

# RLS



# 2011

## Office of Residence Life Room Lottery & Selection Guide

# What's the REAL DEAL about Room Lottery?

**C**olumbia College and Residence Life anticipates your return to live with us on campus next year! This is important information to keep in mind as we move toward the Room Lottery & Selection Process (RLS). RLS is a process conducted annually in the spring by the Office of Residence Life at Columbia College. The process allows currently enrolled students the opportunity to select their rooms, roommates and suitemates for the following academic year.

The following information includes policies and procedures that have been reviewed and approved by the Room Lottery and Selection Advisory Committee in conjunction with the Office of Residence Life. The RLS Committee is a student group comprised of representatives from each

class year who will help to administer the housing process in the coming weeks.

The information enclosed is valuable. Please review this newsletter carefully so that as you move forward with the process, you are making well-informed decisions.

Your RA/A will soon host a hall meeting to provide you with an overview of the process and an opportunity to ask and answer general questions. In addition, "Town Hall" meetings will also be provided by members of the RLS Committee for both First-Year and Upper-class students to provide information and answer questions. Members of Residence Life and the RLS Committee are working hard to make this year's process a success. After all,



## The Real Deal

Got Questions? We've got answers.....Be Sure to attend

your area "Town Hall" meeting!

The REAL DEAL is to live on campus 2011-2012!

If we may be of further assistance to you, please contact your respective Area Coordinator or a member of the Residence Life staff at extension 3602.

The Office of Residence Life is located on the lower level of the Student Union (SUB101).

### RLS TIPS:

- Make your \$100 room deposit and SAVE your receipt
- Find a roommate & suitemates
- Know your GPR & Class Standing
- Remember important dates
- Attend your hall meeting and a "Town Hall" Meeting
- Pick your proxy carefully

### Pinch your Pennies...

Your room deposit is due

**March 4th**

by 3 p.m.



### Inside this Issue:

What is RLS?	1
Class Standing & Room Availability	2
Proxies & Lottery Draw	2
Room Selection	3
Priority & Room Reservation Deposit	3
Policies & Procedures	4
Room & Board Rates	4

# Columbia College Housing Contract



The C2 Housing Contract is a binding agreement between the student and

the College. **PLEASE NOTE that this agreement stands for the entire academic year.**

The Housing Contract indicates the student's intention to reside on campus for the entire academic year stated (official recess periods excluded). Students will be required to sign their Housing Contracts at the **Lottery**

**Drawing held Wednesday, March 23, 2011 during lunch and dinner.**

Students are encouraged to read the Housing Contract carefully, paying special attention to deadlines and cancellation policies.

# Class Standing

Priority for Room Lottery and Selection is based on a student's class year and the number of semesters (fall and spring) that she has lived on campus. **A student's class standing is determined by the number of credit hours she has completed by the end of the fall semester of the current school year.**

Class standing is obtained from college records. Questions regarding class standing or credits earned should be directed to the Registrar's Office.

The Registrar's decision is final and class standing is defined as the following:

**Current First Year:** 0 – 23.9 credits  
**Current Sophomore:** 24 – 55.9 credits  
**Current Junior:** 56 credits & above

The number of semesters that a student has lived on campus refers to complete fall and spring semesters and **does not include the current semester.** Summer sessions will not be considered in the count for this process.

Note: Students who have spent a fall or spring semester participating in the Washington Semester or studying abroad, may count that experience as a semester on campus.

Lottery numbers will be divided in each class accordingly:

- **Current Juniors** - with 4 or more semesters on-campus
- **Current Juniors** - with 3 or less semesters on-campus
- **Current Sophomores** - with 3 or more semesters on-campus
- **Current Sophomores** - with 2 or less semesters on-campus
- **Current First Years** - with 2 or more semesters on-campus
- **Current First Years** - with 1 or less semesters on-campus

# Room Availability

The master list of all rooms that will be available in the housing process will be posted in the Dining Hall on Tuesday, March 22, 2011. As the Room Lottery and Selection Process unfolds, the results of each phase will be posted in this same area for public viewing.

Double and single occupancy rooms will be available for returning students in the Cottages and Asbury Annex.

Double rooms will be available for returning students in Hudson, Mirse, and Wesley 1st, 2nd and 3rd floors. Also, two triple occupancy rooms will be available in Wesley. Be sure to refer to GPR requirements for the Cottages and Hudson (see pg.3). Please note that a certain number of rooms will be placed on hold and not available to be selected during the housing process—this is done in order to

accommodate any special housing needs of new or returning students that the College may learn about prior to the start of the fall semester.



