Signatures of all students and complete room address, including room letters, where applicable, are required. Students may only sign their own names and must name a proxy to act on their behalf if unable to.
  o Students who know that they are leaving their Semester I campus housing may not participate in room trades or the Draw itself.
  o Students may not arrange a trade with a student who does not plan to live in campus housing in Semester II.
  o Students may only arrange a trade with a Bryn Mawr student if both Directors of Residence Life approve.

MORATORIUM ON TRADING ROOMS ~ Once the Draw is completed and the Trading Period has ended, there will be no more room until Semester II. If you feel you need to change your room after you return to school in Semester II, please contact the Office of Residential Life at 610.896.1298 or hc-reslife@haverford.edu

VACANCIES THAT ARISE AFTER THE DRAW

• RECONFIGURING/SWITCHING SPACES WITHIN GROUPS after the Draw
  o If a vacancy occurs in your suite, hall group, floor group, or house and you want to reconfigure/switch spaces within your group room, and your entire group approves, please notify the Office of Residential Life, via email, no later than 5pm, Monday, January 4, 2016. PLEASE NOTE: Anyone who chooses to reconfigure/switch spaces may not move back to their old room after the Draw, even if it is still available.
Please have all in the group notify the Office of Residential Life by emailing hc-reslife@haverford.edu and title this email "RECONFIGURING/SWITCHING" in the subject line and include the following information:

- Your name, class year, student ID#
- The Semester I housing (dorm, room #, and letter if applicable) you are leaving
- The Semester II housing (dorm, room #, and letter if applicable) you are reconfiguring/switching to

**PULL-INS after the Draw**

- If a vacancy occurs in a suite, hall group, apartment, double, floor group, or house after the Draw the remaining students may be able to pull in a student to fill it. (This excludes Special Interest Housing where spaces will be filled only after consultation with the appropriate dean or faculty resident.)
- Please have all in the group notify the Office of Residential Life by emailing hc-reslife@haverford.edu and title this email "PULL-IN" in the subject line and include the following information:
  - The name, class year, student ID# of the person you wish to pull-in
  - The Semester II housing (dorm, room #, and letter if applicable) you are pulling this person into
  - Your name and your housing
- If you do not have someone in mind to fill the vacancy, please feel free to check with the Office of Residential Life to see if they know of students who are looking for housing and who might want to fill this opening.

*REMINDER: Any open spaces that remain after Mid-Year Room Draw, will continue to be considered part of the housing pool and available to the Office of Residential Life to use to house eligible students throughout the academic year, if needed.*

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**MID-YEAR ROOM DRAW FORMS & APPLICATIONS**

**Online Forms**
- Returning & Naming Proxy Form
- Leaving Form
- Proxy confirmation Form

**Forms (pdf)**
- Pull-In Form
- Reconfiguring/ Switching Housing Form
- Housing Trade Form

**Special Applications (pdf)**
- Cadbury House
- La Casa Hispanica
- Ira de A. Reid House

Please contact Theresa Tensuan Dean of Multicultural Affairs

APPLICATION FORMS TO ENTER THE MID-YEAR ROOM DRAW ARE ONLY IN HARDCOPY and will be available on Tuesday, December 2, from 9:00 am to 5:00 pm in CHASE HALL, 2ND FLOOR, at the Receptionist’s Desk just outside of the Office of Residential Life.
GOOD LUCK THROUGH OUT THE ROOM DRAW PROCESS!

We're here to help so do not hesitate to CONTACT us!
When in doubt check it out!

Resources and Contact Information

- Residential Life Committee can be reached at hc-reslifecommittee@gmail.com
  - Please Note: emails to this address are read by members of the Residential Life Committee.
- Office of Residential Life, Chase Hall Suite 213
  - Nathan (Nate) Diehl, Coordinator of Residential Life, can be reached at 610-896-1298 or ndiehl@haverford.edu
  - Marianne (Smitty) Smith, Director of Residential Life, can be reached at 610-896-1298 or msmith@haverford.edu. Questions of a confidential nature should be sent to Smitty.
  - hc-reslife@haverford.edu or 610-896-1298 reaches both Nate and Smitty
- Athletics Office, Susan McCabe at 610-896-1117 or smccabe1@haverford.edu
- Access and Disability Services, Sherrie Borowsky at 610-896-1324 or sborowsky@haverford.edu