Welcome to Housing Selection for the 2013-2014 academic year.

Inside the following pages is a detailed explanation of the process by which you will select your room for the Fall 2013/Spring 2014 academic year. The Office of Residence Life 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;
- **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 will 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 (HID)**.
- Students will select their Fall 2013/Spring 2014 through an online room selection program.

### The Housing Selection Process

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### Ensuring Yourself a Smooth Selection

In order to ensure the housing process runs as smoothly as possible please make sure you complete all of the required steps on time and prior to your designated housing selection night. Please follow the helpful ‘Checklist for Housing 2013-2014’ on the left of this page in order to make sure you complete each step by the designated deadline and in the correct order.

**Checklist for Housing 12-13**

- Complete the Spring 2013 Billing process by March 22, to avoid having a hold placed on your account
- Pay your housing deposit between March 4th and March 29, 2013
- Complete the online housing contract by April 5, 2013
- Fully register for Fall 2013 classes by April 19th 2013
- You must complete your 2013/2014 housing agreement and register for Fall 2013 classes in order to complete your individual point application
- Complete the online individual point application between April 16, 2013 and April 21, 2013
- Complete the online housing application for the appropriate selection

All links to online forms, contracts, applications and information can be found at [www.utica.edu/student/reslife](http://www.utica.edu/student/reslife)
Housing Requirements

PARTICIPATION REQUIREMENTS:
• MUST be registered for 12 or more credits for the Fall 2013 semester;
• MUST purchase a residential meal plan;
• CANNOT be INCOMING Freshmen or Transfer students;
• CANNOT have an Accounts Receivable (AR) Hold on their account—students who have an AR hold will not be able to participate in any phase of Housing Selection.
• 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 2013-2014 academic year;
• There will be NO doubles offered as single rooms for the Fall 2013 semester in any residence hall at this time;
• 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;
• Off-campus (deposit paid) students may participate in Housing Selection.

HOUSING DEPOSITS:
Your $200 Housing Deposit must be paid to the Office of Student Financial Services between March 4th and March 29, 2013. Payment can be made via cash, check, or by credit card.

If you wish to ask for an extension beyond the March 29th deadline, you must contact or meet with the Assistant Director of Residence Life, via email at saveisha@utica.edu, by March 22nd. If an extension is granted, you will have until April 26th 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 2013/Spring 2014 academic year are eligible for housing and are encouraged to participate in the selection process.

Point System

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

**BASE POINTS:** Calculated by adding the total number of earned credits at the end of the Fall 2012 semester with your current class load (as reported by the Office of the Registrar). See page 8 for more information on Base Points.

- Freshman (0-26 Credits) - 200 Points
- Sophomore (27-56 Credits) - 400 Points
- Junior (57-86 Credits) - 600 Points
- Senior (87+ Credits) - 800 Points
- Graduate Student - 1000 points

**NOTE:** Transfer credits must be accepted by the Office of the Registrar by April 2nd 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 2012 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 ’12 and March ’13. 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.
- 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.
- 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 excluded from the 2013-2014 housing selection process.
Applications and Priority Numbers

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 priority number 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 priority number between 1 and 10. If there are another 20 groups with a GPT of 1900 points; they would be randomly assigned a priority number between 11 and 30. This would continue until all housing groups applying for a particular type of room have been assigned a number.

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.

Priority Numbers

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 priority number 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 priority number between 1 and 10. If there are another 20 groups with a GPT of 1900 points; they would be randomly assigned a priority number between 11 and 30. This would continue until all housing groups applying for a particular type of room have been assigned a number. If you need assistance figuring out how priority numbers work, you can speak to your RA or AC.

Selection Days: April 23rd and April 25th

Based upon either your group or individual priority number, students will be able to select their own rooms on the selection day listed above. When you receive your priority number, 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 2013 semester.

NOTE: If a member of your group cannot be present at your assigned time a Housing Proxy can be granted by email the Assistant Director of Residence Life, Stephanie Weishaupt, at saweisha@utica.edu. YOU SHOULD NOT MISS CLASS TO SELECT A ROOM!

The room selection process will be automated and information will be available at Residence Life and during designated information sessions.

The Office of Residence Life will notify students if their individual or group priority number will not be high enough to secure a room for the specific selection night they have applied for. If this is the case, these students will be allowed to reapply for the next or subsequent selection nights, 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 2012-2013

2013-2014 HOUSING PRICES, PER SEMESTER, PER STUDENT (NOTE: These figures are tentative and subject to change. Please use them only as a guide.)

- Bell Hall Double: $3,410
- Bell Hall Single: $3,680
- Tower Hall Double: $3,410
- Tower Hall Single: $3,680
- Boehlert Hall Double: $3,410
- Boehlert Hall Single: $3,680
- Alumni Hall Double: $3,280
- Burrstone House Double: $3,100
- North/South Hall Double: $3,165
- North/South Hall Single: $3,475

The 2013-2014 board prices are still being completed and finalized. More specific information regarding the 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 Residence Life. 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 to the Director of Residence Life per the advertised date posted during the Fall semester.