# Proxies & Lottery Draw

If a student is unable to attend any portion of the room selection process, it is her responsibility to designate one proxy to take her place. **A designated student proxy must present written documentation to serve as another student's proxy before any decisions can be made.** Proxies have full authority to make housing decisions on another student's behalf. Proxy Authorization Forms are available in the Office of Residence Life.



Lottery numbers place a student in a relative position with her classmates. Lottery numbers will be drawn on **Wednesday, March 23, 2011, during lunch** (11:30 a.m. – 2:00 p.m.) **and dinner** (5:00 p.m. – 6:30 p.m.) **in the Dining Hall.** A student who does not choose a lottery number Wednesday, March 23rd, either personally or by proxy, will be placed at the end of the lottery list for her respective class. Students will be required to sign their housing contracts at the time they draw lottery numbers.



## An Important Foot Note:

On-campus housing at Columbia College is available to full-time, undergraduate, day program students only. **Students are required to live on campus during their first two years as a student at Columbia College.** (Unless living with a local parent or guardian)

# Room Selection



The Room Selection Process will take place over a period of one week at the end of March. Rooms will be

selected by students in lottery number order according to the guidelines noted below.

Room Selection will be held in the Student Union Building, second floor lounge, on the following dates:

**Friday, March 25th: 1:00 p.m.**

Current Juniors and their respective roommates/suitemates.

## PRIORITY

Priority order will be as follows:

First priority will be given to students who can fill a suite. For example this means four students looking to live together in two double rooms that share a bathroom; it could also be two students that have chosen privates in the Cottages and will be sharing a bathroom.

Second priority will be given to students who can fill a room or a group of three looking to partially fill a traditional suite. Third priority will be given to an individual student requesting to select a room.

**Monday, March 28th: 6:30 p.m.**

Current Sophomores and their respective roommates/suitemates.

**Wednesday, March 30th: 6:30 p.m.**

Current First Years and their respective roommates/suitemates.

### PLEASE NOTE:

A student who fails to select a room with her respective class will still have an opportunity to select a room before the next class room selection by making an appointment with the Director of Residence Life.

Furthermore, **priority** in the Cottages and Hudson will be determined as follows:

◆First priority will go to Current Juniors selecting a suite with another Current Junior(s)

◆Second priority will go to Current Juniors selecting a room with another Current Junior(s)

◆Third priority will go to Current Juniors selecting a suite and/or room with a Current Sophomore(s)

◆Fourth priority will go to Current Sophomores selecting a suite or room with another Current Sophomore(s)

### REMEMBER

To bring the following to Room Selection:

1. Your room reservation deposit receipt
2. Student ID Card
3. Roommate and/or Suitemates
4. Rooming alternatives
5. A signed Proxy form if selecting a space for someone else
6. A positive attitude

Local GPR Requirements for Hudson and the Cottages are as follows:

**Cottages** – 2.75 or better for Current Juniors

**Cottages** – 3.0 or better for Current Sophomores

**Hudson** – 2.75 or better for Current Sophomores

These GPR requirements are non-negotiable and are the cumulative GPR from Fall 2010. Students interested in living in either of these areas are encouraged to verify their GPR before making any housing plans.

Current First-Year students may not select rooms in Hudson or the Cottages.



## Room Reservation Deposit

All students planning to select a room through the Room Lottery and Selection Process must first secure their space in campus housing by submitting a **ROOM RESERVATION DEPOSIT**. (This is a fee that must be paid if a student wishes to select a Lottery number and room with her class during the housing process.)

The \$100 Room Reservation Deposit is payable to the Tuition Accounts Office (Allison, Third Floor) **by 3 p.m. Friday, March 4, 2011**. Only students who

submit their Room Reservation Deposit by this deadline will be permitted to select a lottery number **Wednesday, March 23, 2010**. Please note that **Financial Aid funds cannot be used to secure the Room Reservation Deposit after February 25th**.

The \$100 Room Reservation Fee is applied as payment toward a student's fall housing bill. A student who pays this fee and then cancels her 2011-2012 room assignment after May 1,

2011, will forfeit her Room Reservation Deposit. Specific rooms will not be held for students who do not pay the housing deposit by the published deadline.

However, students who do not pay the Room Reservation Fee by the published deadline are still eligible to apply for a housing assignment to be made by the Residence Life staff over the course of the summer in whatever housing spaces remain vacant after the Spring Room Lottery and Selection Process.

