

Returning Pioneer

HOUSING SELECTION

2026-2027



Office of Student Living

Contents

This doc includes everything you need to know about choosing your housing assignment for the 2026-2027 academic year. Flip through the pages to find the following information:

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The logo features the words "Step by Step" in a large, stylized, orange cursive font. The "Step" in "Step by Step" is repeated, with the second "Step" positioned to the right of the first. Below this, the word "INSTRUCTIONS" is written in a bold, dark blue, sans-serif font. The entire logo is centered on the page.

STEP 1

Pay the Housing Deposit

- All students applying for on-campus housing must pay the \$200 Housing Deposit by March 31, 2026 at 12:01 AM.
- 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 Lauren Wilson, Assistant Director of Housing Operations, via email at ldwilson@utica.edu, by March 31, 2026.

STEP 2

Complete the On-Campus Housing Contract and Compatibility/Pref Form

- All students applying for on-campus housing must complete the On-Campus Housing Contract by March 31, 2026 at 12:01 AM.
- This contract can be found online [here](#).
- The Compatibility/Preferences Form will become available after you complete the On-Campus Housing Contract but can be found [here](#) as well. This form assists our office in coordinating matchups with roommates, completing suites, or in case of mid-year vacancies

STEP 3

Find Your Roommates & Plan Your Housing Option

- Talk with your friends, current roommates, teammates, and other students to figure out whom you want to live with
- Review housing options on campus and determine what type of living space you would like to apply for
- Attend Mix and Mingle events to fill your group or find a group to live with

Housing Options

- Housing Options Available:
 - Three-Person Suite (Bell Hall, Tower Hall)
 - Four-Person Suite (Alumni Hall, Bell Hall, Tower 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 or for partial groups to claim suites. These individuals will need to find a group of people who are looking to fill their group.

STEP 3 (CONTINUED)

- You can connect with people who are looking to fill their group by attending a Roomie Roundup Event, filling out our Roommate/Suitemate Matching Assistance Form, and/or visiting our Instagram to connect with people online
- **Roomie RoundUp Events:**
 - Keep an eye out for information on scheduled events to help you find a roommate

- **Match Form Info**

- Do you need help finding roommates to complete your group? Fill out the Match Form and we will help connect you with other students who are trying to find people to fill their group!

https://forms.office.com/Pages/ResponsePage.aspx?id=fhRYhp6_m0mKR9gdklieDhcE3PUBTWNIA4KIH3XhsxUM1ROVEVENUdLUFg1QIJXRUMyUVQ1NEc0MiQIQCNOPWcu



@UTICA_STUDENTLIVING

STEP 4

Complete the Roommate Group Application

- One student per group must complete the Roommate Group Application (RGA) found online at utica.edu/forms/housing-application/index.cfm
- This form is available from March 3, 2025 until March 31, 2026 at 11:59 PM.
- This form does not give priority in selection on a first-come, first-served basis. Take your time figuring out a good group.
- **Please Note:** You will fill 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

- The Office of Student Living will email all individuals in your group by April 8, 2026. 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 6

Select your Room

- One student per group will attend in person or virtually to select the group's assignment
- This selection will take place April 13 – 16, with the specific date/time given in the Selection Information email
- **Please Note:** Students should **not** miss class to select their room! Only one person per group needs to be available and there will be instructions in the email if nobody from your group is available during your selection time.

Housing Selection TIMELINE

1	Pay Housing Deposit	February 2 through March 31
2	Complete On-Campus Housing Contract	February 2 through March 31
3	Complete Roommate Compatibility & Preferences Form	February 2 through March 31
4	Figure out roommates & housing group	Now through March 31
5	Complete Roommate Group Application	March 3 – March 31
6	Receive Selection Date/Time Information	April 8
7	Select Room	April 13 – April 16

Key Links

In Step by Step Order, please follow this process.

