Returning Student Housing Selection Process 2020-2021
Step 1: Pay the Housing Deposit

- All students applying for on-campus housing must pay the $200 Housing Deposit by April 1, 2020 at 12:01 AM to participate in the housing selection process.
- Housing Deposits can be paid via cash, check, or by credit card to the Center for Student Success.
- If you wish to ask for an extension beyond the deposit deadline, you must contact or meet with Marissa Finch, Assistant Director for Student Living, via email at mmfinch@utica.edu, by April 1, 2020. If an extension is granted, you will have until May 1st to provide the full deposit payment.
Step 2: Fill Out The Housing Agreement

- All students applying for on-campus housing must complete the Housing Agreement by April 1, 2020 at 12:01 AM to participate in the housing selection process. This agreement can be found online at utica.edu/studentliving

- **HOUSING REQUIREMENT:** All incoming first-year students are required to live in College residence halls for their first two years, unless residing at home with their legal parent or guardian who live within a 30 mile radius.
Step 3: Find Your Roommates/Housing Selection Option

- Housing Options Available:
  - Single Room (North or South Hall)
  - Three-Person Suite (Bell Hall)
  - Four-Person Suite (Alumni Hall, Bell Hall, and Pioneer Village)
  - Six-Person Suite (Alumni Hall, and Boehlert Hall)
  - Seven-Person Suite (Boehlert Hall)
Step 3: Find Your Roommates/Housing Selection Option (continued)

- Please note: this year we will **not** be allowing individual students to select singles within suites. These individuals will need to find a group of people who are looking to fill their group. You can connect with people who are looking to fill their group by utilizing our Facebook page: Utica College Student Living Roommate Finder

- You can also attend one of the meet and greet events that we will be hosting to help you find potential suitemates:
  - Wednesday, February 19 (8pm-10pm) Bell Conference Room
  - Tuesday, February 25 (7pm-9pm) Boehlert Conference Room
Step 4: Fill Out The Housing Application

- One student per group must complete the Housing Application found online at utica.edu/studentliving.

- This form is available from February 17, 2020 until April 1, 2020 at 12:01 AM.

- Please Note: you will be filling out who would be assigned to each type of space (single vs. double) in your suite size based on all possible options. Each member of the group will receive a confirmation email with the submission and will have 48 hours to email Marissa Finch (mmfinch@utica.edu) with any concerns.
Step 5: Receive Your Selection Information

Marissa Finch will email all individuals in your group on April 3, 2020. This email will include:

- Selection Time (you should not miss class to select your room! There will be instructions in the email if nobody from your group is available during your selection time).

- The type of housing that your group is eligible to select, based on the total points of all individuals in your group.
Step 5: Receive Your Selection Information (continued)

- A person’s individual points will be determined based on the following criteria:
  - **Base Points:** Calculated by the cohort that you are associated with for the Spring 2020 semester:
    - Graduate Student: 1000 Points
    - Senior (87+ credit hours): 800 Points
    - Junior (57-86 credit hours): 600 Points
    - Second-Year Student (27-56 credit hours): 400 Points
    - First-Year Student (0-26 credit hours): 200 Points
  - **Conduct History:** Calculated by any sanctions you have received between March 2019 and March 2020. 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 Code of Student Conduct and been given a sanction limited to a formal reprimand and/or educational task. 10 bonus points.
    - Level Three: You have been held responsible for a violation of the Code of Student Conduct and received a sanction of probation, restriction or relocation from campus, and/or restitution. 0 bonus points.
Step 6: Attend Our Housing Selection Party!

- On Wednesday, April 8, 2020 the Office of Student Living and College Engagement will be hosting a Housing Selection Party.
  - One or more members of your group can stop by the Strebel Lounge at your selection time to select your room and to enter to win some great prizes!
  - If nobody from your group is available at your selection time you will be able to reply to the email from Marissa Finch on April 3, 2020 for more information.