

## Mary Baldwin College – Office of Residence Life 2011-2012 HOUSING SELECTION PROCESS GUIDE

This packet includes the dates and instructions for the **Housing Selection Process** (formerly known as Room Lottery). Please make sure **you read the information carefully** as there are some changes!

### **An Overview of the Housing Selection Process (HSP)**

The Housing Selection Process consists of two separate events. They are **HSP Registration** and **Room Selection**. Here is a description of what happens at both events as well as a “pre-qualification” that is required of all students before they can participate in the process.

### **Qualification to Participate**

Before a student can participate the Housing Selection Process, she **must pay a \$300 advance deposit and clear her student account of all outstanding balances**. This is referred to as receiving an “all clear” from the Student Accounts Office. Only students with a cleared account will be allowed to participate in the process. **No exceptions will be made.**

**The \$300 deposit is required of all students who are planning to return to MBC next fall and is due by March 1, 2011.** This deposit is not directly applied to the housing fee but rather applied to a student’s overall account balance for the next year. The advance deposit is the way a returning student communicates her intent to return to the college for the next academic year. Please note, the deposit is non-refundable.

Questions about the advance deposit or student account balance should be directed to Ms. Pam Yowell in the Office of Student Accounts at x7363 or [pyowell@mbc.edu](mailto:pyowell@mbc.edu).

### **HSP Registration**

**Each student who plans to select a room must come to HSP Registration to declare their intent to participate.** Registration (formerly known as Number Draw) is held on Monday, March 28, 2011.

Three important things happen at Registration. They are as follows.

1. A student’s account is checked to make sure it is cleared and that the advance deposit is paid in full.
2. The Housing Priority Point Ticket is given to the student. The ticket indicates the night in which a student selects a room as well as the time. See the Housing Priority Points section for a detailed breakdown of how the points are assigned.
3. A student selects a random number. The random number indicates the order within the Housing Priority Points “Band” that a student selects a room.

A student can participate in either Registration session as there are two planned – just come to the session that is most convenient to attend. There is no significant advantage to drawing a number in the first session held or waiting until the end of the second session as the number drawn is **random**.

## **HSP Registration Step- By- Step Procedures**

***Monday, March 28<sup>th</sup> 11 am-2 pm & 4 pm-6 pm SAC Ballroom***

1. Go to the check-in table to determine if you are eligible to participate (paid \$300 deposit and have a cleared student account balance). Make sure to bring your student ID for proof of identity.
2. Go to the table of your academic classification (rising sophomore, rising junior, rising senior) as determined by your credits earned.
3. Receive your Housing Priority Points Ticket.
4. Draw a random number.
5. Obtain a copy of the On Campus Housing Contract for review.
6. Keep your Housing Priority Points Ticket in a safe place and bring it with you to Room Selection. This receipt serves as your entrance ticket to Room Selection.

## **Housing Priority Points (HPP)**

Housing Priority Points (HPP) are assigned to each student for certain distinctions they hold such as academic classification, leadership, academic excellence, and financial responsibility. Points provide priority for the order in which rooms are selected and are assigned as follows.

### **Academic Classification**

Classification is determined according to the Academic Catalog. Academic standing is confirmed by the Registrar's Office and only takes into account credits earned through the end of the fall 2010 semester. Current hours taken during the spring 2011 semester do not count as they are not yet "earned." Additionally, academic classification is not determined by expected graduation year. If you have any questions about the number of credits you earned to date, please contact the Registrar's Office.

#### **Rising Senior – 6 points**

58 or more earned credits by the end of fall semester 2010

#### **Rising Junior – 4 points**

27 to 57 earned credits by the end of fall semester 2010

#### **Rising Sophomore – 2 points**

26 or less earned credits by the end of fall semester 2010

### **Leadership**

Student leaders who are **elected** by the student body during the determined election slates (Slates 1-4) receive priority points in recognition and appreciation of their dedication and leadership to the college as outlined below. Student leaders who are appointed do not receive these points. Note –

students leaders who hold multiple elected positions do not receive double points. For example, if a student is both a JB Rep and a Class Officer, they do not receive 4 points for each position held, rather 4 points total for holding both elected offices.

