

# **Utica University Office of Student Living and Campus Engagement**

## **Returning Student Housing Selection Process 2022-2023**



**Office Location: Strebel 206  
Phone Number: 315-792-3285**

# Step 1: Pay the Housing Deposit

- ▶ All students applying for on-campus housing must pay the \$200 Housing Deposit by April 1, 2022 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, Director of Student Living, via email at [mmfinch@utica.edu](mailto:mmfinch@utica.edu), by April 1, 2022. 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, 2022 at 12:01 AM to participate in the housing selection process. This agreement can be found online at [utica.edu/studentliving](https://utica.edu/studentliving)
- ▶ **HOUSING REQUIREMENT:** All incoming first-year or transfer students are required to live in University 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 University 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](https://utica.edu/studentliving)
- ▶ This form is available from March 22, 2022 until April 8, 2022 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 13, 2022. 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 2022 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 on April 20, 2022. More information on your selection date/time and requirements will be included in the email from Marissa Finch on April 13, 2022.