Spring Room Draw Guidelines
2019-2020

Office of Residential Life
Email: hc-reslife@haverford.edu
The Residential Life Committee
Email: hcreslifecommittee@gmail.com
Table of Contents

Getting Started  2
  Welcome to Spring Room Draw  2
  Room Draw Calendar  3
  Brief Overview of the Process  4
  Spring Room Draw Information  5
  Overview of Housing Options  6

Important Information & Requirements: Policies & Procedures  7
  Eligibility to Enter Draw  7
  Housing Accommodations  7
  Meal Plan Optional Housing  8
  Gender Neutral Housing  8
  Proxy Information: Naming a Proxy & Acting as a Proxy  8
  Designated Winter Break Housing  9
  Class Year for the purposes of Room Draw  9
  Priority & Lottery Numbers  10

Housing Offered in March (before the Rounds)  10
  Living at Bryn Mawr  10
  Special Interest Housing & Community Housing  11

The Rounds of Room Draw (April 9-13)  11
  Participating in the Rounds  11
  Sign Up, Lottery Numbers, and What Happens at the Draw  12
  Passing on Housing -- With and Without Penalty  12
  Housing Offered Each Day of The Rounds  13
  Group Housing – Floor group/Clustering Options  14
  Clustering - Cluster Groups in Lloyd, Leeds, North Dorms & Kim  14
  Clustering - Doubles and Singles  15

What Happens/What to Do After the Rounds  16
  Room Trading Week  16
  Deferred Housing Information  16
  Deferred Housing Priority Categories & Lottery Numbers  17
  Filling Vacancies  18

Appendices and Glossary  19
  Appendix A: Specific Information about Group Housing Options  19
  Appendix B: Meal Plan Exemptions for Reasons that Arise after Room Draw  21
  Appendix C: Emergency Housing Plan  21
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. 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. These Guidelines will provide you with all the information you need to know, please read them through carefully and thoroughly. Room Draw is a lottery based system based on class seniority. The few exceptions to this are noted.

The Spring Room Draw process begins in early March when the Room Draw Guidelines and Calendar come out. They are posted online on the Spring Room Draw homepage. The Room Draw Guidelines and 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.

The Guidelines are reviewed on a yearly basis and are subject to change, so it is important to read them each year.

If after reading the Guidelines, you have questions, please do not hesitate to email members of the Residential Life Committee. Emails to this address are read by students on the Residential Life Committee.

Correspondence of a confidential nature should be sent to Nate Diehl, Director of Residential Life.

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.

Good Luck!
~ The Residential Life Committee ~
Elena Marcovici '21 (Co-chair), Katie Chung '21 (Co-chair), and Nate Diehl (Director of Residential Life).

Please Note:
The Office of Residential Life provides the Room Draw Guidelines and supplies the applications and forms. The Residential Life Committee, comprised of Co-Chairs appointed by Students’ Council, and voluntary members, runs the actual Room Draw process and has 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 Guidelines 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.
2019 Spring Room Draw Calendar
All deadlines are firm and start times prompt.

FEBRUARY
February 8
• Deadline to submit the online Housing Accommodation Request Form (Office of Access and Disability Services)

MARCH
Early March
• Available online: 2019 Spring Room Draw Guidelines, Housing Applications: Cadbury House, La Casa Hispanica, QHouse, SoHo, Ira Reid and Community Housing
• Available: Returning Student and Name a Proxy Form

Friday, March 15, 5:00 pm
• Deadline to have met all financial and library obligations for Room Draw eligibility

Sunday, March 17, 11:59 pm
• Deadline to submit applications for Cadbury House, La Casa Hispanica, QHouse, SoHo, Ira Reid, and Community Housing

March 18-22
• Community Housing and Special Interest Housing Interviews will be held.

Monday, March 25, 5:00 pm
• Deadline to express interest in living at Bryn Mawr College by emailing the Office of Res. Life.
• Deadline to submit Returning Student and Name a Proxy Form
• Deadline for those with Housing Accommodations to meet with Director of Residential Life

Friday, March 29
• Applications for the Rounds of Spring Room Draw will be available online for download and printing

APRIL
Thursday, April 4 – ROOM DRAW ROUND I
• SIGN UP for Round I will be from 11:00am - 2:00pm in Stokes 022.
• LOTTERY #S POSTED online and in the Dining Center @ 6:00pm.
• THE DRAW will be held in Stokes Auditorium @ 10:30pm prompt!

Monday, April 8 – Thursday, April 11 - ROOM DRAW ROUNDS II - V
• SIGN UP for Rounds II-V will be from 11:00am - 2:00pm in Dining Center.
• LOTTERY #S POSTED online and in the Dining Center @ 6:00pm.
• THE DRAW will be held in Stokes Auditorium -- Rounds II-V @ 10:30pm prompt!