HOUSING DEPOSIT

HOUSING CONTRACT

EMAIL SLCE
FOR ASSISTANCE

ROOMMATE GROUP
APPLICATION

HOUSING POINTS
AND HOUSING ID

Housing Options
& ELIGIBILITY

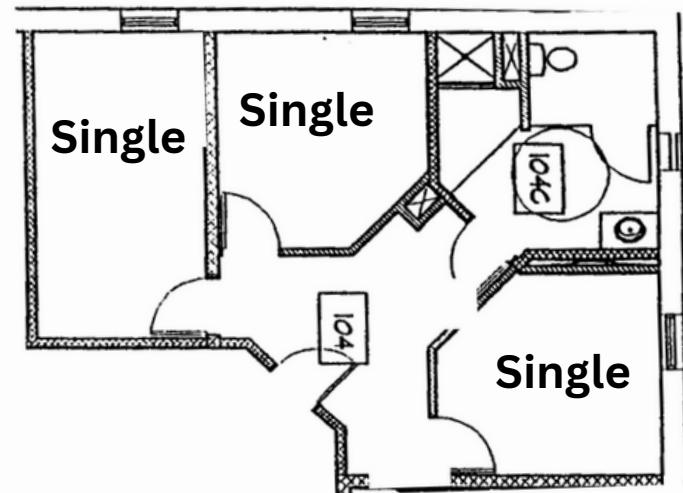
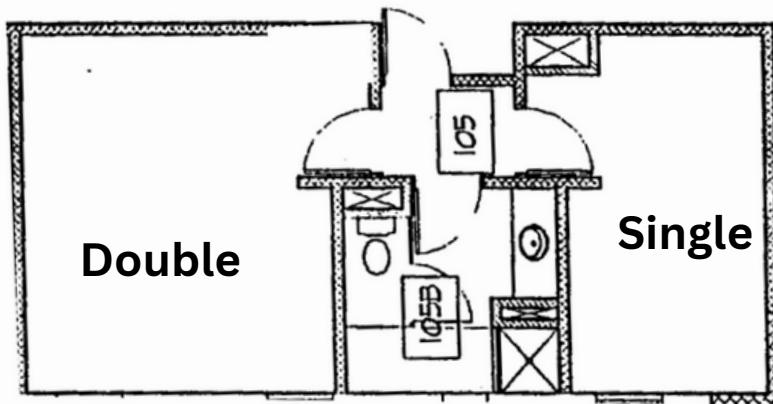
THREE-PERSON ROOMS

Three-person rooms are called "suites" or "clusters" here at Utica University and are available in Bell Hall and Tower Hall. There are both **3 singles** and **1 single/1 double room** options with a shared bathroom.

Please note: Bell and Tower Halls both come equipped with: Communal Kitchen Facilities, Lounges, Recreation Areas, Vending, Study Room(s), In-Suite Restrooms, Communal Laundry

