Mid-Year Room Draw Guidelines
2018-2019

Office of Residential Life
Stokes Hall 022
Telephone: 610-896-1298
# Table of Contents

Welcome 2  
Overview of Mid-Year Room Draw 3  
Mid-Year Room Draw Calendar 4  
Policies 5  
  - Eligibility to Participate in Mid-Year Room Draw 5  
  - PE Requirement and Class Year 5  
  - Housing Accommodations 5  
  - Smoking Designations 6  
  - Meal Plan 6  
Procedures – Before the Draw 7  
  - Students returning from Study Abroad, Study Away, a Leave or Off-Campus 7  
  - Students leaving their Semester I housing 7  
  - Filling vacancies before Mid-Year Room Draw 7  
  - Filling vacancies by pull-in 8  
  - Special Interest Housing – Cadbury, La Casa, Ira Reid, QHouse 8  
  - Community Housing 8  
Procedures – During the Draw 9  
  - Sign up 9  
  - Priority and Lottery Numbers 9  
  - Posting of Instructions, Available Housing, and Lottery Numbers 9  
  - Mid-Year Rom Draw – How it Works 9  
Procedures – After the Draw 10  
  - Trading Rooms 10  
  - Vacancies after Mid-Year Room Draw 10
Welcome

Mid-Year Room Draw is the process through which upper-class students obtain housing for the spring semester. First-year students are not eligible to enter Mid-Year Room Draw as they are expected to remain in their housing assignments and Customs groups for the entire academic year. In the past, we have been able to house all returning students who requested campus housing. With that said, housing is not guaranteed to any returning student.

The Office of Residential Life and the Residential Life Committee work closely together to establish guidelines for the Draw. They are responsible for coordinating and running 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 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 and in keeping with the letter and spirit of the rules and 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 the Haverford community. All decisions made are final and binding.

If you have any questions, please contact us. Email the Residential Life Committee at hc.reslifecommittee@gmail.com and/or email the Office of Residential Life at hc-reslife@haverford.edu.

Good luck!

Elena Marcovici & Katie Chung
Residential Life Committee Co-Chairs

Nate Diehl
Assistant Dean of the College
Director of Residential Life
Overview
Students returning from Study Abroad, Study Away, a Leave, or students currently living off campus must participate in the Mid-Year Room Draw process to obtain campus housing in Semester II.

Students obtain their Semester II campus housing in one of three ways:
1. They may get pulled in to a vacant space by the students remaining in the group housing, floor plans, or doubles that has the vacancy.
2. They may enter Mid-Year Room Draw for housing and pick their housing during the Draw.
3. They may apply to live in Special Interest Housing if spaces are or are projected to become available.

Students returning from study abroad, study away, a leave, or currently living off campus and seeking to enter the Mid-Year Room Draw must fill out and submit the online Mid-Year Room Draw – Returning application.

Students who know they are leaving and will be giving up their Semester II housing must fill out the online Mid-Year Room Draw – Leaving application.

Students who currently have or will have a vacancy/vacancies in their group housing (floor group, house, hall group, suite, apartment, double) have the first opportunity to pull-in someone to fill the vacant space(s). To pull-in a student(s) the remaining students in that housing must fill out the hardcopy Pull-In Form by the deadline. Students being pulled in must confirm.
Calendar

Monday, November 5:
Mid-Year Room Draw Guidelines, information, applications and forms available online. Special Interest Housing (Cadbury, La Casa, 773 College Ave, Ira de A. Reid) applications are made available. Spaces are not guaranteed. All financial and library obligations must be met to be eligible to participate in Mid-Year Room Draw.

Monday, November 12 at 5:00 pm:
Deadline to submit Special Interest Housing applications.

Monday, November 26 at 5:00 pm:
Deadline to fill out and submit applications to the Office of Residential Life.
- Leaving
- Returning
- Pull-In Form
- Special Interest Houses: Applicants will be notified of acceptances, if open spaces were available.

Wednesday, November 28 at 5:00pm:
Lottery numbers for Mid-Year Room Draw will be posted. Instructions about how to participate in the online Draw will be emailed to all students who signed up for Mid-Year Room Draw. The list of available housing will be posted at this time as well.

