Welcome to Housing Selection for the 2018-2019 academic year. Inside the following pages is a detailed explanation of the process by which you will select your room for the Fall 2018/Spring 2019 academic year. The Office of Student Living and College Engagement strives to provide students with a process which is fair and consistent, but more importantly provides many options in terms of the types of rooms available.

Some of the highlights of the system are:

- Groups will be assigned a group priority number that will determine the order you choose your room;
- Group Priority numbers will be based on the combined individual points of all members of the group;
- Individual priority numbers will be based on the total points you earn;
- Your Cumulative GPA will be taken into account in the point formula;
- Disciplinary history points will be limited to one calendar year preceding Housing Selection;
- Students must fill out both their Individual Point Form and Housing Application online;
- All students participating in the selection process will receive a unique Housing Identification Number.
- Students will select their Fall 2018/Spring 2019 through an online room selection program.

Ensuring Yourself a Smooth Selection

In order to ensure the housing process runs as smoothly as possible please make sure you complete each step by the designated deadline and in the correct order.

All links to online forms, contracts, applications and information can be found at www.utica.edu/student/reslife.

Checklist for Housing 18-19

- Be in good standing for the Spring 2018 Billing process to avoid having a hold placed on your account
- Pay your housing deposit by March 30, 2018
- Complete the online Housing Agreement by March 30, 2018
- Fully register for Fall 2018 classes by May 4, 2018. If you’re not registered you will be removed from housing
- Complete the online individual point application between April 2, 2018 and April 6, 2018 @4pm
- Complete the online housing application for the appropriate selection by April 6, 2018 @4pm
Housing

PARTICIPATION REQUIREMENTS:
MUST be registered for 12 or more credits for the Fall 2018.
CANNOT be an INCOMING First Year or Transfer student
CANNOT have an Accounts Receivable (AR) Hold on their account—students who have an AR hold will not be able to fill out the housing agreement.
CANNOT apply with a non-deposit paid student or the application will be VOID.
NO EXCEPTIONS: Students who have failed to pay the room deposit, or failed to receive a deposit extension before the deadline, MAY NOT participate in any phase of Housing Selection.
Those who DO NOT pay their deposit OR get an extension ARE NOT GUARANTEED HOUSING unless they will be sophomores for the 2018-2019 academic year

Students applying together must be of the same gender, but do not have to be of the same class standing. We do NOT allow co-habitation in the residence halls

Point System

A person’s INDIVIDUAL points will be determined by the following formula:

- **BASE POINTS**: Calculated by the cohort that you are associated with for the Spring 2018 semester.
  - Freshman 1000 Points
  - Sophomore 800 Points
  - Junior 600 Points
  - Senior 400 Points
  - Graduate Student 200 Points

**NOTE**: Transfer credits must be accepted by the Office of the Registrar by March 31st in order to be factored into the Selection Process.

**BONUS POINTS**: These are points that will be given to individuals providing they meet the following eligibility requirements:

**GPA**: Calculated by cumulative GPA at the end of the Fall 2017 semester. Points will be given depending on where your GPA falls in the following ranges:

- 1.99 and Under — 0 bonus points
- 2.00-2.49 — 5 bonus points
- 2.50-2.99 — 10 bonus points
- 3.00-3.39 — 15 bonus points
- 3.40-4.00 — 20 bonus points

**Semesters on Campus**: Calculated by the number of semesters you have lived on campus since enrolling at UC.

- 10 bonus points for every semester.

**Transfer Student Points**: Students who have transferred to UC earn 5 bonus points for every semester completed at another institution.

**Disciplinary History**: Calculated by any sanctions you have received between March of ’17 and March ’18. Bonus points will be awarded based on a three tier system:

- **Level One**: You have not been sanctioned by any person or body of the UC disciplinary system. 20 bonus points
- **Level Two**: You have been held responsible for a violation of the student code of conduct and been given a sanction limited to a formal reprimand and/or an educational task. 10 bonus points
- **Level Three**: You have been held responsible for a violation of the student code of conduct and received a sanction of probation, restriction or relocation from a campus building, and/or restitution. 0 bonus points

Make sure to complete all parts of the housing selection process by the deadlines given so you do not incur any point penalties or are

---

**Housing Deposits**

Your $200 Housing Deposit must be paid to the Office of Student Financial Services between **February 19 and March 30, 2018**.

- Payment can be made via cash, check, or by credit card to Student Financial Services.
- If you wish to ask for an extension beyond the March 31st deadline, you must contact or meet with Derek K. Pooley, Assistant Director of Student Living, via email at dkpooley@utica.edu, by March 23.

- If an extension is granted, you will have until April 18th to provide the full deposit payment.

---

**Graduate Students**

Current UC students who plan on attending UC in the fall to continue as graduate students for the Fall 2018/Spring 2019 academic year are eligible for housing and are encouraged to participate in the selection process.

