

# UTICA COLLEGE HOUSING SELECTION BOOKLET

2019-2020

Visit our website ([www.utica.edu/reslife](http://www.utica.edu/reslife)) or call the Office of Student Living & College Engagement at 315-792-3285 with any questions!



\*Please note that all of the information outlined in this Housing Selection Booklet does not apply to Pioneer Village. Pioneer Village will have a separate selection process. For more information please contact Marissa Finch, Assistant Director for Student Living ([mmfinch@utica.edu](mailto:mmfinch@utica.edu))\*

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## THE HOUSING SELECTION PROCESS

Welcome to Housing Selection for the 2019-2020 academic year!

Inside the following pages is a detailed explanation of the process by which you will select your room for the Fall 2019-Spring 2020 academic year. The Office of Student Living & College Engagement strives to provide students with a process which is fair and consistent but more importantly provides many options in terms of the types of rooms available.

Some of the highlights of the system are:

- Groups will be assigned a group priority number that will determine the order you choose your room;
- Individual priority numbers will be based on the total points you earn;
- Your Cumulative GPA will be taken into account in the point formula;
- Disciplinary history points will be limited to one calendar year preceding housing selection;
- Students must fill out their Housing Application online;
- All students participating in the selection process will receive a unique Housing Identification Number;
- Students will select their Fall 2019-Spring 2020 room through an online room selection program.
- Group priority numbers will be based on the combined individual points of all members of the group;

# HOUSING REQUIREMENTS

## Participation Requirements:

- MUST be registered for 12 or more credits for Fall 2019.
- CANNOT be an INCOMING First-Year or Transfer student.
- CANNOT have an Accounts Receivable (AR) Hold on your account—students who have an AR hold will not be able to fill out the housing agreement.
- CANNOT apply with a non-deposit paid student or the application will be VOID. NO EXCEPTIONS. Students who have failed to pay the room deposit, or failed to receive a deposit extension before the deadline, MAY NOT participate in any phase of Housing Selection. Those who DO NOT pay their deposit OR get an extension ARE NOT GUARANTEED HOUSING unless they will be sophomores for the 2019-2020 academic year.
- Students applying together must be of the same gender but do not have to be of the same class standing. We do NOT allow co-habitation in the residence halls except for Pioneer Village and those applying through the All-Gender Housing process (See page 8 for more information).
- Off-campus (deposit paid) students may participate in Housing Selection.

## Housing Deposits:

- Your \$200 Housing Deposit must be paid to the Center for Student Success between February 1, 2019, and March 29, 2019. Payment can be made via cash, check, or by credit card to the Center for Student Success.
- If you wish to ask for an extension beyond the March 29, 2019, deadline, you must contact or meet with Marissa Finch, Assistant Director for Student Living, via email at mmfinch@utica.edu, by March 22, 2019. If an extension is granted, you will have until April 17th to provide the full deposit payment.

## Two-Year 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. All transfer students are required to have lived on a campus for four semesters. This means incoming second year transfers are required to reside on campus unless residing at home with their legal parent or guardian.

## Graduate Students:

- Current Utica College students who plan on attending Utica College in the fall to continue as graduate students for the Fall 2019-Spring 2020 academic year are eligible for housing and are encouraged to participate in the selection process.



# POINT SYSTEM

**A person's INDIVIDUAL points will be determined by the following formula:**

**Base Points:** Calculated by the cohort that you are associated with for the Spring 2019 semester.

- First-Year-1000 Points
- Sophomore-800 Points
- Junior-600 Points
- Senior-400 Points
- Graduate Student-200 Points
- NOTE: Transfer credits must be accepted by the Office of the Registrar by March 29th in order to be factored into the Selection Process.

**Bonus Points:** These are points that will be given to individuals provided they meet the following eligibility requirements:

**GPA:** Calculated by Cumulative GPA at the end of the Fall 2018 semester. Points will be given depending on where your GPA falls in the following ranges:

1.99 and Under-0 *bonus points*

2.00-2.49-5 *bonus points*

2.50-2.99-10 *bonus points*

3.00-3.39-15 *bonus points*

3.40-4.00-20 *bonus points*

**Conduct History:** Calculated by any sanctions you have received between March 2018 and March 2019. 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 student code of conduct and been given a sanction limited to a **formal reprimand** and/or an **educational task**. *10 bonus points*

Level Three: You have been held responsible for a violation of the student code of conduct and received a sanction of **probation, restriction or relocation from a campus building, and/or restitution**. *0 bonus points*



**Semesters on Campus:** Calculated by the number of semesters you have lived on campus since enrolling at UC. *10 bonus points for every semester.*

**Transfer Student Points:** Students who have transferred to UC earn *5 bonus points for every semester completed* at another institution.