BELL AND TOWER HALLS

THREE-PERSON ROOMS



EXAMPLE FLOOR PLANS

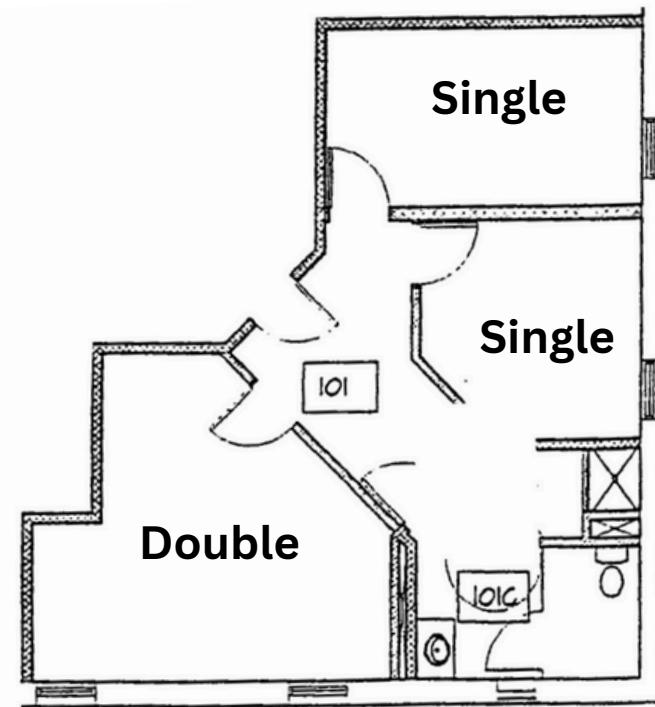
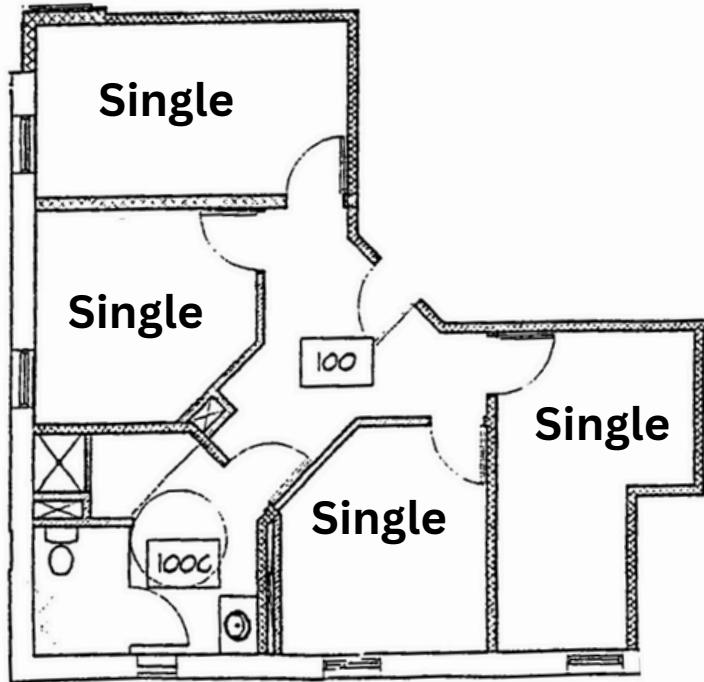
FOUR-PERSON ROOMS

There are four-person clusters, suites, and apartments available at Utica University. Clusters have a shared bathroom, suites have a shared bathroom and living area, and apartments have two shared bathrooms, a living room, and a kitchen.

Please note: Pioneer Village apartments are exclusive to junior, senior, and graduate students.

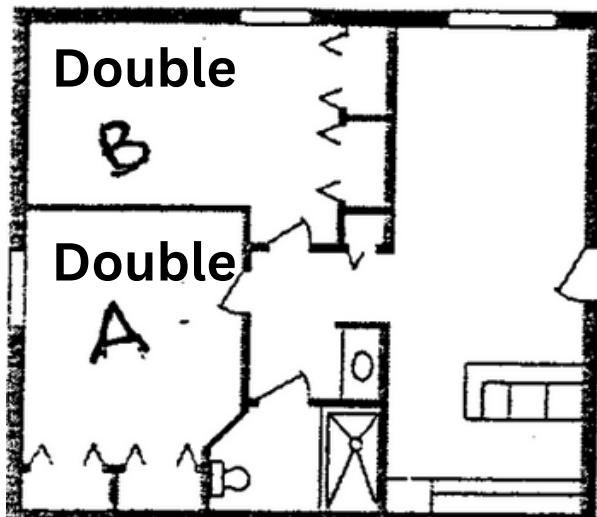
**ALUMNI, BELL HALL, TOWER HALL
PIONEER VILLAGE**