---

**Make sure to complete all parts of the housing selection process by the deadlines given so you do not incur any point penalties or are removed from housing!**
Applications and Priority Numbers

All students who wish to go through the Housing Selection process must submit an online Individual Point Form and a Housing Application. Your application can be either for a single room in which your name is the only one that appears on the application, or for group housing, in which all members of the group turn in ONE application.

NOTE: Regardless of the type of housing you are applying for, your name can appear on only one application.

NOTE: When applying for group housing, the apartment, cluster, or suite must be filled to the stated capacity of that room.

NO late applications will be considered.

Remember that when filling out the Housing Application you will need each person’s Housing ID number (HID) in order to complete the application. These HID’s will be emailed to each person who completes an Individual Point Worksheet online. The HID will be a unique 6 digit number that will pull in all of your information to the Housing Application Form. Thus it is important that you do not share your HID with anyone else but your group contact person—who will be filling out the Housing Application online.

Point Totals and Selection Times

All members of a group will add up their individual points to come up with their Group Point Total (GPT). This total will determine the order in which you select your room. A random selection time will then be given to those groups that have an identical GPT. For example if there are 10 groups with 2000 points, each will be randomly assigned a selection time before moving on to the groups with 1900 points. If you need assistance figuring out how priority numbers work, you can speak to your RA or AC.

Selection Days: April 16th and April 18th

Based upon either your group or individual point total, students will be able to select their own rooms on the selection day listed above. When you receive your selection time, the letter will include the day and time for you and your group to complete the online selection process. More importantly, when your time is open, you will pick which hall you want to live in and pick your room at that time. All members of the group must be prepared to sign into a specific bedroom in a suite or apartment. This must be the room you intend to live in for the Fall 2018 semester.

NOTE: If your designated group contact person cannot select at your assigned time a Housing Proxy can be granted by emailing the Assistant Director of Student Living Derek K. Pooley at dkpooley@utica.edu. YOU SHOULD NOT MISS CLASS TO SELECT A ROOM!

The Office of Student Living and College Engagement will notify students if their individual or group point totals will not be high enough to secure a room for the specific room type they have applied for. If this is the case, these students will be allowed to reapply for a double or half double room, depending on their individual preferences. More information on how to reapply for housing will be distributed to those groups or individuals that fall into this category.
Room Rates for 2018-2019

2018-2019 HOUSING PRICES, PER SEMESTER, PER STUDENT (NOTE: These figures are tentative and subject to change. Please use them only as a guide.)

<table>
<thead>
<tr>
<th>Housing</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Hall Double</td>
<td>$2,758</td>
</tr>
<tr>
<td>Bell Hall Single</td>
<td>$3,029</td>
</tr>
<tr>
<td>Tower Hall Double</td>
<td>$2,758</td>
</tr>
<tr>
<td>Tower Hall Single</td>
<td>$3,029</td>
</tr>
<tr>
<td>Boehlert Hall Double</td>
<td>$2,758</td>
</tr>
<tr>
<td>Boehlert Hall Single</td>
<td>$3,029</td>
</tr>
<tr>
<td>Alumni Hall Double</td>
<td>$2,625</td>
</tr>
<tr>
<td>Burrstone House Double</td>
<td>$2,518</td>
</tr>
<tr>
<td>North/South Hall Double</td>
<td>$2,417</td>
</tr>
<tr>
<td>North/South Hall Single</td>
<td>$2,809</td>
</tr>
<tr>
<td>Ramada Hall Double</td>
<td>$2,518</td>
</tr>
</tbody>
</table>

The 2018-2019 prices are still being completed and finalized. More specific information regarding the Room and board plan options and pricing will be available in the upcoming weeks.

Policies

**Housing Agreement**
The student housing agreement is a binding year-long agreement between the student and the College. The agreement details the rights afforded to you as a residential student, as well as the policies and procedures expected of you by the Office of Student Living and College Engagement. When you sign the housing agreement on or before selection night, you are committed to living in the Residence Halls until the end of the Spring Semester. In the case of unusual extenuating circumstances, requests for early termination of the housing agreement can be submitted through the Housing Release Application found on the Student Living Website.

**Vacancy:**
It is the policy of the Office of Student Living and College Engagement that should a vacancy occur in your room, apartment, suite or cluster between the end of the Spring 2018 and beginning of the Fall 2018 semester, someone will be administratively assigned to that space.

**Medical Single Requests**
Any student who believes they need a single for current or long term medical issues should contact the Executive Director of Student Living and College Engagement, Scott Nonemaker (scnonema@utica.edu) no later than March 24th, 2018 at 5pm with their request. All requests will require supporting documentation from a physician and will be subject to evaluation by Utica College’s Health Center and/or Office of Learning Services.