Vacancy:
It is the policy of Residence Life that should a vacancy occur in your room, apartment, suite or cluster between the end of the Spring 2013 and beginning of the Fall 2013 semester, someone will be administratively assigned to that space. Any student who decides, for whatever reason, to not return to Utica College must contact the Office of Residence Life immediately. Whenever possible, Residence Life staff will consult members of the group about the housing options; however, failure to respond in a timely manner (generally 48 hours after being contacted) may result in the Office of Residence Life filling the space, without consultation with members of the group, by the beginning of the Fall 2013 semester.

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 community distance. In order to be considered for release from the on-campus living requirement, you must put your request in writing to the Director of Residence Life, Carl Lohmann (calohman@utica.edu) describing your unusual extenuating circumstances on or by March 23, 2013. It is anticipated that only a limited number of such requests will be approved for the 2013-2014 academic year. 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 and Seniors:
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. Junior and Senior students have until Sunday June 30 at 11:59pm to request a release and a refund of their housing deposit. As of July 1st, your housing agreement is binding for the entire academic year.

If you are released from your housing agreement or you are a Junior or Senior and decide to move off campus, make sure you complete an exit interview with the Office of Residence Life.
## Calendar of Selection Process

### APRIL 2013

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<td>Housing Agreements</td>
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<td>Ind. Point Applications due online by 11:59pm</td>
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<td>Priority #’s distributed for singles, 3, 4, and 6 person groups</td>
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<td>Selection day for singles, 3, 4, and 6 person groups *Reapplication requests due by 11:59pm</td>
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<td>Priority #’s distributed for double and rooms</td>
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### Notes about the Calendar:

- Re-applications are only for individuals and groups who were shut out of the Housing Selection the night immediately preceding the re-application due date. 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 included with your priority number.
- You will not be able to log in and select before your given time.
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 Residence Life 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 Residence Life.

Don’t forget, the link for all housing information, forms and applications can be found at www.utica.edu/student/reslife

**Bonus Points**

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<th>Grade Point Average</th>
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<td>2.50 - 2.99</td>
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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 April 14th and you must be registered for a minimum of 12 credits for the Fall 2013 semester**. Students that are not registered for a minimum of 12 credits and/or do not complete the housing agreement by the deadline will not be able to participate in the housing selection process.
How do I Fill Out the Housing Application?

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

This form will not be available for completion until 12:01 am on Monday April 15th.

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 Residence Life will not be able to alter or delete an application once it is submitted online.

As a reminder, your name can only appear on one application at a time.

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 Residence Life 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 Residence Life will 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.

Applicants

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<thead>
<tr>
<th>#</th>
<th>Housing Selection ID</th>
<th>Name</th>
<th>Contact Person</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>12345</td>
<td>Elizabeth Hartzel</td>
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</table>

Total Points

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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
Cell Phone
UC E-mail Address
Local Phone
Summer Mailing Address

Group Applications must be completely full at time of submission or the application will not be accepted.
The Office of Residence Life 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 Residence Life 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;
- International full time matriculated students whose primary, secondary, and post-secondary educational experience differs substantially and enables them to enroll in Utica as sophomores or above;
- International exchange students who have either extended their stay at UC or who have enrolled as a full time matriculated student for the following semester;

In order to respond in a fair and equitable manner to students who fall into the categories above may, such students may contact the Office of Residence Life and submit a request in writing asking for a modification of their base points. **Base point modification requests are due to Stephanie Weishaupt, Assistant Director of Residence Life, by March 29, 2013 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, i.e. sophomore (400 points) will be adjusted upward to junior status (600 points).

If you believe that you are eligible for such a modification please email a request to have your base points adjusted to Stephanie Weishaupt at saweisha@utica.edu by March 29th. 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.
- **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, or 2 singles and a double, etc.). All rooms in Bell and Tower have a shared bathroom among those in the cluster.
- **Alumni Hall** — 4 person apartments. All apartments are double rooms and have a shared bathroom, living room, and kitchen

#### Double housing:

- Bell Hall
- Burrstone House (private bath)
- Boehlert Hall (private bath)
- North Hall
- Tower Hall

#### Single housing:

- Bell Hall
- Boehlert
- North Hall
- South Hall
- Tower Hall

### 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

### Community Living Option

**Global Village**—(Formerly the International Floor) Located on the third floor of Boehlert 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 through out the year. Exact participation requirements will be provided at a later date.

**Room Availability:** Single, Double, and Half Double

**Please note that applying to live in the Global Village is a separate application**

Students must contact Area Coordinator, John Solazzo, for more information and to pick up their separate application. The timeline for this is listed below.

Applications Available: Monday, February 18th
Applications Due: Monday, April 1st at 5 PM
Decisions sent out via email: Wednesday, April 17th

### Call the Office of Residence Life at 315-792-3285 or 315-792-3035 with any questions or visit our website!

**www.utica.edu/student/reslife**