FOUR-PERSON ROOMS



BELL & TOWER EXAMPLE FLOOR PLANS

FOUR-PERSON ROOMS



ALUMNI EXAMPLE



PIONEER VILLAGE EXAMPLE

SIX-PERSON ROOMS

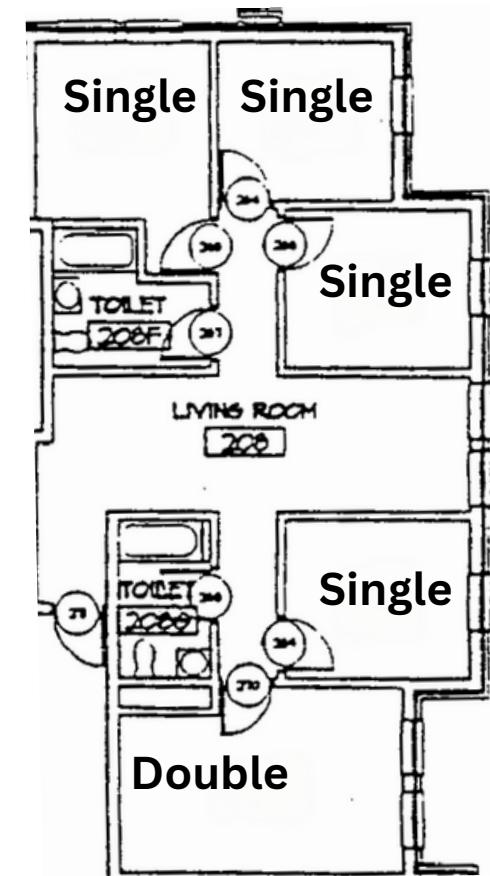
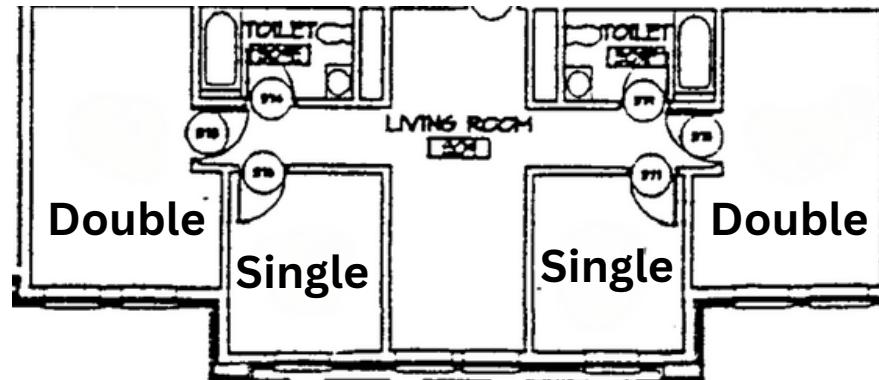
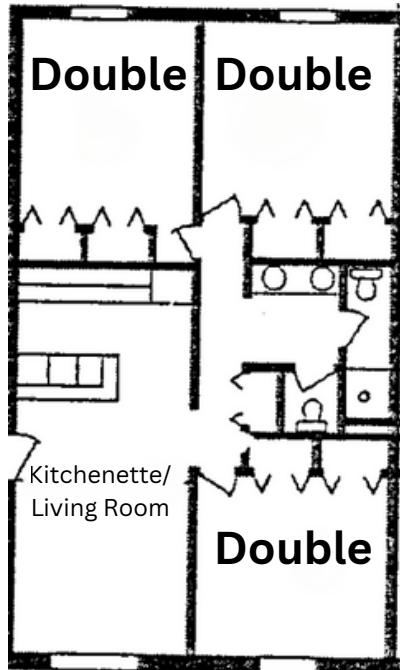
Six-person rooms are called "suites" here at Utica University and are available in Alumni Hall and Boehlert Hall.

There are three types of six-person suites: 3 double rooms; 2 double rooms and 2 single rooms; 1 double room and 4 single rooms.

Please note: Alumni Hall suites have a kitchenette where countertop appliances are permitted. Boehlert Hall has communal lounges and study areas within the building. Both have 2 bathrooms per suite.