**Housing Releases:**

**Two Year Residency Requirement:**
All students are required to live in college residence halls for their first two years unless residing at home with their parents or legal guardians who live within a 30 mile radius, they are a transfer student who has lived on campus for two years at another institution, or they will be 21 by August 1st, 2018. In order to be considered for release from the on-campus living requirement, you must put your request in through the Housing Release Application found on the Student Living Website on or by March 30, 2018.

Students who choose not to participate in Housing Selection, but fall under this requirement, will be placed in campus housing where space is available. These assignments will be made after the traditional selection process and students will be responsible for the room and board charges associated with this assignment.

**Juniors, Seniors, and Graduate Students:**
Once a student fulfills the two year residency requirement, they are free to make a decision about whether or not they would like to live on campus for the next year. If students are looking into off campus housing but want to keep their options open, we encourage them to go through the housing process. Those students have until June 1st, 2018 at 11:59pm to request a release and a refund of their housing deposit. As of July 2nd, your housing agreement is binding for the entire academic year.
## Calendar of Selection Process

### Notes about the Calendar:

- Re-applications are only for individuals and groups who were shut out of their initial housing selection preference. The due dates for re-applications will be included in the correspondence notifying groups that they need to reapply.
- The time you may log in for selection will be emailed to your group contact person.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>30</strong> Housing Deposits and Apps. Due</td>
</tr>
<tr>
<td><strong>31</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
<td><strong>6</strong></td>
<td><strong>7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>9</strong></td>
<td><strong>10</strong></td>
<td><strong>11</strong></td>
<td><strong>12</strong></td>
<td><strong>13</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Priority #’s distributed for singles, 3, 4, and 6 person groups</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>16</strong></td>
<td><strong>17</strong></td>
<td><strong>18</strong></td>
<td><strong>19</strong></td>
<td><strong>20</strong></td>
<td><strong>21</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Selection day for singles, 3, 4, and 6 person groups</strong></td>
<td><strong>Priority #’s distributed for double</strong></td>
<td><strong>Selection day for doubles and half doubles</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>22</strong></td>
<td><strong>23</strong></td>
<td><strong>24</strong></td>
<td><strong>25</strong></td>
<td><strong>26</strong></td>
<td><strong>27</strong></td>
<td><strong>28</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Last Week of Classes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important Housing Deposit and Housing Agreements due by March 30, 2018**

**Important Dates:***
- **Class Registration**: Last Week of Classes
- **Point Tally and Applications open**: 3
- **Point Tally and Applications close at 4:00pm**: 4
- **Priority #’s distributed for singles, 3, 4, and 6 person groups**: 5
- **Selection day for singles, 3, 4, and 6 person groups**: 10
- **Selection day for doubles and half doubles**: 18
- **Reapplication requests due by 11:59pm**: 17
How do I figure out my Individual Points?

The first step in the Housing Selection Process is to complete the Individual Point Tally Worksheet online. The web address is http://www.utica.edu/student/reslife/selection/pointtally.cfm. Screen shots as well as helpful reminders are below:

- Once you log in (using your UC email username and password), You will be directed to the screen on the next page;
- All information marked with a red asterisk is required in order to complete the form successfully;
- You can only fill out the form once, so please be sure that all the information is accurate and correct.
- The Office of Student Living and College Engagement will NOT be able to go back and modify any information entered incorrectly;
- If you believe the information pre-populated on the form is not accurate, please contact the Office of Student Living and College Engagement.

### Bonus Points

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.99 and Under</td>
<td>0</td>
</tr>
<tr>
<td>2.00 - 2.49</td>
<td>5</td>
</tr>
<tr>
<td>2.50 - 2.99</td>
<td>10</td>
</tr>
<tr>
<td>3.00 - 3.39</td>
<td>15</td>
</tr>
<tr>
<td>3.40 - 4.00</td>
<td>20</td>
</tr>
</tbody>
</table>

GPA Bonus Points will be awarded automatically based upon your cumulative GPA.

Don’t forget, in order to participate in the housing selection process you **must complete your online housing agreement by 11:59pm on March 30, 2018**. Students that are not registered for a minimum of 12 credits by May 4th 2018 will be removed from housing.
How do I Fill Out the Housing Application?

- The Housing Selection ID number will be e-mailed to every student who has completed an Individual Point Worksheet online. This information is required from each person within your group. The Office of Student Living and College Engagement will not be able to give out HID numbers, so please be sure that you have this information prior to filling out the Housing Application Form.

- Be sure that your group has identified a group contact person. The individual will serve as the primary person who the Office of Student Living and College Engagement reach out to in the event that there is a vacancy in a suite, cluster, apartment or room.

