Online Room Selection Guidelines
2020-2021
Table of Contents

- Timeline/Calendar (pg. 2)
- Eligibility (pg. 2)
- Meal Plans (pg. 3)
- Gender Neutral Housing (pg. 3)
- Winter Break Housing (pg. 3)
- Class Year for Room Draw (pg. 4)
- Priority & Group Numbers (pg. 4)
- PE Credits (pg. 4)
- Senior Status (pg. 4)
- Bi-Co Housing Exchange (pg. 4)
- Participating in Online Roommate Selection (pg. 4)
- Participating in Online Room Selection (pg. 5)
- Passing on Housing (pg. 7)
- Housing Options & Rounds (pg. 7)
- Room Trading (pg. 7)
- Deferred Housing (pg. 7)
- Filling Vacancies (pg. 8)
2020 Online Room Selection Calendar

MAY 2020

Friday, May 8 – Friday, May 29 - 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, May 19 @ 10:00am (EST) – 6-Person Lottery
• Online room selection for Lloyd suites and HCA 6-person floor groups.
• Students must be fully matched in a 6-person roommate group by Monday, May 18 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Thursday, May 21 @ 10:00am (EST) – 5-Person Lottery
• Online room selection for Leeds suites, North Dorm suites, and HCA 5-person floor groups.
• Students must be fully matched in a 5-person roommate group by Wednesday, May 20 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Monday, May 25 @ 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, May 24 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Wednesday, May 27 @ 10:00am (EST) – 2-Person Lottery
• Online room selection for Lloyd 2-person suites, HCA 2-person apartments, and Barclay doubles.
• Students must be fully matched in a 2-person roommate group by Tuesday, May 26 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

Friday, May 29 @ 10:00am (EST) – 1-Person (singles) Lottery
• Online room selection for singles in Leeds, Kim, and North Dorm singles.
• We will run priority numbers and assign students a selection time on Thursday, May 28 @ 10:00am (EST).

JUNE 2020

Friday, June 5 @ 5:00pm
• Deadline to submit Deferred Housing Applications and Room Trade Forms.
• 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 2020. Penalty to notify after this deadline is $250.00.

Friday, June 12 @ 5:00pm
• Deadline to notify the Office of Residential Life about any pull-ins.

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 2020-2021 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, are encouraged to 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):
  o 710 College Avenue
  o 773 College Avenue
  o Henry S. Drinker House
  o Yarnall
  o HCA - all upper-class buildings

• 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 2021 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

- Only active Haverford students are eligible to participate in Online Room Selection. **Students interested in living at Bryn Mawr College are encouraged to secure housing at Haverford through the Online Room Selection process, due to the fact that the Bi-Co Housing Exchange has been postponed.** Decisions about the Bi-Co Housing Exchange will be made over the summer and students will be notified if the exchange is offered.

- 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.

Participating in Online Roommate Selection

- Online roommate selection will open on Friday, May 9 and remain open until Friday, May 29.
• 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 2020 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.

  o 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.

  o 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

• 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
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.

- 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, May 19 @ 10:00am (EST) – 6-Person Lottery**
- Online room selection for Lloyd suites and HCA 6-person floor groups.
- Students must be fully matched in a 6-person roommate group by Monday, May 18 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

**Thursday, May 21 @ 10:00am (EST) – 5-Person Lottery**
- Online room selection for Leeds suites, North Dorm suites, and HCA 5-person floor groups.
- Students must be fully matched in a 5-person roommate group by Wednesday, May 20 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

**Monday, May 25 @ 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, May 24 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

**Wednesday, May 27 @ 10:00am (EST) – 2-Person Lottery**
- Online room selection for Lloyd 2-person suites, HCA 2-person apartments, and Barclay doubles.
- Students must be fully matched in a 2-person roommate group by Tuesday, May 26 @ 10:00am (EST), at which time we will run priority numbers, group numbers, and assign students/groups a selection time.

**Friday, May 29 @ 10:00am (EST) – 1-Person (singles) Lottery**
- Online room selection for singles in Leeds, Kim, and North Dorm singles.
- We will run priority numbers and assign students a selection time on Thursday, May 28 @ 10:00am (EST).

Room Trading

- **Room trade forms must be submitted to the Office of Residential Life by 5:00pm, Friday, June 5 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

- If you did not secure housing through room draw and wish to live on-campus next year, 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, Friday, June 5. Students who apply for Deferred Housing will be provided a priority number based on class year.

- 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.

**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 12.**

- 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 June 12 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:**
o 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.

o 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:
  o 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.
  o 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 group in the North Dorms (Comfort, Jones Lunt):
  o 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.
  o 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.