**SGA Executive Committee (EC) – 8 points**

SGA President, Vice President, Secretary, Treasurer  
BPB, HC, ICC, JB, and RHA Chairwomen; Lead Advocate

**Student Leaders - 4 points**

Class of 2012, 2013, and 2014 President, Vice President, Secretary, and Treasurer  
BPB, ICC, and RHA Executive Boards  
HC and JB Representatives and Student Advocates

**Academic Excellence**

Students who excel academically are rewarded with Housing Priority Points as follows.

**Global Honors Scholars – 4 points**

As defined by the college. Must be an official honor student on record and be in good standing.

**Cumulative GPA**

As of the fall 2010 semester and verified by the Registrar's Office.

<b>4.0-3.8</b>	<b>10 points</b>
<b>3.79-3.6</b>	<b>9 points</b>
<b>3.59-3.4</b>	<b>8 points</b>
<b>3.39-3.2</b>	<b>7 points</b>
<b>3.19-3.0</b>	<b>6 points</b>
<b>2.99-2.8</b>	<b>5 points</b>
<b>2.79-2.6</b>	<b>4 points</b>
<b>2.59-2.4</b>	<b>3 points</b>
<b>2.39-2.2</b>	<b>2 points</b>
<b>2.19-2.0</b>	<b>1 point</b>

**Financial Responsibility**

**\$300 deposit paid and account clear by 4:30pm Tuesday, March 1, 2011 – 2 points**

**\$300 deposit paid and account clear by 4:30pm on Friday, March 18, 2011 – 1 point**

**Please note** that a student may pay their deposit and clear their student account after these deadlines pass. The student however will not earn the additional Housing Priority Points.

**Illustration of Housing Priority Points**

Here is the breakdown of points for two different student scenarios.

**Student A**

Is a rising sophomore	2 points
Is a Student Advocate	4 points
Has a 2.5 GPA	3 points
<b>Total Housing Priority Points</b>	<b>= 9 points <i>Sophomore Classification</i></b>

**Student B**

Is a rising junior	4 points
Has a 3.5 GPA	8 points

Paid Deposit by March 1<sup>st</sup> deadline 2 points  
**Total Housing Priority Points = 14 points *Junior Classification***

### **Jump Number**

The Housing Priority Points have the academic classification priorities built into them, meaning that a student with an academic classification of a rising senior would select a room in the selection process before a rising junior or rising sophomore. However, in a VERY SMALL number of cases a student with a lower academic classification could “jump” into the next classification if they have a GPA over 3.8.

To illustrate, let’s look at Student A again.

### **Student A**

Is a rising sophomore 2 points  
Is a Student Advocate 4 points  
**Has a 3.9 GPA 10 points**  
**Total Housing Priority Points = 16 points *Sophomore Classification***

Student A qualifies due to the GPA to “jump” into the next academic classification. Student A now can select a room on junior selection night. However, Student A does not keep the same number of Housing Priority Points as they move into the next classification. That is to say that Student A will not select with the junior 16 band rather Student A will select lower within the junior class.

**Total Housing Priority Points = 16 points *Sophomore Classification***  
**Jump Qualification -10 points**  
**New Jump Points = 6 points *Junior Classification***

The Jump number is now “6” which is the sum of all point categories minus the GPA points (10). Student A now gets to select on junior night behind all juniors with 7 points or more.

### **Priority Bands and Random Number**

Once a student’s Housing Priority Points is established, they will be placed in a priority band. The band will consist of all students who hold a particular academic classification and the same number of Housing Priority Points. Meaning there could be 40 students who are juniors with 9 Housing Priority Points. So all students with a HPP of junior 9 will select a random number. This is done at Registration. The random number will establish the line up of all HPP junior 9’s.

As in the past, two roommates who enter the Housing Selection Process are welcome to use the roommate with the best Housing Priority Points Ticket.

## **Room Selection**

This is the process where students actually select their room assignment for the next academic year. Room Selection is held over three different nights. Students come to their assigned night and time as determined by their academic classification, Housing Priority Points, and random number selected during the Registration process.