Friday, April 12
• Deferred Housing Applications will be available in the Office of Residential Life (Stokes 022).

Monday, April 15 - Friday, April 19
• Room Trade Forms will be available.

Friday, April 19, 5:00 pm
• Deadline to submit Room Trade Forms to the Office of Residential Life (Stokes 022).
• Deadline to submit Room Confirmation Forms to the Office of Residential Life (Stokes 022).
Monday, April 22, 5:00 pm
- Deadline to submit **Deferred Housing Applications** to the Office of Residential Life.

Tuesday, April 23, 5:00 pm
- Deferred Housing Assignment Lottery numbers posted online and outside of the Office of Residential Life.

Friday, April 26, 5:00 pm
- Deadline to notify the Office of Residential Life if you obtained housing in the Spring Room Draw process and want to give up this housing to live off campus in Fall ’19. Penalty to notify after the deadline is $200.00.

MAY
Friday, May 31, 5:00 pm
- Deadline to notify the Office of Residential Life of any pull-in.

**Brief Overview of the Process**
**Things to do and/or think about**

**In March**
- Check out the 2019 Spring Room Draw Guidelines! In early March, the Guidelines; applications for Cadbury, La Casa, QHouse, SoHo, Ira Reid and Community Housing; and “Naming a Proxy” forms will be available online.
- Start to think about all of the various housing options and how to apply for them.
- Check to make sure that all outstanding financial and library obligations to the College are met by the deadline of 5:00pm, Friday, March 15 so you will be eligible to participate in the Room Draw process.
- Students requesting any kind of **Housing Accommodations** for Fall 2019 due to a disability - including for air conditioning and no carpeting - must submit the Office of Access and Disability Services’ **Housing Accommodation Request Form** and current documentation of a disability or medical condition by the stated deadline.
- Students who have an approved housing accommodation, other than for AC, must meet with Nate Diehl (Director of Residential Life), before March 25, to talk about housing options and how best to obtain them.
- Submit application if interested in living in Community Housing or Special Interest Housing - Cadbury, La Casa, QHouse, SoHo, Ira Reid. Each of these has its own application procedures and selection processes. Students accepted to live in Community Housing or Special Interest Housing agree to live in this housing for the entire academic year, unless going on Study Abroad.
- Know your class year for the purposes of Spring Room Draw.
  - Not sure from the academic side? Check Bionic or with Registrar’s Office.
  - If a rising senior and not sure if you’ve completed your PE requirements please contact Susan McCabe at 610-896-1117 or smccabe1@haverford.edu in the Athletics Dept. (GIAC 2nd floor).

**Physical Education Requirement And Class Year In Room Draw:**
Students who have not completed their **College PE requirement** by the end of their sophomore year will retain their sophomore class status in subsequent Room Draws and on the Deferred Housing. Students retain sophomore (rising junior) status until the PE Requirement is completed. Once it is completed, they revert to their regular class status.

**In A Nutshell:** Any rising senior (Class of 2020) who has not completed their PE requirement will, for the purpose of 2018 Spring Room Draw, be classified as a rising junior (Class of 2021) in any and all aspects of the Room Draw process.

- Students who know for sure that they will be living off campus or will not be returning to Haverford in Fall 2019 are asked to let the Office of Residential Life know as soon as possible and should not participate in any part of the Room Draw process.
• Not able to be present for all things Room Draw? Name a Proxy! 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 or all 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 2019. The deadline to name a Proxy is 5:00pm, Monday, March 25.

• Get a head start on filling out and getting everyone’s signatures on the application forms for the Rounds. Applications forms for housing options offered in each of the five (5) Rounds of Room Draw will be available online for students to download and print on Friday, March 29.

In April

• **Room Draw Rounds – April 4 & April 8-11**
  Housing is offered during a series of five Rounds. Each of the five Rounds offers different categories and configurations of housing; students fill out and submit the appropriate application(s) on the day of the particular Round that housing option is offered. Housing options offered during each of the Rounds and the order these housing options will be offered in the Draw is listed elsewhere in this document.

  At least one person from each group must be present at the Draw. Housing options will be offered in the published order. Students will lose their turn if they are not present when their lottery number is called.

• **Deferred Housing**
  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 Deferred Housing Assignment Form and hand it in to the Residential Life Office by the deadline of Monday, April 22 to be guaranteed housing in the fall. The College is able to house all those requesting housing who have met the above requirements and deadlines. Deferred Housing Applications may be picked up from the Office of Residential Life (Stokes 022).

  Please notify the Office of Residential Life if you took housing in the Spring Room Draw process and want to give up this housing to live off campus in Fall ’19. Penalty to notify after the deadline is $200.00.
Overview of Housing Options & Timeline

Please Note: The housing options, exact number of each option, and their locations are subject to change between when the Guidelines are published 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.

