Returning Student Housing Selection Process 2021-2022
Step 1: Pay the Housing Deposit

- All students applying for on-campus housing must pay the $200 Housing Deposit by April 1, 2021 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, Interim Director of Student Living, via email at mmfinch@utica.edu, by April 1, 2021. 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, 2021 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 or transfer 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)
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
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 March 1, 2021 until April 9, 2021 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.
Step 5: Receive Your Selection Information

- Marissa Finch will email all individuals in your group on April 15, 2021. 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.
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 2021 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 this academic year. 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. **10 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. **0 bonus points.**
- Level Three: You have been held responsible for a violation of the Code of Student Conduct and received a sanction of a penalty in the housing selection process. **(-10) bonus points.**
Step 6: Select Your Room!

Housing Selection will take place April 19, 2021 - April 20, 2021. More information on your selection date/time and requirements will be included in the email from Marissa Finch on April 15, 2021.