For all room selection processes, the correct amount of students for each room or living area is required to participate. This means that all double rooms must be filled by two students and three students must sign up for a triple room. Also, a four person apartment must have four people sign up

for it and a house must have the correct number of occupants. The only exception to this is students who apply and are approved to live with a new international student. See the “Special Considerations” section of this guide to learn more about this process.

### **Room Selection Step by Step Procedures**

1. Show up at the SAC at your designated night and arrival time as outlined on the Housing Priority Points Ticket.
2. Bring your Housing Priority Points Ticket and your Student ID. Also bring a signed Proxy Form (if you are acting on behalf of another student) to the SAC.
3. Wait until you (or your roommate’s) Priority Band and random number is called in the designated waiting area.
4. Go to the table of the residence hall for which you wish to select a room.
5. Select a room with your roommate and receive a Room Assignment Receipt.
6. Proceed to the check out table to have your assignment recorded in the computer.
7. Sign an On Campus Housing Contract Form for the 2011-2012 year.

### **Proxy for the Housing Selection Process**

If for some reason a student is not able to attend Registration or Room Selection, that student may elect a “proxy” to act on their behalf. In order to designate a proxy for either process, a student must submit a **Proxy Form**. The named proxy then has the power to select a random number at Registration and/or select a room at Room Selection for the absent student. Only completed Proxy forms with signatures will be accepted and must be brought to the event. A separate Proxy Form is required for both Registration and Room Selection.

### **Special Considerations for Certain Living Areas**

#### **Houses and Apartments**

Available houses and apartments are as follows.

Carriage House – requires 5 occupants (2 double rooms and 1 single room)

Hawpe House – requires 9 occupants (4 double rooms and 1 single room)

Woodrow Terrace Apartments

WTA 101 – 4 person apartment (2 double rooms)

WTA 102 – 4 person apartment (2 double rooms)

WTA 203 – 4 person apartment (2 double rooms)

WTA 307 – 2 person apartment (1 double room)

Students must be **18 years of age by September 1, 2011**, to live in the houses or apartments. Additional housing fees apply to live in a house or apartment - \$150 per semester, \$300 per academic year.

### **Kable Residence Hall**

Kable houses upper class VWIL students only. Kable will not be available during the Housing Selection Process.

### **King Residence Hall**

King offers two types of room options. The second floor has suites with two, double occupancy rooms joined by one shared, interior bathroom. The third floor has loft rooms which are double occupancy and feature a 2<sup>nd</sup> story "loft" and private bathroom. The suite rooms will be offered during the selection process as 1 double room or by "suites" where four students sign up for two adjoining rooms. Both options are offered to provide students with maximum flexibility in the selection process. Additional housing fees apply to students living in King - \$150 per semester, \$300 per academic year.

### **Memorial International Living Learning Floor**

The International Living Learning Floor is housed on the second floor of Memorial. The purpose of the living learning floor is to provide an opportunity for American students and international students to live together and participate in a cultural exchange. Sixteen spaces are available for current MBC students to apply to live with an international student. International students are placed during the summer.

In order to live on this floor an application process is required. The application process is handled by Heather Ward, Director of International Programs. Applications are available in the Spencer Center and are due by Friday, March 18, 2011. Applicants are then interviewed the week of March 21-25<sup>th</sup> and notified of acceptance by Monday, March 28<sup>th</sup>. Accepted students participate in the Housing Selection Process during their regularly scheduled night and time as determined by their Housing Priority Points Ticket. Accepted students are also expected to attend a brief orientation workshop in April.

Students who are accepted to live on the floor sign an agreement stating they understand and will comply with the rules associated with the program. Violators of the programs' policies will be asked to leave the community and will be relocated to other living accommodations by the Office of Residence Life.

### **PEG Students**

According to the regulations as defined by the Program for the Exceptionally Gifted, PEG students who are **16 years old by September 1, 2011** are eligible to participate in the Housing Selection Process and select a room in a traditional residence hall environment. Age eligibility will be verified prior to the commencement of HSP. PEG students must also pay their \$300 deposit and clear their student accounts in order to participate.

### **Tullidge Residence Hall**

Tullidge houses sophomore and freshmen VWIL students only. Tullidge will not be available during the Housing Selection Process.