### Housing Options Offered Before The Rounds (in March)

**Bi-College Residence Exchange: Living at Bryn Mawr College***
*Only offered if equal exchange. Email the Office of Residential Life if interested.

**Community Housing***
- in HCA: 11-person community house
- in Yarnall: 16-person community house

*Please note* these are possible Community House spaces. If these spaces are not used for Community Housing they will go into the appropriate Round in the Draw/Deferred Housing

* requires special application process

**Special Interest Houses***
- Ira de A. Reid House: 6 spaces in house
- La Casa Hispanica: 6 spaces in house
- Sophomore House (SoHo): 8 spaces in an apartment
- Cadbury House: 13 spaces in house
- QHouse: 15 spaces in house

*Please note* these are possible Special Interest House spaces. If these spaces are not used for Special Interest Housing they will go into the appropriate Round in the Draw/Deferred Housing

* requires special application process

### Housing Options Offered During The Rounds I-V

**House and Floor Groups**
- **710 College Ave.**
  - 13-person house group
- **Drinker - 2 floor groups**
  - 8-person floor group
  - 11-person floor group
- **HCA – floor groups (multiple)**
  - 11-person floor groups
  - 8-person floor groups
  - 6-person floor groups
  - 5-person floor groups
- **HCA - Apartments**
  - 3-person apartments
  - 2-person apartments

**Suites**
- **Kim**
  - 4-person hall groups
- **Leeds**
  - 5-person suites
- **Lloyd**
  - 6-person suites
- **Comfort, Jones, Lunt (North Dorms)**
  - 4-person suites

**2-person Suites**
- **Lloyd - 2-person suites**
- **Comfort - 2-person suite** with private bathroom (if available)
- **Jones - 2-person suite** with private bathroom (if available)

**Singles**
- Kim
- Comfort
- Jones
- Leeds

---

### Important Information & Requirements: Policies & Procedures

**Eligibility to Enter Room Draw**
- All financial and library obligations must be met by 5:00pm, Friday, March 15 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 will be put “on hold” and will not be permitted to enter any part of the Room Draw process until these financial and library obligations are met. For questions concerning Student Accounts, contact Barbara Wilson (610-896-1251 or bwilson@haverford.edu, Business Office) and for those concerning library materials, contact Dawn Heckert (610-896-1163 or dheckert@haverford.edu, Magill Library).
• Students who have applied to study abroad or domestic exchange, but have not yet received confirmation of their acceptance to the program, may participate in Room Draw. Students who obtained housing as part of 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 required to immediately let the Office of Residential Life know and give up the housing taken.

• Students who know they are not returning to Haverford in the Fall, have confirmed they will be studying abroad/domestic exchange, or who know they will be living off campus are not eligible to participate in any part of the room draw process. It is a breach of trust and a violation of the Honor Code to participate in and select campus housing when a student knows they will not be returning or will not be living in campus housing in the Fall.

• Fifth year students are are not eligible to participate in Room Draw but may request campus housing by completing and returning a Deferred Housing Application by the deadline (5:00 pm, April 22). Fifth year students are provided housing, if available, only after all other students on the Deferred Housing Assignment List have been housed.

**What To Do To Be Guaranteed Campus Housing In Fall 2019**

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 and tried their best to but were not able to obtain housing are guaranteed housing in the fall if they submit a Deferred Housing Application by 5:00pm, Monday, April 22.

**Housing Accommodations**

The Office of Access and Disability Services (ADS), in order to provide more effective and consistent services to students, is now taking a more active role in coordinating requests for all housing accommodations. This will allow the College to better meet students’ needs for residential modifications through more streamlined collaboration between offices.

• All students requiring ANY housing accommodations for Fall 2019 due to a disability – including for AC and no carpeting - must submit the ADS Housing Accommodation Request Form and current documentation of a disability or medical condition by February 8.

Please see Housing Accommodations on the ADS website for further information, the Housing Accommodation form, and documentation guidelines. Please submit forms, documentation, and any questions to the Office of Access and Disability Services. Documentation for asthma and severe allergies requiring AC or carpeting accommodations must be no more than one year old and be submitted to ADS each year.

**Important reminders:**

• Students who have an accommodation, other than for AC and/or carpet-free, must meet with Nate Diehl, Director of Residential Life, before March 25, to talk about housing options and how best to obtain them.

  **Air Conditioning:** All residence halls, except for Gummere, can accommodate an air conditioning need but in differing ways. It is up to students to familiarize themselves with this information, the choices available to them in the Draw, what best works for them, and choose accordingly. Please note: students living in Tritton and Kim are not able to individually regulate the air conditioning in their individual rooms.