ALUMNI AND BOEHLERT HALLS

SIX-PERSON ROOMS



EXAMPLE FLOOR PLANS

SEVEN-PERSON ROOMS

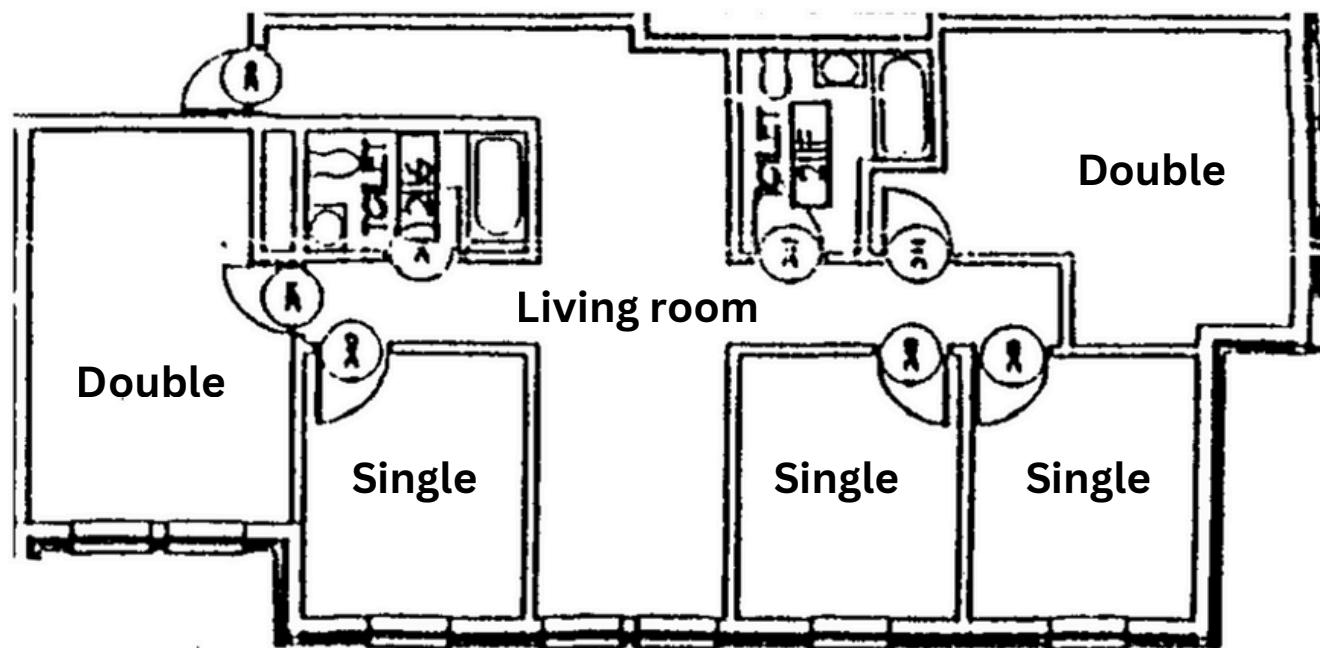
Seven-person rooms are called "suites" here at Utica University and are available in Boehlert Hall.

There is only one type of seven-person suite comprised of:
2 double rooms and 3 single rooms. 

Please note: There are only **four (4)** of these suites available, so they are **very** limited, often being filled by returning students.

BOEHLERT HALL

SEVEN-PERSON ROOMS



EXAMPLE FLOOR PLAN

Projected

ROOM & BOARD RATES

PROJECTED ROOM RATES

The rates provided are based on a per-student, per-semester basis for the 2026-2027 academic year. Tentative and subject to change.

Single Rooms		Double Rooms	
Bell/Tower/Boehlert Single	\$4,564	Bell/Tower/Boehlert Double	\$4,146
Pioneer Village Single	\$7,004	Alumni Double	\$3,955
North/South Hall Single	\$4,232	North/South Hall Double	\$3,769

Please note: Utica University grants and/or EMT Waivers are not valid for Pioneer Village. Please consider this when selecting your preferred housing location.