### **Visitation for Hilltop and Memorial Residence Halls**

All upper-class living areas offer the 24 hour guest visitation option with the exception of Hilltop and Memorial. Hilltop has unlimited weekend guest visitation only. Memorial's visitation policy allows guest visitation from 10am-8pm, seven days a week only. No overnight visitation is allowed in Memorial.

### **VWIL Students**

VWIL will conduct a separate Housing Selection process for VWIL students – please contact the VWIL office to determine dates and locations. VWIL students should NOT participate in the Housing Selection Process for traditional students.

## Frequently Asked Questions

### Studying Abroad in fall '11?

Students planning on Studying Abroad in the fall semester **should not** participate in the Housing Selection Process. Students should however pay their \$300 deposit alerting the college to their intent to return. Students then should contact the Office of Residence Life before their return to campus to determine a room assignment. Every effort will be made to find an appropriate housing accommodation for the student upon their return. Students who sign up for a room during HSP and then study abroad in the fall **will not** be guaranteed the assignment chosen in the selection process as the college must be able to utilize all space to meet housing demands. Any room or space selected in HSP and not actually lived in by the occupant will be reassigned to other students needing housing without the permission of the remaining roommate.

### Not returning in the fall?

Students who are unsure of their plans to return to MBC next year should carefully consider the decision to participate in the Housing Selection Process. In order to participate, students must pay the \$300 deposit which is non-refundable. If a student is more than likely to come back, she should participate in order to ensure that she is assigned to a room and roommate of her choice.

### Moving Off Campus?

If you currently live on campus and are planning on moving off campus next year, you need to submit an **Off Campus Housing Request Form**. You must **request** to move off campus as MBC is a residential college. Requests are approved if students:

- Are 21 or older by September 1, 2011.
- Wish to live with their parents and/or extended family within the surrounding Staunton area. Documentation from family required.
- Experience a change in life status – getting married, etc.
- Present a medical need (mobility issues, etc.) that cannot be accommodated through on campus housing. Documentation from a physician required to substantiate medical need.

The **form should be submitted to the Residence Life Office by Friday, March 18, 2011** in order to allow sufficient time for processing. **Students who are currently “commuter” students do not need to re-submit this form.** Students who request to move off campus should still pay the \$300 advance deposit as this is not tied to “housing fees” but to the overall student account for the next year.

### Medical Concern or Accommodation Issue?

If you have a medical issue that needs to be accommodated in the housing process, you need to submit an **On Campus Housing Medical Exception Form**. **Supporting documentation from a health care provider is required** to substantiate the exception requested. **A new form and medical documentation is required each year**, forms and documentation from last year cannot be used.

The **form and documentation should be submitted** to the Office of Residence Life by **Friday, March 18, 2011** in order to allow sufficient time for processing. **Forms and documentation received after the deadline may not be accommodated.** Students who request special accommodations must pay the \$300 advance deposit just as they would be required to do to participate in the Housing Selection Process. Students will be assigned to a room that meets their medical need prior to HSP. Assignments are made based on meeting medical concerns first and foremost. These concerns supersede any preferences for building or roommate. Room assignments are made based on a first come first serve basis. Students with medical issues may bring in a roommate of their choice provided that the roommate meets eligibility requirements to live in a particular building and has paid the \$300 deposit and cleared their student account. If the medical need is for a single room, the student will be charged the single room fee of \$450 per semester, \$900 per year.

### **Returning to my same room?**

Students are not allowed to automatically return to their same room. All students planning on living on campus for the 2011-2012 year must participate in the Housing Selection Process. If a student wants to return to their same room they must again select it through the room selection process if it is available.

### **No Roommate?**

Students are **NOT** allowed to sign up for a room without a roommate. There is ample opportunity to find a roommate before HSP. Start talking with your friends and your RA now. Students without roommates can fill out an **Online Housing Application Form by Friday, March 18, 2011**. Students submitting forms will be paired up based on their answers to compatibility questions. Additionally, the Resident Assistants are sponsoring a **Roommate Singles Mingle on Tuesday, March 22, 2011 from 7-8pm in the Nuthouse**. Please note that we will do what we can to find you a roommate but ultimately the responsibility is yours.