  **No Carpet:** Housing in HCA, Kim, and Tritton Halls does not have carpeting.

**Meal Plan Mandatory and 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 Avenue, 773 College Avenue, Ira de A. Reid House or HCA, where they may choose to go off of the full meal plan.
• Students with medical reasons, religious, philosophical, or other grounds for being off the full 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 plan optional housing.

For more information about the Meal Plan please see the [Dining Services website](https://example.com/dining-services).

**Gender Neutral Housing Guidelines**

All upper class housing is considered gender neutral. Students choosing to live in mixed gender housing agree to follow the gender neutral guidelines for filling any openings that might arise. No exceptions to these rules will be granted.

In a 3-person apartment, if one student leaves and those remaining identify as different genders and they cannot find a replacement to fill the vacancy, and the College needs to house a student in this space and this student does not wish to live in mixed gender housing, then the apartment will need to revert to single-gender status and one of the two remaining residents must move to other housing. Proxies, although formally designated, may not agree to the gender neutral 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 have read and agree to the Gender Neutral Housing Guidelines and give permission for their Proxy to sign them up for this kind of housing.

**Proxy Information**

• **Naming A Proxy:** Students who are on a Study Abroad, Domestic 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 - Returning Student and Naming a Proxy Form](https://example.com/forms/spring-room-draw-naming-proxy) by Monday, March 25. 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 must have their Proxy fill out and submit a Deferred Housing Application by the deadline.

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](mailto:hc.reslifecommittee@gmail.com)) with the name and email of their proxy. Please note: The Office of Residential Life staff may not serve as proxies.

• **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 themself in the Room Draw process. As a proxy you agree to follow all of the required Room Draw procedures, including verifying that the student you are acting as proxy for is eligible to participate in Room Draw, their class year, their PE requirement status, and signing up and attending the necessary Rounds, on behalf of the 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 the student is not eligible to participate, 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 they may not have the opportunity to trade later on. Please read all of the Guidelines to find out about different ways to obtain a room.
Designated Winter Break Housing
The following are Designated Winter Break Housing buildings:

- 710 College Avenue
- 773 College Avenue
- Henry S. Drinker House
- Yarnall
- HCA - all upper-class buildings at HCA

This means that if you choose to live in one of these buildings, you understand and willingly accept that approved students may or will be living in your housing during the Winter Break.

During the Winter Break, housing is provided for approved athletes, approved international students who cannot go home for the break, students who are taking classes at Penn that begin before classes at Haverford, and students with extenuating circumstances. 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. **Important note: Specific winter break buildings are subject to change.**

Class Year for The Purposes of Room Draw
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 to verify. It is a student’s responsibility (or their Proxy) 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 year.

- **Use Of Senior Status:**
  A student, who matriculated in September of 2016 as a member of the Class of 2020 and who took time off, and as a result has had their class year changed, 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 they were to go through Room Draw, again, they 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 And Class Year In Room Draw:**
  This pertains to rising seniors: Students who have not completed their [College PE requirement](#) by the end of their sophomore year will retain their sophomore class status in subsequent Room Draws. Students retain sophomore (rising junior) 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 Deferred Housing as well.

  **In A Nutshell:** Any rising senior (Class of 2020) who has not completed their PE requirement will, for the purpose of 2019 Spring Room Draw, be classified as a rising junior (Class of 2021) in any and all aspects of the Room Draw process.

Priority & Lottery Numbers
- **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:

<table>
<thead>
<tr>
<th>Rising Seniors</th>
<th>Rising Juniors</th>
<th>Rising Sophomores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority # = 1</td>
<td>Priority # = 2</td>
<td>Priority # = 3</td>
</tr>
</tbody>
</table>

Group priority numbers: A group priority number is assigned for housing applications involving more than one person. A group’s priority number is equal to the average of the individual priority numbers of those in the group. This will place all groups, regardless of size, on an equal basis when the lottery numbers are assigned for the Draw.

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

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.

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.

The lottery numbers will be posted by 6:00pm online, outside of the Office of Residential Life (Stokes 022) and in the DC. If a group application, the group’s lottery number will be listed under the name of the first person on the application form (which is to be in alphabetical order).

Housing Offered in March - Before the Rounds

Living at Bryn Mawr College - The Bi-Co Housing Exchange
Students interested in living at Bryn Mawr College must contact the Office of Residential Life by email by the 5:00pm deadline on Monday, March 25. 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. Once we know how many students from each college have expressed an interest in this bi-co housing exchange we will be able to determine if an exchange is possible and if so, how many exchanges spots we can offer. Students who participate in the exchange agree to live in this housing for the entire year.

