Spring Room Draw Guidelines
2022-2023

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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. 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, and 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](https://example.com). 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, overseen by Co-Heads, 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 Committee has a strong voice in housing decisions.

The Room Draw Guidelines establish the policy by which the Haverford community both applies for and selects housing. However, the guidelines cannot cover every circumstance that may arise regarding the 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 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 2022-2023 academic year is a mix of double and single rooms.
- HCA apartment configurations will remain generally the same, with the common room serving as a bedroom in many of the apartment buildings.
- The Residential Life [Residence Halls page](https://example.com) is and continues to be updated with information about each of the available halls/houses on campus. Students are strongly encouraged to review the amenities and floorplans of each building.
- The housing assignment selected via Room Draw is final and serves as their assignment for the full academic year, there will be no room switching during or after Room Draw – this includes switching into different bedrooms of a suite than were assigned during the Draw.
- There is no longer a deferred housing period. All available rooms will be placed into Room Draw. Any rooms not chosen during Room Draw will be available for students who become active over the summer or decide to change from commuter to residential status.
- 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 2022-2023 academic year (please note not all buildings will be available in Room Draw, this is an informational list of first-year and upperclass buildings only):

<table>
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<th><strong>First-Year Buildings</strong></th>
<th><strong>Upperclass Buildings</strong></th>
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<tr>
<td>Comfort, Gummere, Jones, &amp; Tritton</td>
<td>HCA (all apartments), 710 College Ave., Barclay, Cadbury House, Drinker, Ira Reid House, Kim, LatinX Cultural Center (5 College Circle), Leeds, Lloyd, Lunt, QHouse (773 College Ave.), Yarnall</td>
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2022 Spring Room Draw Calendar
All deadlines are firm and start times prompt.

MARCH
Friday, March 18 @ 5:00pm EST
• Deadline to express interest in living at Bryn Mawr college by emailing the Office of Residential Life at both Haverford and Bryn Mawr Colleges (reslife@brynmawr.edu)

APRIL
Monday, April 4
• Deadline to have met all financial obligations for Room Draw eligibility.

Monday, April 11 – Thursday, April 28
• Online Roommate Selection
  o Roommate selection will be open. Students will log into their housing portal via haverford.edu/housing and select their roommates/groups.

Monday, April 25 @ 4:00pm – 11:59pm (EST) – 6-Person Lottery
• Online room selection for Lloyd suites.
• Students must be fully matched in a 6-person roommate group by Monday, April 25 @ 12:00pm (EST). Priority numbers, group numbers, and selection times assigned.

Tuesday, April 26 @ 4:00pm – 11:59pm (EST) – 5-Person Lottery
• Online room selection for Leeds suites and Lunt suites.
• Students must be fully matched in a 5-person roommate group by Tuesday, April 26 @ 12:00pm (EST). Priority numbers, group numbers, and selection times assigned.

Wednesday, April 27 @ 4:00pm – 11:59pm (EST) – 3-Person Lottery
• Online room selection for HCA 3-person apartments.
• Students must be fully matched in a 3-person roommate group by Wednesday, April 27 @ 12:00pm (EST). Priority numbers, group numbers, and selection times assigned.

Thursday, April 28 @ 4:00pm – 11:59pm (EST) – 2-Person Lottery
• Online room selection for Lloyd 2-person suites, HCA 2-person apartments, Barclay doubles, 710 College Ave. doubles, and Drinker doubles.
• Students must be fully matched in a 2-person roommate group by Thursday, April 28 @ 12:00pm (EST). Priority numbers, group numbers, and selection times assigned.

Friday, April 29 @ 4:00pm – 11:59pm (EST) – 1-Person (singles) Lottery
• Online room selection for singles in Leeds, Kim, and Barclay singles, 710 College Ave. singles, and Drinker singles.
• Priority numbers and selection time runs on Friday, April 29 @ 12:00pm (EST).

MAY
Tuesday, May 31 @ 5:00pm (EST)
• Deadline to notify Residential Life of any pull-in in an instance where a vacancy is created after Room Draw has ended.

JULY
Friday, July 1 @ 5:00pm (EST)
• Deadline to notify the Office of Residential Life if a student wishes to give up housing obtained in Room Draw to live off campus or confirm Study Abroad plans in Fall 2022. Penalty to notify after the deadline is $250.00. No exceptions.
Eligibility to Enter Room Draw

- Only active Haverford students are eligible to participate in Online Roommate and Online Room Selection. Students on leave who do not intend to return to campus for the fall 2022 semester are not eligible to participate. Students who have confirmed Study Abroad for fall 2022 are not eligible to participate.
  - Students on leave who intend to return for the fall 2022 semester must communicate with their advising dean to be placed in active status. The Office of Residential Life does not consider a student active until the Registrar submits an "Incoming Notice" for the student, as activated by the advising dean.

- Students who have already secured housing for the 2022-2023 academic year are not eligible to participate in the Online Roommate and Room Selection process. Secured is defined as having a housing assignment listed on the Self-Service Portal at www.haverford.edu/housing.

- All financial obligations must be met to be eligible to participate in the online roommate selection and room selection processes. Students whose tuition is delinquent, who have unpaid fines, and/or have large outstanding financial obligations will be placed “on hold” and will not be permitted to enter any part of the room selection process. For questions concerning financial obligations, contact Student Accounts.