PROJECTED BOARD (MEAL PLAN) RATES

The rates provided are based on a per-student, per-semester basis for the 2026-2027 academic year. Tentative and subject to change.

Platinum Plan	Unlimited meals in the Dining Commons, \$250 in Declining Balance + 5 guest meal passes per semester. All Residential Students are eligible to purchase this plan.	\$4,675
Gold Plan	Unlimited meals in the Dining Commons, plus \$150 in Declining Balance + 5 guest meal passes per semester. All Residential Students are eligible to purchase this plan.	\$4,575

PROJECTED BOARD RATES (PIONEER VILLAGE ONLY)

The rates provided are based on a per-student, per-semester basis for the 2026-2027 academic year. Tentative and subject to change.

Orange Plan	185 meals per semester, plus 5 guest passes. Approximately two meals per day, including Red Chef to-go meals. Only Pioneer Village residents may purchase this plan.	\$2,145
Blue Plan	120 meals per semester, plus 5 guest passes. Approximately one meal per day, including Red Chef to-go meals. Only Pioneer Village residents may purchase this plan.	\$1,425

Orange and Blue Meal plans have optional add-ons for declining dollars to be charged directly to your account. You may add \$100 or \$200 at the time of your selection.

Points and
INFORMATION

WHAT ARE HOUSING POINTS?

- Each student is awarded a certain number of housing points.
- In a roommate group, all points are added together to determine the housing selection timeslot.
 - For example, a 6-person group with 6000 points will be able to select their housing before a 6-person group with 1200 points
- 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 2024 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**

POINT ADJUSTMENTS

- Base points are adjusted based on conduct history and Honors program participation
- **Honors Program:** All Honors Students will receive 10 Bonus Points added to their Individual Point Totals
- **Conduct History:** Calculated by any sanctions you have received this past year, bonus/penalty points will be given based on a three-tier system:
 - Level One: You have not been sanctioned by any person or body of the Utica disciplinary system. **+10 bonus points**
 - Level Two: You have been held responsible for a violation of the Code of Student Conduct and been sanctioned to a formal reprimand and/or educational task. **0 bonus points**
 - Level Three: You have been held responsible for one or more violations of the Code of Student Conduct, were assigned 6 or more conduct points, and were sanctioned to a penalty in the housing selection process. **-10 points**

WHAT IS A HOUSING ID (HID)?

- This 5-digit number is different from your student identification number
- HIDs are specific to the housing selection process
- HIDs are only to be given to the individuals with whom you wish to live
- HIDs for your entire group will be entered into the Roommate Group Application (or Room Rollover Application) to solidify your roommate grouping

EXAMPLE APPLICATION

Housing Type					
Housing Type	Six-Person Suite				
Occupancy	6				
Students					
Housing ID	Name				
61999	Brian				
74377	Jackson				
94577	Jason				
55700	Logan				
01100	Daniel				
64855	Jackson				
Six-Person Suite					
Preferences					
Top Preference	4 Single Rooms and 1 Double Room				
Second Preference	2 Single Rooms and 2 Double Rooms				
Third Preference	3 Double Rooms				

- **Please Note:** You will also fill out who would be assigned to each type of space (single vs. double) in your suite size based on all possible options.

Frequently Asked

QUESTIONS

WHAT IS THE ON-CAMPUS HOUSING CONTRACT?

- The On-Campus Housing Contract is a binding year-long contract between the student and the University.
- The agreement outlines your rights and responsibilities as a residential student as well as several procedures expected of you by the Office of Student Living.
- When you sign the Housing Contract before selection day, you are committed to living in the residence halls until the end of the academic year that you are signing the agreement.
- In the case of unusual or extenuating medical or financial circumstances, requests for early termination of the housing agreement can be submitted through the proper forms on our website.

DOES UTICA HAVE A HOUSING REQUIREMENT?