Special Interest Housing
Learn more about each of these different housing options by reading the application forms. Each application contains detailed information about the specific housing and their application process.
- Ira de A. Reid House / Black Cultural Center
- Cadbury House
- Sophomore House (SoHo)
- La Casa Hispanica
- QHouse

Community Housing
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. Learn more about each of these different housing options by reading the application forms. Each application contains detailed information about the specific housing and their application process.
Important Note: Once a student obtains any housing, be it in Special Interest Housing, Community Housing or in the Rounds, they are ineligible to apply for or take any other housing. Students seeking to change their housing may try to do so during the Room Trading Period. Please see Room Trading Period section for details and rules.

THE ROUNDS OF ROOM DRAW: April 4, April 8-11
Participating in Rounds I-V

Step 1:
- Plan ahead and leave yourself plenty of time to fill out the form and get signatures on all application forms.
- **Think about housing options.** Think of all of the different kinds 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.
- **Download and print out the appropriate application(s)** for the housing options offered in the Rounds you wish to enter. Applications for the Rounds will be available online for students to download and print starting Friday, March 29.
- **Get the appropriate signatures.**
- **Double-check that your application is complete and accurate.** Name, class year, ID Number, and signature of each person (or their Proxy) in a group are required to submit an application.

Step 2:
- On the day of the Round that the housing is offered:
  - **Go to the sign-up table in the Dining Center from 11:00am – 2:00pm.** *Round I sign-ups will be in Stokes 022.* Submit the completed application(s) for the housing you are applying for in that Round. You 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 you may not sign up more than once within the same category.

Step 3:
- **At 6:00 pm, check out your lottery number** for each housing option you applied for in that night's Round. If a group application, the group’s lottery number will be listed by the name of the first person on the application form (which must be in alphabetical order). The lottery numbers determine the order in which students choose their housing later that evening in that Round’s Draw.

Step 4:
- **Go to the Draw in Stokes Auditorium.** Rounds I-V begin at 10:30pm.

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

What Happens at the Draw
- The Residential Life Committee Co-Chairs welcomes everyone and explains how the Draw will work.
- The housing options available in that night’s Round and the order in which they will be offered 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 (or the name of the first person on your alphabetically listed application) is called, you may select your housing from the available spaces or you may pass.
- This will continue until all housing in each category offered in that night’s Round has been chosen, or until all of the lottery numbers have been called; whichever comes first.
• If you receive housing – you’re all set! Before leaving you must pick up a Room Confirmation Form which you must fill out completely and hand it in by the deadline of 5:00pm, Friday, April 19.
• If you did not receive housing, just try again in the next rounds on the following days. If by the end of Round V you have not obtained housing – don’t panic! Just pick up a Deferred Housing Application – fill it out and hand it in by the deadline of 5:00pm, Monday, April 22.

**Passing on Housing**
In some circumstances a student may choose to pass on the housing option 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.

• **Passing on housing without penalty** (if you go on Deferred Housing). There are some circumstances under which you may pass on housing without penalty. When it is your turn to pick housing and the only housing left is Lunt 1st floor, you may either pick that housing or you may pass without penalty. This means that if you are not able to obtain housing during any of the subsequent Rounds and go on Deferred Housing, you will not be penalized for passing on this housing.

• **Passing on housing WITH penalty** (if you go on Deferred Housing). When it is your turn to pick housing and there is housing available to you (excluding Lunt 1st) that you could take, you may pass but you will incur a penalty for doing so if you do not obtain housing during the Rounds and end up on Deferred Housing. This means that if you are not able to obtain housing during any of the subsequent Rounds and go on Deferred Housing, you will be penalized by being placed in a lower priority category (higher number), because you had the opportunity to obtain housing but chose not to. Please see further information in the Deferred Housing Assignment section.

**Housing Options Offered Each Day of the Rounds**
The listing of the specific housing offered – apartments, suites, rooms etc., along with the number of each offered and their locations will be available closer to the time of the Rounds and posted before each of the Rounds.

<table>
<thead>
<tr>
<th>EACH DAY OF THE ROUNDS</th>
<th>ROUND I - Thursday, April 4</th>
<th>ROUND II - Monday, April 8</th>
<th>ROUND III - Tuesday, April 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round I Sign-up from 11:00am – 2:00pm in the Stokes 022</td>
<td>Housing offered, in order of offerings in the Draw:</td>
<td>Housing offered, in order of offerings in the Draw:</td>
<td>Housing offered, in order of offerings in the Draw:</td>
</tr>
<tr>
<td>Round II-V Sign-ups from 11:00am – 2:00pm in the Dining Center</td>
<td>• 710 College Avenue</td>
<td>• Lloyd 6-person suites</td>
<td>• North Dorm 4-person suites</td>
</tr>
<tr>
<td>Hand in your filled out &amp; signed housing application(s). Residential Life Committee members 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.</td>
<td>• Henry S. Drinker floor groups</td>
<td>• Leeds 5-person suites</td>
<td>• Kim Hall 4-person hall group</td>
</tr>
<tr>
<td>Lottery numbers will be posted each night at 6:00pm</td>
<td>• HCA 11-person; 8-person; 6-person, HCA 5-person floor groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Draws will be held in Stokes Auditorium</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
At least one representative from each group must be present at the Draw. You will lose their turn if you are absent when your lottery number is called. No exceptions.

