



HVERFORD
COLLEGE

Spring Room Draw Guidelines 2021-2022

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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. 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 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. This information is also posted on the [Spring Room Draw homepage](#). The Guidelines are reviewed on a yearly basis and are subject to change, so it is important to read them each year.

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.

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.

What's New?

Housing for the 2021-2022 academic year will return to a mix of double and single rooms. HCA apartment configurations will remain the same as they were in 2020-2021, with the common room serving as a bedroom in many of the apartment buildings. In these buildings, a 3-person apartment will have 3 single rooms, and a 2-person apartment will have 2 single rooms. ***Please note: The specific rooms being offered in the draw will be made available closer to the start of each round.*** A room trading period will no longer be offered to students after room draw has concluded. The housing assignment that a student selects via room draw will be final and it will serve as their housing assignment for the 2021-2022 academic year. In addition, we have reconfigured what buildings will be used as first-year and upperclass student housing. The following buildings have been designated first-year and upperclass housing for the 2021-2022 academic year:

First-Year Buildings	Upperclass Buildings
Tritton, Gummere, Jones, Lunt, Comfort	HCA (all apartments), 710 College Ave, 773 College Ave, Barclay, Cadbury, Drinker, Ira Reid, Kim, Leeds, Lloyd, Yarnall

2021 Spring Room Draw Calendar

All deadlines are firm and start times prompt.

MARCH

March 12

- Deadline to submit the online [Housing Accommodation Request Form](#) (Office of Access and Disability Services)

APRIL

Late April

- Available **online**: 2021 Spring Room Draw Guidelines, Housing Applications: Community Housing, Cadbury House, QHouse, and Ira Reid.
- Community Housing, Ira Reid (via OMA), and QHouse (via OMA) interviews/selection will be held.
- Housing assigned for Community Houses, Ira Reid, QHouse, and Cadbury.

MAY & JUNE

Monday, May 3

- Deadline to have met all financial obligations for Room Draw eligibility.
- Deadline to express interest in living at Bryn Mawr college by emailing the Office of Residential Life.

Monday, May 24 – Friday, June 11

- Online Roommate Selection
 - Roommate selection will be open. Students will log into their housing portal via haverford.edu/housing and select their roommates/groups.

Tuesday, June 1 @ 10:00am (EST) – 6-Person Lottery

- Online room selection for Lloyd suites.
- Students must be fully matched in a 6-person roommate group by Monday, May 31 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Thursday, June 3 @ 10:00am (EST) – 5-Person Lottery

- Online room selection for Leeds suites.
- Students must be fully matched in a 5-person roommate group by Wednesday, June 2 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Monday, June 7 @ 10:00am (EST) – 3-Person Lottery

- Online room selection for HCA 3-person apartments.
- Students must be fully matched in a 3-person roommate group by Sunday, June 6 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Wednesday, June 9 @ 10:00am (EST) – 2-Person Lottery

- Online room selection for Lloyd 2-person suites, HCA 2-person apartments, Barclay doubles, Barclay 2-person suites, 710 College Ave. doubles, and Drinker doubles.
- Students must be fully matched in a 2-person roommate group by Tuesday, June 8 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Friday, June 11 @ 10:00am (EST) – 1-Person (singles) Lottery

- Online room selection for singles in Leeds, Kim, and Barclay singles, 710 College Ave. singles, and Drinker singles.

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- We will run priority numbers and assign students a selection time on Thursday, June 10 @ 10:00am (EST).

Friday, June 25

- Deadline to notify Residential Life of any pull-in

Friday, July 2

- 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 2021. Penalty to notify after the deadline is \$250.00.

Eligibility to Enter Room Draw

- Only active Haverford students are eligible to participate in Online Roommate and Online Room Selection. Students who are currently on leave are not eligible to participate.
- Students who have already secured housing for the 2021-2022 academic year, are not eligible to participate in the Online Roommate and Room Selection process.
- All financial obligations must be met to be eligible to participate in the online roommate selection and room selection processes. Students whose spring tuition is delinquent or who have unpaid fines and/or large outstanding obligations will be placed “on hold” and will not be permitted to enter any part of the room selection process. For questions concerning Student Accounts, contact Barbara Wilson in the Business Office.
- Students who have applied to study abroad or for domestic exchange, but have not yet received confirmation of their acceptance or are unsure about their study abroad/domestic exchange plans, should participate in room selection. Students who obtain housing as part of a group in the Online Room Selection process and subsequently have their study abroad/domestic exchange plans confirmed, and make the decision to go abroad/away for the fall semester are required to immediately notify the [Office of Residential Life](#) and will be removed from their housing.