As a reminder, class year is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw. Juniors and Seniors who have not completed their PE requirement by Mid-Year Room Draw will be assigned sophomore status. Please contact Susan McCabe in the Athletic Department if you have questions about the PE requirement.

Thursday, November 29 at 9:00pm:
Mid-Year Room Draw will be conducted online.

Saturday, December 22 at 12:00pm:
Residence halls close for Winter Break. Students leaving their Semester I housing must complete their move-out before the residence halls close for Winter Break. Students are responsible for working with each other to make this possible. All students must be moved out by Saturday, December 22 at 12:00pm.
Policies
All actions involving housing and the Mid-Year Room Draw 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 with an “active” status. Students who have been on Dean’s or College Leave must be formally re-admitted to be considered eligible to apply for on-campus housing. If students have questions, they should consult their Dean.
- Meet all financial and library obligations by the stated deadline. For questions concerning Student Accounts, contact Barbara Wilson, Business Office. For questions regarding library materials, please contact Dawn Heckert, Magill Library.

PE Requirement and Class Year:
Class year is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw. Juniors and Seniors who have not completed their PE requirement by Mid-Year Room Draw will be assigned sophomore status. Please contact Susan McCabe in the Athletic Department if you have questions about the PE requirement.

Housing Accommodations:
Students who believe they will need housing accommodations, including air conditioning or no carpeting, are asked to contact the Office of Access and Disability Services and the Office of Residential Life. Please visit the Access and Disability Services website for information about and how to apply for a housing accommodation.
Smoking Designations:

<table>
<thead>
<tr>
<th>Smoke Free Housing</th>
<th>Undesignated Smoke – Free Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking is prohibited/never permitted under any circumstances. The dorm is and will remain smoke-free. No smoking will be tolerated. In spaces that are designated as smoking-free housing students and their guests assume the responsibility and are trusted to not smoke anything in this housing.</td>
<td>The default is that smoking is prohibited. Upon consensus with your respective floor, smoking may be permitted only in agreed upon circumstances but smoking is not a guaranteed privilege. A Memo of Agreement must be submitted to the Office of Residential Life each semester, detailing their agreement regarding smoking in general, regardless of smoking intent.</td>
</tr>
</tbody>
</table>

### No smoking of any kind is permitted in:
- Barclay
- Cadbury House
- Comfort
- Jones
- Gummere
- HCA #22, 26, 30, 34, 35, 38, 42, 804
- Kim (including interior courtyard)
- Tritton (including interior courtyard)
- 773 College Ave
- La Casa
- Yarnall

### No smoking of any kind is permitted unless upon consensus in:
- 710 College Ave.
- Drinker
- Leeds
- Lloyd
- Lunt
- HCA #10, 11, 14, 15, 18, 19, 23, 46, 50, 800, 808

**Violation:** Students are required to self-monitor. Inability to adhere to the designation will require a mandatory discussion with the Office of Residential Life regarding housing privileges. This discussion may result in resolution or loss of campus housing.

Meal Plan:
Meal plan optional housing includes 710 College Ave., 773 College Ave., Ira de A. Reid House, and HCA. All other housing requires the student to be on the full meal plan.
Procedures – Before the Draw

Students returning from Study Abroad/Study Away, a Leave, or off-campus:

- Students returning from Study Abroad/Study Away, a Leave, or off-campus can obtain housing in the following ways:
  - Returning students must fill out the online Mid-Year Room Draw - Returning application to let the Office of Residential Life know they are returning and are seeking on campus housing for Semester II. 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.
  - Returning students can be pulled into a vacant space. Hardcopy pull-in forms are accepted as soon as possible, but no later than the deadline stated in the Mid-Year Room Draw Calendar.
  - Returning students can apply to live in Special Interest Housing. Applications are accepted as soon as possible, but no later than the deadline stated in the Mid-Year Room Draw Calendar.
  - Returning students can elect to live off-campus by emailing the Office of Residential Life (hc-reslife@haverford.edu) by November 26 at 5:00pm.

Students leaving their Semester I housing:

- Students who know they will be leaving their Semester I housing are asked to fill out and submit the online Mid-Year Room Draw - Leaving application as soon as possible. If you are not sure of your plans, please be in touch with Nate Diehl, Director of Residential Life.
- Students should talk to their roommates, suitemates, and/or apartment-mates. They need to know ASAP so they have the opportunity to arrange to pull-in another student to fill the open space. Students must confirm their pull-in before the deadline.
- If students are leaving and going on Study Abroad, they should confirm their plans with the Study Abroad Office.
- If students are taking a College or Deans Leave or transferring from the College, they must notify their Dean.