Once a student takes housing they are ineligible to apply for or take any other housing. During the Rounds, as soon as any student or student group chooses housing, all other applications with that student(s) name on it will be eliminated from the Draw.

**Information About Applying for Group Housing**

**The Application Process**

- **The Application:** One member of a house group, floor group, suite or hall group should take responsibility for picking it up, filling it 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, class 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 their own name.
  - A student may apply for more than one kind of group housing as that student wishes. Once a student takes housing during the Draw, all other applications with that student's name on it will be invalidated and eliminated from the Draw.
  - Once submitted, an application can only be withdrawn if all members of the group agree to it being withdrawn and let the Residential Life Office know this either in person or in writing.

- **Sign-up for the Draw:** At least one person of the group must submit the application to sign up for the Draw.

- **Lottery number posting:** The group’s lottery number will be listed by the last name of the first person on the application form (which must be in alphabetical order).

- **The Draw:** At least one person from each group must attend the Draw. The Residential Life Committee is asking that no more than 2 students from each group attend the Draw.

- **Room Assignments:** 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, where applicable.

- **Study Abroad/Domestic Exchange:** It is important to have a backup plan in place if you are applying to group housing with students are waiting to confirm their study abroad/domestic exchange plans. If any student in the group is subsequently accepted and goes abroad or away, the vacancy will need to be filled.

**Clustering/Floor Group Options**

Effective this year, the Residential Life Committee and the Office of Residential Life will no longer be offering a cluster option for Spring Room Draw. Housing will be offered according to the number of beds within that particular suite only. For example, Lloyd 6-person suite applicants must have 6 students

**ROUND IV - Wednesday, April 10**

Housing offered, in order of offerings in the Draw:

- HCA 3-person apartments
- HCA 2-person apartments
- Comfort and Jones 2-person suites (if available)
- Lloyd 2-person suites (if available)

**ROUND V - Thursday, April 11**

Housing offered, in order of offerings in the Draw:

- Singles (Kim, Comfort, Jones, and Leeds)
applying to live together. We will no longer offer the option to cluster suites together (i.e. 12-person).

Please note the following changes:

- **Lloyd 6-person suites**
- **Leeds 5-person suites**
- **North Dorms 4-person suites**
  - Students applying for a 4-person suite will have the option to choose housing within the North Dorms or Kim.
- **Kim 4-person hall groups (2nd floor only)**
  - Students applying for a 4-person suite will have the option to choose housing within the North Dorms or Kim.

**Conversion of 3-Person to 4-Person Apartment**

Students, if they so choose, are permitted to convert a 3-person apartment into a 4-person apartment. Students may do this in one of two ways. During the Rounds, they apply for a 3-person apartment and would just put all four names on the application form, writing in the 4th student’s name and other required information just below the name of the 3rd student. Or after a group of three students secured a 3-person apartment, the three students would pull-in a 4th student by letting the Residential Life Office know and by filling out the Room Confirmation form with the names of the four students and their room numbers (A or D apartments only).

**Postings of Room Draw Results**

Students have asked that results of each night’s Round be posted so that they could see who is living where and thus make more informed choices when picking their housing during the subsequent Rounds and for use during the Room Trading Period. We will do our best to post each night’s results as early the following day, if possible. Community House selection results will also be posted.

This posted information is soley for the purposes of Room Draw and will be taken down at the end of the Room Trading Week. Students are asked not to download or otherwise copy these lists. We understand that some students may prefer not to have their housing choice released. In order to respect privacy, there will be a check box on every application that asks if a group (for group housing) or an individual (for singles) agrees or does not agree to have their name(s) and housing selection posted.

**After the Rounds of Room Draw**

**Room Trading Week: Monday, April 15 – Friday, April 19**

Room trade forms must be submitted to the Office of Residential Life by 5:00pm, Friday, April 19 for approval. During the trading week, similar 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. The Office of Residential Life will then review the Room Trade Request forms and let students know if the trade has been approved.

**Deferred Housing Assignment Information**

You need to complete, sign and submit a Deferred Housing Assignment Form (hardcopy) to the Office of Residential Life by the deadline of 5:00 pm, Monday, April 22. If you participated in the Rounds and turned in your form by the deadline, you are guaranteed housing in the Fall. As some rooms do not go into Room Draw and some rooms open up during the summer, the College has been able to house all those requesting housing who have met the above requirements and deadlines. Please Note: There is no guarantee that Emergency Housing (Appendix C) 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 for a Deferred Housing Assignment, or who requested housing after the Room Draw process has ended.