# Policies & Procedures

When a student's lottery number is called, she may select an available suite or room by adding the names of her preferred roommates/suitemates. Roommates and suitemates can be added to the roster by presenting signed Proxy Authorization Forms for any student not in attendance at the time the suite or room is selected. Once a student has been placed in a room/suite, she becomes ineligible to participate in any other part of the housing process, with the exception of the Summer Waiting List sign-up process.

**Student IDs Required:** A student must have her student ID in order to participate in any phase of the Room Lottery and Selection Process.



### Time Limit Guidelines:

Once at the room selection table, a student will have no more than five minutes to make a final decision regarding her room/suite choice. Once a student has selected her room, she will be required to leave the area where the process is being conducted. Any student believed to be coercing or harassing another student(s) regarding her housing choice, will forfeit her lottery number position and any room selection choice made to date.

### Roommate Matching/Roommate Pool:

A student without a roommate is unable to sign-up for a room (other than a designated single room in the Annex or the Cottages) until all other students in her respective class have selected their suites/rooms. It is the responsibility of each individual student to find her own roommates/suitemates. Students who sign-up for a suite or room that is not filled to capacity must understand that the Residence Life Office will undoubtedly assign another student to the suite or room over the course of the summer.

**International Roommate Pool:** Returning students who are interested in the opportunity to share a room with an International Exchange Student or International Transfer Student during the 2011-2012 academic year must apply in the Residence Life Office by Wednesday, March 16, 2011. Students who are accepted for one of the limited spaces in the International Roommate Pool will be permitted to participate in room selection with their respective class in order to secure

a double occupancy room for themselves and one of the incoming international exchange or transfer students. Specific roommate matches will be done over the summer.

**Consolidation Policy:** The Office of Residence Life reserves the right to consolidate available spaces in order to accommodate requests for full occupancy of a room. Double occupancy rooms, unless otherwise stated, are to be occupied by two persons. Any suite or room not filled to capacity will be considered as available space. This space may be filled in one of two ways: 1.) The Office of Residence Life may assign a roommate/suitemate to this space. 2.) A student looking for a room assignment may ask to be placed in the vacancy.

### Summer Waiting Lists:

Many housing changes occur during the summer months. If a student has a housing preference that is not met during the Spring Room Lottery and Selection Process, she should put her name on a summer waiting list. Students will have access to the waiting lists according to class rank and lottery number on the designated Room Selection date for her respective class. If an opening develops over the summer in the area where a student on the waiting list is interested in living, a member of the Residence Life staff will attempt to contact the next student on the list to offer her the open room. The Residence Life Office will attempt to contact a student for 48 hours before moving to the next student on the list.



### Students Studying Abroad or Away in the Fall 2011:

Students who have been approved to study abroad or away in the Fall of 2011 may **not** select a room during the spring housing process. The Office of Residence Life will house students who will be abroad or away during the fall semester in the weeks preceding the Spring 2012 semester. Students studying abroad or away in the fall do not need to pay the Room Reservation Deposit. **However, these students must select a lottery number on Wednesday, March 23, 2011.** The lottery numbers will be used to assist with the assignment process for the Spring 2012 semester.



# Room & Board

Housing charges are established for the entire academic year (excluding break periods) and are payable per semester to Columbia College at the Tuition Accounts Office. Rates quoted cover only the academic year for which housing is requested and are subject to modification in subsequent years.

## Room Rates for the 2011 – 2012

### academic year will be as follows:

Standard Double Room Rate:	\$3364 (\$1682/semester)
Standard Single Room Rate:	\$3764 (\$1882/semester)
Cottage Double Room Rate:	\$3364 (\$1682/semester)
Cottage Single Room Rate:	\$3764 (\$1882/semester)
Private Room Rate:	Add \$300 per semester

The standard double room rate (or base rate) is per student and per academic year (the semester rate is in parenthesis). The base rate assumes that two persons occupy a room. Designated single rooms are only available in the Cottages and Asbury Annex. Prices for designated singles are noted above. Students in double rooms without a roommate will not be offered an option to secure a room as private until after the Fall 2011 add/drop period.

*Columbia College* has an integrated room and board plan. Every student assigned to campus housing must purchase one of the meal plan options offered by the College's dining service. Meal plans must be selected in compliance with the College board plan policies.

## Board Rates for 2011-2012

### academic year will be as follows:

21-meal plan:	\$3274 per year (\$1637/semester)
15-meal plan:	\$3060 per year (\$1530/semester)
10-meal plan:	\$2826 per year (\$1413/semester)

- 10 meal plan available to Seniors only -

**Don't forget to attend the  
Residence Hall Tours**

**"Show Case Showdown"**

**Wednesday, March 23rd  
at 7:00 p.m.**

**Sponsored by RHA**