- All students are required to live in a Utica University residence hall for the first two years of attending Utica University.
- At the discretion of the University, certain situations (as outlined on the next page), may result in a student being granted an exemption from the two-year residency requirement or release from their current, active On-Campus Housing Contract.
- Students who choose not to participate in Housing Selection, but fall under the requirement, will be placed in campus housing where space is available.
 - These assignments will be made after the traditional selection process and students will be responsible for the room and board charges associated with this assignment.

ARE THERE EXCEPTIONS TO THE RESIDENCY REQUIREMENT?

- In certain circumstances, students may be eligible for an exemption from the two-year residence requirement. The granting of such exemptions is subject to review and approval by the University. The process for seeking an exemption can be found on the Utica University Student Living website. Residency Exemptions may be submitted up until the start of the academic semester.

Potential rationales for approved Residency Exemptions include:

- The Student's intended house is within a 30-mile driving distance of campus AND
 - The Student is residing with their parents/legal guardians, AND/OR spouse documented by marriage AND/OR domestic partnership, AND/OR a declared dependent, AND/OR an approved relative who will act as the designated guardian during their attendance at the University.
- The Student is a transfer student who has completed two or more years as a full-time, matriculated student at another institution or in conjunction with their time at Utica University and another institution.
- The Student will be 21 years of age by August 1 (applicable during the summer prior to the first day of classes for the fall term for incoming first-year or transfer students only)
- The Student is an active or military veteran
- The Student has acquired significant life experiences that align with the unique experiences of the aforementioned exemptions. This may include individuals who have participated in long-term community service programs (e.g. Peace Corps, AmeriCorps), traveled extensively with organized groups or teams, or engaged in similar life-enriching experiences.

WHAT IF YOU ARE A JUNIOR, SENIOR, OR GRADUATE STUDENT WHO IS LOOKING AT OFF-CAMPUS OPTIONS?

- Once a student fulfills the two-year residency requirement, they are free to make a decision about whether or not they would like to live on campus for the next year.
- If students are looking into off-campus housing but want to keep their options open, we encourage them to go through the housing process.
- Those students have until June 1, 2026 at 11:59 PM to request a release and a refund of their housing deposit. As of June 2, your housing agreement is binding for the entire academic year.

WHAT IF A VACANCY OCCURS IN MY HOUSING ASSIGNMENT OVER SUMMER BREAK?

- It is the policy of the Office of Student Living that should a vacancy occur in your room, apartment, suite, or cluster between the end of the Spring 2025 and the beginning of the Fall 2026 semester, someone will be administratively assigned to that space.
 - Please fill out the Roommate Compatibility and Preferences Form to provide our office with information to best find another student who will acclimate with your current assignment.
- If the occupants of the space have someone in mind that they would like to request be moved into the vacancy they should contact Lauren Wilson (ldwilson@utica.edu) immediately.

WHAT DO I DO IF I BELIEVE I NEED A HOUSING ACCOMMODATION?

- Any student who believes they need a housing accommodation due to significant, documented medical disability, including short-term injuries, should contact the Office of Learning Services no later than March 6, 2026 at 5 PM to start this process.
- All requests will require documentation from a physician or other medical provider and will be reviewed by the Housing Accommodations Committee.
 - Email Judy Borner <jcborner@utica.edu> to start this process.

WHAT IF I HAVE A QUESTION THIS DOCUMENT DIDN'T ANSWER?

- Operations Coordinators will be hosting various open office hours in the residence halls for Q&As about the housing selection process. Dates/times/locations will be posted shortly.
- Assistant Director of Housing Operations Lauren Wilson, will be hosting various open office hours for Q&As about the housing selection process. Dates/times/locations will be posted shortly.
- Additionally, you may set up an appointment with her by emailing her at ldwilson@utica.edu

Key Links

In Step by Step Order, please follow this process.

HOUSING DEPOSIT

HOUSING CONTRACT

EMAIL STUDENT LIVING
FOR ASSISTANCE

ROOMMATE GROUP
APPLICATION

HOUSING POINTS AND
HOUSING ID

Where Will



Call Home?