



**HVERFORD**  
**COLLEGE**

**Mid-Year Room Draw**  
**Guidelines**  
**2021-2022**

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

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## Welcome

Mid-Year Room Draw is the process through which returning upper-class students obtain housing for the spring semester. First-year students are not eligible to enter Mid-Year Room Draw. While the office does all within its power to successfully house all returning students, 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](mailto:hc.reslifecommittee@gmail.com) and/or email the Office of Residential Life at [hc-reslife@haverford.edu](mailto:hc-reslife@haverford.edu).

Good luck!

Natalie Kauffman  
Residential Life Committee Chair

Nate Diehl  
Dean of Residential & Community Life

Kristin Vitacco  
Associate Director of Residential Education

## 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 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.

Group housing is defined as a house, suite, or double room. Students who currently have or will have a vacancy or vacancies in their group housing 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 Pull-In Form by the deadline. Students being pulled in must confirm.

## Calendar

### Friday, October 29<sup>th</sup>:

Mid-Year Room Draw Guidelines, information, applications and forms available online. Special Interest Housing (Cadbury, Ira de A. Reid, Latinx Center, QHouse/773 College Ave) applications are made available in the event that spaces open up for Semester II; students should contact the designated contact on the Mid-Year Room Draw website. Spaces are not guaranteed. All financial obligations must be met to be eligible to participate in Mid-Year Room Draw. Students must be in active status to participate in Mid-Year Room Draw.

### Monday, November 8<sup>th</sup> at 5:00 pm:

Deadline to fill out and submit the Pull-In Form via the Self-Service Portal

### Monday, November 15<sup>th</sup> at 5:00 pm:

Deadline to notify the Office of Residential Life of the choice to live off-campus **or** to fill out and submit the following applications via the Self-Service Portal:

- Leaving Application
- Returning Application

### Wednesday, December 1<sup>st</sup>:

Instructions about how to participate in the online Draw and the list of available housing emailed to all students who signed up for Mid-Year Room Draw. Lottery numbers posted in student Self-Service Portals.

### Thursday, December 2<sup>nd</sup>:

Mid-Year Room Draw conducted online.

### Saturday, December 18<sup>th</sup> 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.** With the exception of those students approved for Winter Break Housing, all students must be moved out by Saturday, December 18<sup>th</sup> 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 a returning upper-class student; please note that class year is defined by the Registrar.
- 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. Students with questions about their status should consult their Dean.
- Meet all financial obligations by the stated deadline. For questions concerning Student Accounts, contact Barbara Wilson in the Business Office.

### **Housing Accommodations:**

Students who believe they will need housing accommodations, including air conditioning or no carpeting, must contact the Office of Access and Disability Services ahead of Mid-Year Room Draw. Please visit the Access and Disability Services website for information about and how to apply for a housing accommodation.

### **Smoking Policy:**

This policy prohibits smoking in all College buildings and vehicles, and includes a 25-foot smoke-free perimeter around buildings, athletic events, courtyards, patios, and bus stops.

### **Meal Plan:**

All students living in residential housing must be on the full, Traditional meal plan. The only exception are those students living in: 710 College Ave., 773 College Ave., Ira de A. Reid House, and HCA. Please see the [Residential Life website](#) for building-specific meal plan requirements and the [Dining Services website](#) for information regarding the meal plan. Students in meal plan optional housing have until the first day of classes to change their meal plan using their Self-Service portal.

## 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 housing can obtain housing in the following ways:
  - Returning students fill out the online “Mid-Year Room Draw – Returning” application
    - This form confirms with the Office of Residential Life that a student is 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. 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](mailto:hc-reslife@haverford.edu)).

### Students leaving their Semester I housing:

- Students who know they will be leaving their Semester I housing must fill out and submit the online “Mid-Year Room Draw – Leaving” application as soon as possible.
- Students should talk to their roommate and suitemates as soon as possible to arrange for the opportunity to pull-in a student to fill the open space. Students must confirm their pull-in before the deadline.
- Students leaving and going on Study Abroad should confirm their plans with the Study Abroad Office.
- Students taking a College or Dean’s Leave or transferring from the College must notify their Dean.

### 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 3-person apartment at HCA:
  - The remaining residents 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 apartment, **they willingly understand and agree to reconfiguring their living arrangements (condense down) in order to release the single room into the Draw.** The Office of Residential Life will make these changes, to be viewed in the Self-Service Portal, after the deadline has passed and before Mid-Year Room Draw begins.
- If a vacancy exists in a 2-person apartment in HCA:
  - The remaining residents has 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 resident willingly agrees to accept the placement of a student into this housing either via the Draw or throughout the academic year (if needed).
- If a vacancy exists in a double:
  - The remaining residents has 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 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 currently living on or off campus, may be pulled-in by the remaining students to fill an open space or spaces in their group housing.
- Any enrolled and eligible upper-class student may 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.**
- Enrolled and eligible upper-class students who do not have on-campus housing for Semester I and need on-campus housing for Semester II can fill out the electronic Pull-in Form on their Self-Service Portal. Any space known to be vacant (the space is currently vacant in accordance with Residential Life records or a student is confirmed to be leaving) is placed into the Draw - a student who chooses a space in the Draw is confirmed as having that space for Semester II.
- The pull-in process is not complete, and cannot be finalized, until everyone involved has confirmed their acceptance to pull or be pulled-in.

### Special Interest Housing - Cadbury, Ira Reid, Latinx House, QHouse:

Vacancy(ies) 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(ies) 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. The Community House must also write a statement to both the Residential Life Committee ([hc.reslifecommittee@gmail.com](mailto:hc.reslifecommittee@gmail.com)) and the Office of Residential Life ([hc-reslife@haverford.edu](mailto:hc-reslife@haverford.edu)) acknowledging that they agree for this person to live in the House. **Any spaces left unfilled in a Community House will be entered into Mid-Year Room Draw.**

### Important Notes:

- Students who are leaving (giving up) their Semester I housing may not trade or give away their housing to another student.
- Spaces that remain open in accordance with Residential Life records at the time of Mid-Year Room Draw, whether a true single or an open space in a double, will be entered into the Draw.
- If your plans change after you have given up your housing, please contact the Office of Residential Life immediately.



## Procedures – During the Draw

### Sign-up:

- By selecting that you intend to “Enter Mid-Year Room Draw” on your Returning application, you are signing up to enter the Mid-Year Room Draw.
  - Please note that students without Semester I campus housing who are seeking Semester II campus housing MUST choose housing during the Draw. Students cannot pass and leave the Draw without housing.

### 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 prior to online selection.

### Mid-Year Room Draw – How it Works:

- Mid-Year Room Draw will take place online on Thursday, December 2<sup>nd</sup>.
- The Draw will be conducted online using Housing Director and your student housing portal ([www.haverford.edu/housing](http://www.haverford.edu/housing)).
- A list of the housing spaces available at the start of the Draw will be provided prior to online selection.
- 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 until every lottery number is called.

## Procedures – After the Draw

### Changing Rooms:

Students cannot change rooms after Mid-Year Room Draw. Room choices chosen during the Draw are final.

### Vacancies *after* Mid-Year Room Draw:

- If a vacancy occurs in a suite, apartment, double, or Community House after the Draw, the remaining students are able to pull in a student to fill it.
  - Contact the Office of Residential Life for any list of students who are still seeking housing after the Draw.
- Any open spaces that remain after Mid-Year Room Draw are considered part of the housing pool and are available to the Office of Residential Life to use to house eligible students throughout the academic year, if needed.