Guided by the information students provide on their Deferred Housing Assignment applications, the Office of Residential Life assigns students to their housing and notifies them of their Fall housing.
assignment as they are assigned. We hope to have all assignments out to students by the first week in August.

**Priority Groups, Priority Numbers & Lottery Numbers**

Important Note: Priority categories and numbers are assigned differently than for Spring Room Draw. Students apply for Deferred Housing and are assigned priority and lottery numbers individually.

### Deferred Housing Assignment Priority Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Students who • participated in the Rounds and did not pass on a room. • passed on Cadbury Housing or Lunt 1st floor housing. • applied for a Study Abroad or a Domestic Exchange program 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. • are returning from a leave but were 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 Deferred Housing Assignment forms by the deadline.</td>
</tr>
<tr>
<td>2</td>
<td>Students who did not enter any Round of Room Draw but who tried for another housing option and failed and who handed in their Deferred Housing Assignment forms by the deadline.</td>
</tr>
<tr>
<td>3</td>
<td>Students who passed on a room in Round V, other than Cadbury Housing or Lunt 1st floor housing, and who handed in their Deferred Housing Assignment forms by the deadline.</td>
</tr>
<tr>
<td>4</td>
<td>Students who were accepted into a Study Abroad or a Domestic Exchange program, did not participate in Room Draw, and after the Rounds decided not to study abroad or away and who handed in their Deferred Housing Assignment forms by the deadline.</td>
</tr>
<tr>
<td>5</td>
<td>Students who made no attempt to enter any part of the Draw but handed in a Deferred Housing Assignment form by the deadline.</td>
</tr>
<tr>
<td>6</td>
<td>Students who failed to meet the deadline for applying for Deferred Housing Assignment List. Students will be placed at the bottom of the Deferred Housing Assignment List and assigned priority numbers in the order in which their application form is received.</td>
</tr>
<tr>
<td>7</td>
<td>Fifth year students.</td>
</tr>
</tbody>
</table>

### Priority Numbers

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

<table>
<thead>
<tr>
<th>Rising Seniors</th>
<th>Rising Juniors</th>
<th>Rising Sophomores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority # = 1</td>
<td>Priority # = 2</td>
<td>Priority # = 3</td>
</tr>
</tbody>
</table>

### Lottery Numbers

Lottery numbers determine the order in which students on the Deferred Housing Assignment List are assigned 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.

Deferred Housing Assignment lottery numbers will be posted online by 6:00pm, Tuesday, April 23.
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 of the group housing have the first opportunity to fill the vacancy by pulling in another student with the same class year or with a class year of higher seniority as the student who vacated the space. Please notify the Office of Residential Life of all pull-ins, as soon as possible, but no later than the deadline of 5:00pm, Friday, May 31.

If by the deadline, the remaining students are unable to fill the vacancy, the Office of Residential Life will fill it with students from the Deferred Housing Assignment List. Vacancies remaining after Deferred Assignment students have been housed, or spaces that open up later and are not filled by remaining residents, will continue to be considered part of the housing pool and are made available to eligible students throughout the academic year.

Vacancies that occur after May 31 will follow the same procedures but the timeframe for pulling in and deadline dates will be shorter.

Filling spaces that become vacant in group housing at HCA or in an apartment not a part of a floor group.

- If a space(s) opens up in a floor group at HCA:
  - the remaining residents 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) or they may chose to switch their housing and move out of the apartment and into other available campus housing.
  - if the remaining residents are unable to fill all the vacancies in the floor group or apartment, they must willingly condense down and reconfigure their floor group living arrangements in order to release an entire apartment(s) or bedroom. Students must reconfigure their living arrangement in order to leave available the single (or double) room and agrees to willingly accept the placement of a student(s) into this space(s) from the Deferred Assignment List or eligible student(s) throughout the academic year.

- 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) or they may chose to switch their housing and move out of the apartment and into other available campus housing.
  - if there are two remaining residents and they are unable to fill the vacancy in the apartment, they must willingly condense down into the double bedroom in order to release the single bedroom and agrees to willingly accept the placement of a student into this room from the Deferred Assignment List or eligible student(s) throughout the academic year.
  - if there is only one remaining resident and they are unable to fill the vacancies in the apartment, they must willingly move into the single room in order to release the double bedroom and agrees to willingly accept the placement of two students into this room from the Deferred Assignment List or eligible student(s) throughout the academic year.

- If a space(s) opens up 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 or they may chose to switch and move to other campus housing.
  - if the remaining resident is unable to fill the vacancy in the apartment they agree to willingly accept the placement of a student into this housing from the Deferred Assignment List or eligible student(s) throughout the academic year.
Filling Spaces That Become Vacant In A House, Suite, Floor Group Not At HCA.