**Alternative Fall Break:** Students who participated in the Alternative Fall Break program will earn *50 bonus points*.

**Ramada Hall Residents:** Students who were originally assigned to Ramada Hall for the Fall 2018 semester will earn *20 bonus points*.

**Housing Agreement Date:** Students will be rewarded additional points on a sliding scale based on the date of their completed Housing Agreement.

February 1, 2019-February 16, 2019-*15 bonus points*  
 February 17, 2019-March 2, 2019-*10 bonus points*  
 March 3, 2019-March 16, 2019-*5 bonus points*  
 March 17, 2019 and later-*0 bonus points*

# APPLICATION AND PRIORITY NUMBERS

All students who wish to go through the Housing Selection Process must submit an online Individual Point Form and a Housing Application. Your application can be either for a single room in which your name is the only one that appears on the application, or for group housing, in which all members of the group turn in ONE application.

**NOTE:** Regardless of the type of housing you are applying for, your name can appear on *only one* application.

**NOTE:** When applying for group housing, the apartment, cluster, or suite must be filled to the stated capacity of that room.

**NO late applications will be considered.**

Remember that when filling out the Housing Application you will need each person's Housing ID Number (HID) in order to complete the application. These HID's will be emailed to each person who completes an Individual Point Worksheet online. The HID will be a unique six-digit number that will pull in all of your information to the Housing Application Form. Thus it is important that you do not share your HID with anyone else but your group contact person who will be filling out the Housing Application online.

**Priority numbers will be sent to all group members to their Utica College email account on the dates specified later in this booklet.**

## POINT TOTALS AND SELECTION TIMES

All members of a group will add up their individual points to come up with their **Group Point Total (GPT)**. This total will determine the order in which you select your room. A random selection time will then be given to those groups that have an identical GPT. For example, if there are 10 groups with 2000 points, each will be randomly assigned a selection time before moving on to the groups with 1900 points. If you need assistance figuring out how priority numbers work, you can speak to your RA or AC.

## SELECTION DAYS: APRIL 10TH AND APRIL 12TH

Based upon either your group or individual point total, you will be able to select your room on the selection day listed above. When you receive your selection time, the letter will include the day and time for you and your group to complete the online selection process. More importantly, during your selection time, you will pick which hall you want to live in and pick your room at that time. All members of the group must be prepared to sign into a specific bedroom in a suite or apartment. This must be the room you intend to live in for the Fall 2019 semester.

**NOTE:** If your designated group contact person cannot select at your assigned time, a *Housing Proxy* can be granted by emailing the Assistant Director for Student Living, Marissa Finch, at mmfinch@utica.edu.

**YOU SHOULD NOT MISS CLASS TO SELECT A ROOM!**

The Office of Student Living & College Engagement will notify students if their individual or group point totals will not be high enough to secure a room for the specific room type they have applied for. If this is the case, these students will be allowed to reapply for a double or half double room, depending on their individual preferences. More information on how to reapply for housing will be distributed to those groups or individuals that fall into this category.

# ROOM RATES FOR 2019-2020

**2019-2020 HOUSING PRICES, PER SEMESTER, PER STUDENT (NOTE: These figures are tentative and subject to change. Please use them only as a guide.)**

Bell/Boehlert/Tower Hall Double	\$2,948	Burrstone House Double	\$2,698
Bell/Tower/Boehlert Hall Single	\$3,245	North/South Hall Double	\$2,680
Alumni Hall Double	\$2,812	North/South Hall Single	\$3,009

**The 2019-2020 prices are still being completed and finalized. More specific information regarding the room and board plan options and pricing will be available in the upcoming weeks.**

## POLICIES

### Housing Agreement

The student **housing agreement** is a binding year-long agreement between the student and the College. The agreement details the rights afforded to you as a residential student, as well as the policies and procedures expected of you by the Office of Student Living & College Engagement. When you sign the housing agreement on or before selection day, you are committed to living in the residence halls until the end of the spring semester. In the case of unusual or extenuating medical or financial circumstances, requests for early termination of the housing agreement can be submitted through the Housing Release Application found on the Student Living Website.

### Vacancy

It is the policy of the Office of Student Living & College Engagement that should a vacancy occur in your room, apartment, suite, or cluster between the end of the Spring 2019 and beginning of the Fall 2019 semester, someone will be administratively assigned to that space.