- When applying for multi-person housing (doubles and above), please remember that the room has to be filled to capacity in order to complete the application; i.e. a 6 person room has to have 6 HID’s associated with it.

- This page includes Screen Shots of the Housing Application form; found online at http://www.utica.edu/student/reslife/se
gle/housingapp.cfm

- This form will be available for completion until 4:00 pm on Thursday, April 14th.

- Please familiarize yourself with these forms in order to ensure that you are able to complete these forms without any questions or concerns.

- The Office of Student Living and College Engagement will not be able to alter or delete an application once it is submitted online.

Applicants

<table>
<thead>
<tr>
<th>#</th>
<th>Housing Selection ID</th>
<th>Name</th>
<th>Contact Person</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12345</td>
<td>Elizabeth Hartzell</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Total Points</strong></td>
<td></td>
<td></td>
<td><strong>---</strong></td>
</tr>
</tbody>
</table>

Housing Contact Person

If the Residence Life Office needs to contact the students listed above, we need the name, address, e-mail, phone and cell phone of one applicant. This contact person will be responsible for contacting fellow roommates in a timely manner should a decision need to be made about open spaces.

Please give us the contact information where we can most easily reach you over the summer should we have questions about or information to share regarding your housing.

Name: [Please select a contact person]
Cell Phone
UC E-mail Address
Local Phone
Summer Mailing Address
Base Point Modification Requests:
The Office of Student Living and College Engagement recognizes that there are some students who enter UC attached to a certain class cohort, but whose age or other attributes more appropriately place them with other class cohorts — particularly within the Housing Selection Process. The Office of Student Living and College Engagement has identified several populations of students who fit this category:
Non-traditionally aged first year students (determined by the age of the student at the time of their first full time enrollment semester at UC). This is defined by a student’s age that is 18 months or more older than the universally accepted age range of specific class years. For example, a first year student’s age range is generally considered to be 18-19 years old; thus, a student who enters UC as a 20-21 year old first year student is considered a non-traditionally aged first year student.

In order to respond in a fair and equitable manner to students who fall into the categories above may contact the Office of Student Living and College Engagement and submit a request in writing asking for a modification of their base points. Base point modification requests are due to Derek K. Pooley, Assistant Director Student Living, by March 30, 2018 at 5pm. Students whose request for base point modifications are granted will have their base points adjusted to the next level up from their official class year.

If you believe that you are eligible for such a modification please email a request to have your base points adjusted to Derek K. Pooley at dkpooley@utica.edu by March 30, 2018 This request should clearly state how you believe you meet the above criteria.

What is Available Where?

6 person housing:
Boehlert Hall— 6 person suites. All suites are a combination of singles and doubles and have two bathrooms to share amongst all members of the suite.
Alumni Hall— 6 person apartments. All apartments are double rooms and have a shared bathroom, living room, and kitchen.

3 and 4 person housing:
Burrstone House — Rooms that are conjoined in Burrstone will be available for groups of 4. Each room has a private bath. If you’re interested in living with three people, Burrstone is also a good place for that too. Contact Derek K. Pooley for more information.
Bell and Tower Halls — Approximately half of Bell and Tower will have 3 and 4 person clusters available in a variety of configurations (1 single and 1 double, or 3 singles.). All rooms in Bell and Tower have a shared bathroom among those in the cluster. Tower Hall will be the home for the Global Village

Double housing:
The following halls will have doubles available for selection:
- Bell Hall
- Burrstone House
- Boehlert Hall
- Ramada Hall

Single housing:
The following halls will have singles available for selection:
- Bell Hall
- Boehlert
- Tower Hall (Global Village)

Community Living Option

Honor Housing— Students who are apart of the Honors Program, have the option to live in Boehlert Hall. These students must fill up the suite and have at least 3 honors students in the suite. There is a separate application process for this. Contact SLCE@utica.edu for more information.

Sophomore Year Experience (SYE)— Burrstone is the home of the SYE! Students living in Burrstone will have a great opportunity to learn what the school has to offer, get ready for internships, community service opportunities, and so much more while being apart of the SYE.

Global Village— (Formerly the International Floor ) Located in Tower Hall. Residents who would like to live in the Global Village sign into these rooms without full capacity and agree to provide a welcoming environment to incoming international students. In addition to living with international roommates, residents of the Global Village are also required to participate in a variety of cultural programs throughout the year. Exact participation requirements will be provided at a later date. Contact your AC for more information.

Gender Inclusive Housing (GIH)—GIH is designed for students that may want to live with a different gender than the one assigned at birth. In this community, legal sex is not a determining factor for assignment. For students who are interested in GIH, please contact the Office of Student Living and College Engagement: SLCE@Utica.edu for more information.

visit our website! www.utica.edu/student/reslife
Or Call the Office of Student Living and College Engagement at 315-792-3285 with any questions!