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, or HCA. Students in these residence halls may choose to have a partial meal plan or go off the meal plan completely. For more information about the Meal Plan please see the [Dining Services website](#).

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, mixed-gender apartment, if a student leaves and the remaining two students cannot fill the vacancy, and the College must fill the vacancy with a student who does not wish to live in mixed-gender housing, the apartment must revert to single-gender. In this case, the two remaining residents must decide which will move to other housing.

Designated Winter Break Housing

- The following are designated Winter Break Housing buildings (important note: winter break buildings are subject to change):
 - 710 College Avenue
 - 773 College Avenue
 - Henry S. Drinker House
 - Yarnall
 - HCA
- A student who chooses to live in one of the designated Winter Break buildings willingly accepts that approved students may live in their housing during the Winter Break. Academic year residents will be notified if a Winter Break student will be occupying their space.
- 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.

Class Year for The Purposes of Room Draw

- Online Room Selection 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.

Priority & Group 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. Priority numbers determine the order in which students chose their housing.
- **Group numbers:** A group number is assigned for housing applications involving more than one person. A group's 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 priority numbers are assigned for Online Room Selection.

PE Credits

- PE credits will no longer impact your priority and/or group number. Since we have moved to an online system, the class year that is listed in Bionic is the class year that we will use to determine priority numbers.

Senior Status

- Senior status will no longer be applicable for Room Draw. In year's past, a student who matriculated in as a member of the Class of 2022 and took time off, and as a result had their class year changed, could petition the Office of Residential Life to use their senior status in order to live with other members of their original class year. Since we have moved to an online system, the class year that is listed in Bionic is the class year that we will use to determine priority numbers.

Living at Bryn Mawr College - The Bi-Co Housing Exchange

- 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. The deadline to express interest in the Bi-Co housing exchange is Monday, May 3.

Participating in Online Roommate Selection

- Online roommate selection will open on Monday, May 24 and remain open until Friday, June 11.
- Any student who is interested in the 6-person, 5-person, 3-person, or 2-person lotteries must participate in online roommate selection. Students who wish to participate in the 1-person (singles) lottery do not need to participate in online roommate selection.
- Students will select their roommates via their online housing portal: haverford.edu/housing
- Please review the instructional videos about online roommate selection. Those videos will be posted on our website: <https://www.haverford.edu/residential-life/upperclass-housing/spring-room-draw>

How to add a Roommate:

- From the menu, click Roommate & Room Selection and select Roommates/Suitemates. Select the Fall 2021 term and click Submit. Search for the person(s) you wish to live with to add them to your list of Roommate Requests by clicking Request This Student. **Each member of the group must then agree to be roommates with each other.**
 - Example: Person A sends a request to persons B & C. Person B accepts A's request and sends a request to C. Person C accepts both A & B's requests.
- Once a student is requested, they will receive an email notification prompting them to log in and accept or decline the roommate request.
- **Roommates must be fully matched in order to participate in that particular lottery.**
 - Example: In order to participate in the 6-person lottery, a student must be fully matched with 5 other students in a roommate group.

How to Accept, Decline, or Cancel a Request:

- To accept a request, click the add button next to the name of the person you wish to group with.
- To decline or cancel a request, click the delete button next to the name of the person you do not wish to group with.

Participating in Online Room Selection

- Online room selection will take place over 5 rounds (6-person, 5-person, 3-person, 2-person and 1-person). The schedule of each round is listed in these guidelines.

- Any student who is interested in the 6-person, 5-person, 4-person, 3-person, or 2-person lotteries must participate in online roommate selection. Students who wish to participate in the 1-person (singles) lottery do not need to participate in online roommate selection.
- Students will select their roommates via their online housing portal: [haverford.edu/housing](https://www.haverford.edu/housing)
- Students must be in a fully matched roommate group if they wish to participate in Rounds 1-4.
- Please review the instructional videos about online room selection. Those videos will be posted on our website: <https://www.haverford.edu/residential-life/upperclass-housing/spring-room-draw>
- Housing selected via room draw is final and will serve as your housing assignment for the 2021-2022 academic year.