### Medical Single Requests

Any student who believes they need a single for current or long-term medical issues should contact Utica College's Health Center no later than March 1, 2019, at 5pm with their request. All requests will require supporting documentation from a physician.

### Housing Releases

#### *Two-Year Residency Requirement:*

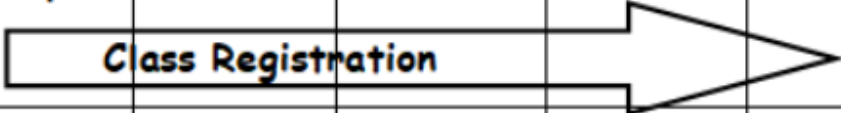
All students are required to live in college residence halls for their first two years unless residing at home with their parents or legal guardians who live within a 30-mile radius, they are a transfer student who has lived on campus for two years at another institution, or they will be 21 by August 1st, 2019. In order to be considered for release from the on-campus living requirement, you must put your request in through the Housing Release Application found on the Student Living Website on or by March 29, 2019. Students who choose not to participate in Housing Selection, but fall under this 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.

#### *Juniors, Seniors, and Graduate Students:*

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 1st, 2019, at 11:59pm to request a release and a refund of their housing deposit. As of June 2nd, your housing agreement is binding for the entire academic year.

# CALENDAR OF SELECTION PROCESS

# April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat				
<div style="border: 1px solid black; background-color: orange; padding: 5px; display: inline-block;"> <b>**Important: Housing Deposit and Housing Agreements due by March 29, 2019**</b> </div>					MAR. 29 Housing Deposits and Apps. Due	MAR.30				
MAR. 31	1 Individual Points emailed out to you	2 Applications open	3	4	5 Applications close at 4:00pm	6				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Class Registration</b> </div> 				7	8 Priority #s distributed for singles, 3, 4, and 6 person groups	9	10 Selection day for singles, 3, 4, and 6 person groups *Reapplication requests due by 11:59pm	11 Priority #s distributed for doubles	12 Selection day for doubles and half doubles	13

## Notes about the calendar:

- Re-applications are only for individuals and groups who were shut out of their initial housing selection preference. The due dates for re-applications will be included in the correspondence notifying groups that they need to reapply.
- The time you may log in for selection will be emailed to your group contact person.
- You will not be able to log in and select before your given time.

**All links to online forms, agreements, and information can be found at:  
[utica.edu/reslife](http://utica.edu/reslife)**

# HOW DO I FILL OUT THE HOUSING APPLICATION?

**2011 Housing Application**  
\* indicates required field

Reminders:  
You must fill all spaces to capacity.  
Your name cannot be on two applications for the same selection night.

Note:  
You **cannot** go through the Room Selection Process if you have not paid your \$200 Housing Deposit or signed up for the Housing Deposit Extension. Any applications from non-deposit paid students will be void.

Single applications are due by **Sunday April 17 at 11:59PM.**  
All other applications are due by **Tuesday April 19 at 11:59PM.**

**Housing Type**  
Please indicate the type of housing you are applying for.

Single Room Selection on April 19

Single Room - Wellness Community (South)

Single Room - Global Village (Boehlert)

1/2 Double Selection on April 28

1/2 Double Room - Global Village (Boehlert)

Double Room

Double Room - Wellness Community (South)

Double Room - Global Village (Boehlert)

Three Person Group Selection on April 26

Three Person Group - Global Village (Boehlert)

Four Person Group

Four Person Group - Global Village (Boehlert)

Five Person Group Selection on April 21

Six Person Group

Seven Person Group

**Applicants**

#	Housing Selection ID	Name	Contact Person	Points
1	12345	Elizabeth Hartzell	<input type="radio"/>	500
<b>Total Points</b>				<b>500</b>

**Housing Contact Person**  
If the Residence Life Office needs to contact the students listed above, we need the name, address, e-mail, phone and cell phone of one applicant. This contact person will be responsible for contacting fellow roommates in a timely manner should a decision need to be made about open spaces.

Please give us the contact information where we can most easily reach you over the summer should we have questions about or information to share regarding your housing.

Name  Please select a contact person

Cell Phone

UC E-mail Address

Local Phone \*

Summer Mailing Address \*

This page includes screen shots of the Housing Application form, found online at <http://www.utica.edu/student/reslife/selection/housingapp.cfm>

This form will be available for completion until 4pm on Friday, April 5th.

Please familiarize yourself with these forms in order to ensure that you are able to complete these forms without any questions or concerns.