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).
- 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.
- Spaces that remain open at the time of Mid-Year Room Draw will be entered into the Draw.
- If your plans change after you have given up your housing, please contact Nate Diehl, 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.

Filling vacancies before Mid-Year Room Draw:

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

- If a vacancy exists in a floor group in the North Dorms or cluster group in Kim:
  o The remaining students have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  o If the remaining students cannot fill all of the vacancies in the floor group, the remaining students must reconfigure their living arrangements (condense down) in order to release an entire suite/cluster or group of suites/clusters.

- If a vacancy exists in a 3-person apartment, that is not part of a floor group:
  o The remaining residents have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  o 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.

- If a vacancy exists in a 2-person apartment, that is not part of a floor group:
  o The remaining residents have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  o If they are not able to fill the vacancy by the stated deadline the remaining resident willingly agrees to accept the placement of a student into this housing either via the Draw or throughout the academic year (if needed).

Filling vacancies by pull-in:

- Any enrolled and eligible upper-class student, whether living off campus, with Semester I campus housing, or returning to the College may be pulled-in by the remaining students to fill an open space or spaces in their group housing.
- 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.
- The remaining students must fill out and submit a Pull-in Form (pdf) by the stated deadline. The Pull-In Form (pdf) is a hardcopy form that can be downloaded or picked up at the Office of Residential Life. If you do not submit the form, the vacant space(s) will be offered in the Draw. 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.
- A “pull-in” is not complete, and cannot be finalized, until everyone involved has confirmed their acceptance to pull or be pulled-in. The default is to place any space known to be open into the Draw.

Special Interest Housing - Cadbury, La Casa, Ira Reid, QHouse:
Space(s) that open up in Special Interest Housing for Semester II are filled by individual applications. Applications and information can be found on the Office of Residential Life website.

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 – During the Draw

Sign-up:
- By selecting that you intend to “Enter the Draw” on your Returning application, you are signing up to enter the Mid-Year Room Draw.
- Know your class year for Room Draw. 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 PE requirement by Mid-Year Room Draw will be assigned a sophomore priority category of #3). Questions about the PE Requirement should be directed to Susan McCabe, Athletics Department.

Important Notes:
- Students without Semester I housing, who are seeking Semester II campus housing MUST choose housing during the Draw. They cannot pass and leave the Draw without housing.

Priority and Lottery Numbers:
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.

Categories of Student Seeking Campus Housing:
1st - (highest category): Students returning from Study Abroad/Study Away or Leave.
2nd: Students who are living off-campus and wish to obtain campus housing.

Priority Numbers:
Students within each of the above categories will then be assigned a priority number based on their class year. Seniors receive a priority number of 1. Juniors receive a priority number of 2. Sophomores receive a priority number of 3.

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 Instructions, Available Housing, and Lottery Numbers:
Specific instructions about how to participate in the online draw will be emailed to students. Lottery numbers and specific rooms/housing available at the beginning of the Draw will be posted by 5:00pm on Wednesday, November 28.

Mid-Year Room Draw – How it Works:
- Mid-Year Room Draw will take place on Thursday, November 29, at 9:00pm.
- The Res. Life Committee will conduct the Draw online using Housing Director and your student housing portal (www.haverford.edu/housing).
- A list of the housing spaces available at the start of the Draw will be posted by 5:00pm the day before the Draw.
- Students choose their housing in order of their lottery number. For each housing option offered, students will choose their housing in the order of their lottery number for that option. The Draw will continue either until every lottery number is called.
Procedures – After the Draw

Changing Rooms:
Once Mid-Year Room Draw is completed there will be no more room changes 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.

Vacancies after Mid-Year Room Draw:
- If a vacancy occurs in your suite, hall group, floor group, or house and you want to reconfigure/switch spaces within your group, please notify the Office of Residential Life, via email, no later than 5:00pm, Monday, January 7, 2019.
- If a vacancy occurs in a suite, hall group, apartment, double, floor group, or house after the Draw the remaining students are able to pull in a student to fill it.
- 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.
- 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.