### **I want a single room – is that possible?**

No, there are only two designated single rooms in the traditional residence halls. These rooms will be reserved for students with documented medical needs who submit a form and documentation by the deadline. Students who desire to have a single room will not be accommodated in the Housing Selection Process.

Students who find themselves in a double room as a single person in the fall may have the opportunity to guarantee the room as a single at the single room rate if occupancy levels allow. This process will not take place until mid-September and will only be offered if there is space available.

### **Room Vacancy over the Summer?**

Any vacancies that become available over the summer by students who are not returning to the college will be considered assignable space. This means that students left in a double or triple room without a roommate or roommates will be assigned a roommate by the Residence Life Office **without consultation** from the remaining occupant(s). Notification will be made through the MBC e-mail account concerning any changes in room assignment or roommate. Please check this account frequently over the summer.

### **Housing Waitlist?**

Due to the size of the expected incoming class, Spencer and Woodson residence halls will be reserved for first year students and are not available to house students in an “overflow situation.” Students who participate, but are not accommodated in the Housing Selection Process will be placed on a waitlist and offered housing on a first come, first served basis as it becomes available throughout the summer. It is the intent of the College to provide housing to all returning students who participate in the Housing Selection Process.

### **On Campus Housing Contract**

Students will be asked to review and sign an On Campus Housing Contract for the 2011-2012 year. This contract is new and students are urged to review it carefully before signing the agreement form.

### **Need a Form?**

The following Forms are available in the Student Life Office located in Kable House or online at the following web address [http://www.mbc.edu/residence\\_life/servicesreturning.php#roomlottery](http://www.mbc.edu/residence_life/servicesreturning.php#roomlottery) .

On Campus Housing Medical Exception Form

Off Campus Housing Request Form

Proxy Form

Forms can be sent by e-mail attachment to [cdoyle@mbc.edu](mailto:cdoyle@mbc.edu), turned in at the Student Life Office in hard copy, or faxed to 540/887-7227, attention Residence Life.

## Housing Selection Process Timeline 2011

<b>March 1</b> Tuesday	Student Accounts	<b>\$300 Advanced Deposit Due</b>
<b>March 1</b> Tuesday	Francis Auditorium	<b>Housing Selection Process Information Session</b> 12:15pm-1:05pm
<b>March 15</b> Tuesday	First Year Center	<b>Housing Selection Process Information Session for First Year Students</b> 7-8pm
<b>March 18</b> <b>Friday</b>	Residence Life	<b>Forms Due</b> Online Housing Application, Off Campus Housing, and Medical Exception
<b>March 18</b> <b>Friday</b>	Student Accounts	<b>Last Day to Pay Your \$300 Deposit and Clear Your Student Account to Receive Housing Priority Points</b>
<b>March 21-25</b>	Residence Life	<b>Medical Exception Students Assigned</b>
<b>March 22</b> Tuesday	Nuthouse	<b>Singles Mingle</b> 7pm-8pm
<b>March 22</b> Tuesday	Upper-class Housing	<b>RHA Open House</b> 8pm-9pm
<b>March 28</b> Monday	SAC Ballroom	<b>Housing Selection Process REGISTRATION</b> 11am-2pm 4-6pm
<b>March 29</b> Tuesday	SAC Ballroom	<b>SENIOR ROOM SELECTION Night</b> 6-9pm Students with 58 or more earned credits by fall 2010 Housing Priority Points Bands 30 - 4  <b><i>Housing Priority Points TICKET will specify exact time</i></b>
<b>March 30</b> Wednesday	SAC Ballroom	<b>JUNIOR ROOM SELECTION Night</b> 6-9pm Students with 27-57 earned credits by fall 2010 Housing Priority Points Bands 27 – 2  <b><i>Housing Priority Points TICKET will specify exact time</i></b>
<b>March 31</b> Thursday	SAC Ballroom	<b>SOPHOMORE ROOM SELECTION Night</b> 6-9pm Students with 26 or less earned credits by fall 2010 Housing Priority Points Bands 19 – 2  <b><i>Housing Priority Points TICKET will specify exact time</i></b>