- 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 Draw. 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. Failure to notify the office by July 1 will result in a $250.00 fine.

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, QHouse (773 College Avenue), Ira de A. Reid, HCA, or LatinX Cultural Center. 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. Residential Life does not oversee meal plan options.

Gender-Neutral Housing Guidelines

- All upperclass 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
  - 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, and students who are taking classes at Penn that begin before classes at Haverford. 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.

- The following buildings are not on the main power grid and any student who is approved to stay over the break and lives in one the following buildings must be moved to another building for the duration of the break:
  - Cadbury House
  - Ira Reid House
  - Yarnall

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. Students unsure about class standing should contact 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 do not impact priority and/or group number. The class year listed in BiONiC is the class year used to determine priority numbers.
The Bi-Co Housing Exchange

- Students at Haverford College have the option to live on Bryn Mawr's campus and vice versa. 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 it is determined how many students from each College have expressed an interest in the exchange, each College determines how many spots can be offered, if any. Students who participate in the exchange agree to live in this housing for the entire year, students may not switch campuses mid-year. The deadline to express interest in the Bi-Co housing exchange is Friday, March 18 at 5:00pm EST. Interested students should email the ResLife offices at both Colleges.

Participating in Online Roommate Selection

- Online roommate selection will open on Monday, April 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 select their roommates via their online housing portal: www.haverford.edu/housing
  - Please review the instructional videos about online roommate selection: 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 2022 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 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 above.
- Any student interested in the 6-person, 5-person, 4-person, 3-person, or 2-person lotteries must participate in online roommate selection. Students participating in the 1-person (singles) lottery do not need to participate in online roommate selection. Please review the instructional videos: https://www.haverford.edu/residential-life/upperclass-housing/spring-room-draw
• Students will select their roommates via their online housing portal: [www.haverford.edu/housing](http://www.haverford.edu/housing)

• Students must be in a fully matched roommate group if they wish to participate in Rounds 1-4.

• **Housing selected via Room Draw is final and serves as the housing assignment for the full academic year. Residential Life will not fulfill any requests to change rooms or switch rooms within a suite during or once Room Draw has ended.**

**How to Select a Room:**

**STEP ONE:** Each student is provided a priority number, group number (if participating in Rounds 1-4) and a time to select their room by seniority. All students will select a room via their housing portal at [haverford.edu/housing](http://haverford.edu/housing).

• Priority number and selection time is located under “Room Selection.” The portal opens at the designated selection time.

**STEP TWO:** 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.”

**STEP THREE:** 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.

**Additional Details About Room Selection:**

• All available rooms for each round will be made available before Round start times

• **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 as long as each member of the group is fully matched with one another.

• Students have **2 minutes** to make a selection.
  - Example: priority number 1 will be able to select a room at 4:00pm. Priority number 2 will be able to select a room at 4:02pm, priority number 3 at 4:04pm, 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 the round closes. Completing the Online Housing Selection in two minutes ensures that students solidify 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 12:00pm the following day. Failure to amend the group before 12:00pm the following day will result in no one from that group being registered for the desired Round.
  - Example 1: A group of 6 students goes through Round 1 and does not find a suitable space. At 11:59pm 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.
  - Example 2: 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.
Passing on Housing

- At the time of selection, students may elect to pass on housing for that round and enter a future round. There is no penalty associated with passing on housing.

Housing Options Offered Each Day of the Rounds

**Monday, April 25 @ 4:00pm – 11:59pm (EST) – 6-Person Lottery**
- Online room selection for Lloyd suites.
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**Friday, April 29 @ 4:00pm – 11:59pm (EST) – 1-Person (singles) Lottery**
- Online room selection for singles in Leeds, Kim, Barclay, 710 College Ave., and Drinker.
- Priority numbers and selection time runs on Friday, April 29 @ 12:00pm (EST).
Applying for Housing After Room Draw

- Students should plan to secure housing through Room Draw or make arrangements to live off campus. Students who do not secure housing in Room Draw and wish to live on-campus next year must email the Office of Residential Life (he-reslife@haverford.edu) to secure housing. The Office of Residential Life assigns students based on the spaces that are available after Room Draw.

Room Trading

- No room trades or room changes are permitted, this includes room switches within suites. The housing assignment that a student selects via Room Draw is final and serves as their housing assignment for the full academic year. Residential Life will not make changes or rearrangements during or after Room Draw.

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 Tuesday, May 31.

- If by the deadline, the remaining students are unable to fill the vacancy, the Office of Residential reserves the right to fill those spaces as needed. Unoccupied rooms are considered part of the housing pool and are made available to eligible students throughout the academic year in the case of a late return or emergency. Students may not object to filling unoccupied spaces.

Openings 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).
- if there are two remaining residents and they are unable to fill the vacancy in the apartment, the resident in the double room agrees to willingly accept the placement of a student into the room throughout the academic year, as needed.
- 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 agrees to willingly accept the placement of two students into this room throughout the academic year, as needed.

Openings 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.
- if the remaining resident is unable to fill the vacancy in the apartment, they agree to willingly accept the placement of a student into the unoccupied space throughout the academic year, as needed.

Openings 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).
- if the remaining residents are unable to fill all the vacancies in the suite or hall group, they agree to willingly accept the placement of a student(s) into this space(s) throughout the academic year, as needed.

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