How to Select a Room:

- All available rooms for each round will be posted on the Residential Life website: <https://www.haverford.edu/residential-life/upperclass-housing/spring-room-draw>
- Only one student from each roommate group needs to log-in to select a room/suite/group. This student will be able to select a room and assign housing for the entire group.
- Students have 2 minutes to make a selection. For example, priority number 1 will be able to select a room at 10:00am. Priority number 2 will be able to select a room at 10:02am, priority number 3 at 10:04am, etc.
 - Students are provided with a list of the available rooms for Online Room Draw and are expected to develop their roommate groups before Online Room Draw begins.
 - Online Room Selection is ongoing and does not stop until it closes. Completing the Online Housing Selection in two minutes ensures that students have solidified their preferred housing choice; failure to do so in two minutes means they are now competing against the next student/group who enters into the Online Room Selection, until a final selection is made.
- If students do not find a suitable space during a round, they must remove a student(s) from their original roommate matching to be qualified for the next round before 10:00am the following day. Failure to amend the group before 10:00am the following day will result in no one from that group being registered for the desired Round.
 - Example: A group of 6 students goes through Round 1 and does not find a suitable space. At 10:00pm EST, the Round closes. The 6-person group decides they would like to become a 5-person group, and Person A decides they would like a single. Person A is deleted from the 6-person group to make it a 5-person group. With this separation and deletion, the 5-person group will now be placed into the 5-person lottery, and the single will be placed into the singles lottery.
 - Modified example: The 6-person group decides they would like to become two groups of 3. Persons A, B, and C, are deleted from the 6-person group, from each additional person – D, E, and F. With this separation and deletion, the two, 3-person groups will now be placed into the 3-person lottery.
- Based on seniority, you have each been provided a priority number, group number (if participating in Rounds 1-4) and a time to select your room. All students will select a room via your housing portal. To access your housing portal, please log into [haverford.edu/housing](https://www.haverford.edu/housing).

- Under Room Selection, you will find your priority number and the time that you are able to enter room selection. The portal will not open until it is your turn to make a selection.
- At the designated time, click “Select A Room,” then click “Search Available Rooms.” A list of all available rooms will populate. To see a roster of the students who have already been housed in that building, click “View Floor Roster.”
- Once a decision has been made, click “Select Room.” Students will then be able to assign each student within the roommate group to a bed. After everyone has been assigned, click “I Agree.” This will register the housing assignment and complete Online Room Draw.

Passing on Housing

- When it is your turn to select housing and you do not want any of the housing options that are available, you do not have to make a selection. **There will be no penalty associated with passing on housing.**

Housing Options Offered Each Day of the Rounds

Tuesday, June 1 @ 10:00am (EST) – 6-Person Lottery

- Online room selection for Lloyd suites.
- Students must be fully matched in a 6-person roommate group by Monday, May 31 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Thursday, June 3 @ 10:00am (EST) – 5-Person Lottery

- Online room selection for Leeds suites.
- Students must be fully matched in a 5-person roommate group by Wednesday, June 2 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Monday, June 7 @ 10:00am (EST) – 3-Person Lottery

- Online room selection for HCA 3-person apartments.
- Students must be fully matched in a 3-person roommate group by Sunday, June 6 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Wednesday, June 9 @ 10:00am (EST) – 2-Person Lottery

- Online room selection for Lloyd 2-person suites, HCA 2-person apartments, Barclay doubles, Barclay 2-person suites, 710 College Ave. doubles, Drinker doubles.
- Students must be fully matched in a 2-person roommate group by Tuesday, June 8 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Friday, June 11 @ 10:00am (EST) – 1-Person (singles) Lottery

- Online room selection for singles in Leeds, Kim, Barclay singles, 710 College Ave. singles, and Drinker singles.
- We will run priority numbers and assign students a selection time on Thursday, June 10 @ 10:00am (EST).

Deferred Housing

- If you did not secure housing through room draw and wish to live on-campus next year, you need to email the Office of Residential Life (hc-reslife@haverford.edu) to secure housing. Students who apply for Deferred Housing will be provided a priority number based on class year.
- Guided by the information students provide, the Office of Residential Life assigns students to their housing and notifies them of their Fall housing assignment as they are assigned.

Room Trading

- A room trading period will no longer be offered to students after room draw has concluded. The housing assignment that a student selects via room draw will be final and it will serve as their housing assignment for the 2021-2022 academic year.

Filling Vacancies

- 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 Friday, June 25.**
- 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.
- **If a space(s) opens up in a 3-person apartment at HCA:**
 - 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 choose 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 (where applicable) in order to release the single bedroom and agree 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 (where applicable) and agree 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 at HCA:**
 - 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 choose 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.
- **If a space(s) opens up in a suite in Lloyds or Leeds:**

- 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 and 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.
- **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.