



**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 10, 2020 at 5:00 PM 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](mailto:mmfinch@utica.edu), by April 10, 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 10, 2020 at 5:00 PM to participate in the housing selection process. This agreement can be found online at [utica.edu/studentliving](http://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
- ▶ If you do not have a group you can also fill out this preference form and Marissa Finch will try to find roommates who are looking for similar experiences. Please note that if you fill out this form you are giving Marissa Finch permission to randomly assign roommates based on answers on this form.

# Step 4: Fill Out The Housing Application

- ▶ One student per group must complete the Housing Application found online at [utica.edu/studentliving](http://utica.edu/studentliving)
- ▶ This form is due April 10, 2020 at 5:00 PM.
- ▶ 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](mailto:mmfinch@utica.edu)) with any concerns.

# Step 5: Receive Your Selection Information

- ▶ Marissa Finch will email all individuals in your group on April 13, 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: Housing Selection!

- ▶ Housing Selection will take place between April 15 and April 15. The email from Marissa Finch on April 13 will outline this process.