- If a space(s) opens up in the house group in 710 College Avenue or in a floor group in Drinker:
  - the remaining residents 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) or they may chose to switch their housing and move into other available campus housing.
  - If the remaining residents are unable to fill a vacancy, they must condense down and reconfigure in order to leave the space open, according to the following:
    - If the vacancy is a single room, those remaining may switch rooms within the house or floor group, but the open space must remain a single.
    - If the vacancy is in a double room, those remaining must reconfigure rooms within the house and they must willingly condense down into the double bedroom in order to release the single bedroom and agrees to willingly accept the placement of a student into this room from the Deferred Assignment List or eligible student(s) throughout the academic year.

If a space(s) opens up in a suite or hall group in the North Dorms (Comfort, Jones Lunt) or in Kim Hall:

- the remaining residents 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) or they may chose to switch their housing and move into other available campus housing.
- If the remaining residents are unable to fill all the vacancies in the suite, hall group or cluster/floor group they must willingly condense down and reconfigure in order to release an entire suite or hall group or as much of one as possible and agree to willingly accept the placement of a student(s) into this space(s) from the Deferred Assignment List or eligible student(s) throughout the academic year.

GETTING PULLED INTO DIFFERENT HOUSING IF YOU HAVE TAKEN GROUP HOUSING DURING THE SPRING ROOM DRAW PROCESS INCLUDING HOUSING RECEIVED IN VIA THE DEFERRED HOUSING PROCESS

- Important Note: Any student who took group housing must have arranged for another student to replace them/fill their vacancy before they are released from the housing they chose in Room Draw.

Appendices & Glossary

Appendix A. Specific Information About Group Housing Options

- House Group - 710 College Ave.
This is a quiet residence hall, because of its off-campus location. Residents, and their guests, must 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 be mindful of the residential nature of the surrounding community. Modest social gatherings are permitted, but the maximum number of persons in the house must 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 can be no activities, such as dancing, that will create structural stress. Ongoing complaints from neighbors about noise, or other problems, may require the College to ban social events at 710 and may put the housing privileges of residents in jeopardy.

The required number of students needed to apply is 13. There are 7 single rooms and 3 Double room.

710 College Avenue is:
- Quiet Housing
- Meal Plan-optional housing
- Designated Winter Break Housing
• **House Group - 773 College Ave.**
  This is a quiet residence hall, because of its off-campus location. Residents, and their guests, must keep noise within the confines of the house both during the day and at night. Residents and guests walking to and from 773 must be mindful of the residential nature of the surrounding community. Ongoing complaints from neighbors about noise, or other problems, may require the College to ban social events at 773 and may put the housing privileges of residents in jeopardy.

  773 College Avenue is
  o Quiet Housing.
  o Meal Plan-optional housing.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Rooms</th>
<th># of people required</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>3 Doubles</td>
<td>6</td>
</tr>
<tr>
<td>Second &amp; Third Floors - QHouse</td>
<td>5 Singles &amp; 2 Doubles</td>
<td>9</td>
</tr>
</tbody>
</table>

• **Floor Groups**
  Students wishing to live with a group of their friends may apply as a floor or clustering group. There are a number of designated floor group 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, doubles, or singles will be entered into the appropriate Rounds.

  o **Henry S. Drinker House - Each floor of Drinker is offered as a floor group.**
    In September, residents will be asked to attend a meeting with the Dean of Student Life and the Director of Residential Life, to review the rules concerning parties and use of the space.

    Drinker is designated Winter Break Housing.

    | Drinker House Floor Groups |
    |---------------------------|
    | Floor | Rooms            | # of people required |
    |-------|------------------|----------------------|
    | First Floor | 3 Doubles & 2 Singles | 8                    |
    | Second Floor | 4 Doubles & 2 Singles   | 11                   |

  o **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.

    All floor groups at HCA are:
    - Designated Winter Break Housing.
    - HCA is meal plan optional housing.

    **Please Note:** The exact number and location of the HCA floor groups are subject to change.

**Appendix B. Meal Plan Exemptions for Reasons That Arise After Room Draw**
For medical reasons that arise after Room Draw, the student’s doctor must send an official letter to the Director of Health Services specifying the illness and a detailed prescribed diet. 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.
If you think you have an exception for religious, philosophical, or other grounds after Room Draw, please contact Michael Martinez, Associate Dean of the College and Dean of Student Life.

Appendix C.  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 (last in, first out).

Order of Emergency Housing: 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
2. In the Comfort suite with the highest lottery number
3. In the Jones suite with the highest lottery number
4. In the Lunt suite with the 2nd highest lottery number
5. In the Comfort suite with the 2nd highest lottery number
6. In the Jones suite with the 2nd highest lottery number
7. – 21. continued pattern until all the E-rooms have been assigned.