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, 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

- **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)
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.

- 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.