The Office of Student Living & College Engagement will not be able to alter or delete an application once it is submitted online.

As a reminder, your name can only appear on one application at a time.

If you are filing a group application you must have enough people to completely fill the space you are applying for (ex. six housing ids for a six-person suite).

## Applicants

#	Housing Selection ID	Name	Contact Person	Points
1	12345	Elizabeth Hartzell	<input type="radio"/>	---
<b>Total Points</b>				<b>---</b>

## Housing Contact Person

If the Residence Life Office needs to contact the students listed above, we need the name, address, e-mail, phone and cell phone of one applicant. This contact person will be responsible for contacting fellow roommates in a timely manner should a decision need to be made about open spaces.

Please give us the contact information where we can most easily reach you over the summer should we have questions about or information to share regarding your housing.

Name  Please select a contact person

Cell Phone

UC E-mail Address

Local Phone \*

Summer Mailing Address \*

# BASE POINT MODIFICATION REQUESTS

The Office of Student Living & College Engagement recognizes that there are some students who enter UC attached to a certain class cohort but whose age or other attributes more appropriately place them with other class cohorts — particularly within the Housing Selection Process.

Non-traditionally-aged first-year students (determined by the age of the student at the time of their first full-time enrollment semester at UC). This is defined by a student's age that is 18 months or more older than the universally accepted age range of specific class years. For example, a first-year student's age range is generally considered to be 18-19 years old; thus, a student who enters UC as a 20-21 year old first-year student is considered a non-traditionally-aged first year student.

In order to respond in a fair and equitable manner, students may contact the Office of Student Living & College Engagement and submit a request in writing asking for a modification of their base points. Base point modification requests are due to Marissa Finch, Assistant Director for Student Living, by March 22, 2019, at 5pm. Students whose request for base point modifications are granted will have their base points adjusted to the next level up from their official class year.

If you believe that you are eligible for such a modification please email a request to have your base points adjusted to Marissa Finch at [mmfinch@utica.edu](mailto:mmfinch@utica.edu) by March 22, 2019, This request should clearly state how you believe you meet the above criteria.

## WHAT IS AVAILABLE WHERE?

### 6-person housing:

*Boehlert Hall*—6-person suites. All suites are a combination of singles and doubles and have two bathrooms to share amongst all members of the suite.

*Alumni Hall*—6 person apartments. All apartments are double rooms and have a shared bathroom, living room, and a partial kitchen.

### 3- and 4-person housing:

*Burrstone House*—Rooms that are conjoined in Burrstone will be available for groups of 4. Each room has a private bath. If you're interested in living with 3 people, Burrstone is also a good place for that too. Contact Marissa Finch for more information.

*Bell and Tower Halls*—Approximately half of Bell and Tower will have 3- and 4-person clusters available in a variety of configurations (1 single and 1 double, or 3 singles). All rooms in Bell and Tower have a shared bathroom among those in the cluster. Tower Hall will be the home for the Global Village.

### Double housing:

The following halls will have doubles available for selection:

*Bell Hall*

*Burrstone House*

*Boehlert Hall*

### Single housing:

The following halls will have singles available for selection:

*Bell Hall*

*Boehlert Hall*

*Tower Hall (Global Village)*

## Community Living Options

**Honor Housing:** Students who are a part of the Honors Program have the option to live in Boehlert Hall. These students must fill up the suite and have at least 3 honors students in the suite. There is a separate application process for this. Contact [SLCE@utica.edu](mailto:SLCE@utica.edu) for more information.

**Sophomore Year Experience (SYE):** Burrstone is the home of the SYE! Students living in Burrstone will have a great opportunity to learn what the school has to offer, get ready for internships, community service opportunities, and so much more while being a part of the SYE.

**Global Village:** Located in Tower Hall. Residents who would like to live in the Global Village sign into these rooms without full capacity and agree to provide a welcoming environment to incoming international students. In addition to living with international roommates, residents of the Global Village are also required to participate in a variety of cultural programs throughout the year. Exact participation requirements will be provided at a later date. Contact Lauren Waszkiewicz ([lecranda@utica.edu](mailto:lecranda@utica.edu)) for more information.

**All-Gender Housing:** All-Gender Housing is designed for students who may want to live with someone regardless of their gender, gender identity, or gender expression. In this community, legal sex is not a determining factor for assignment. For students who are interested in this option, please contact the Office of Student Living & College Engagement, [SLCE@utica.edu](mailto:SLCE@utica.edu), for more information.