Housing Selection Info Session
Spring 2016
The Regis College housing selection process is a week-long event whereby students have the opportunity to select their housing for the upcoming academic year. The goal of this process is to be fair to all students, so that they may indicate a preference in where and with whom they live for the upcoming academic year. Given the continued interest in on-campus living, students may not get their first preference of room or hall; therefore, we seek to share as much information as possible, so that all students may make the best decision for them with the available options. Questions should be directed to residence.life@regiscollege.edu or your Residence Director.
**TIMELINE**

$450 Deposit (non-refundable) due April 1 to Student Account’s Office

Housing Selection **Information Sessions:**
- Monday, February 23 at 4pm, Upper Student Union
- Thursday, March 3 at 4pm, Upper Student Union
- Wednesday, March 15, 6:30, Upper Student Union

**Medical Accommodation Requests:** Due April 1 to Courtney Mulligan
Office of Disability and Accessibility Services
Lower Student Union 122

**Tuesday, April 5, 7pm:** SJH & Dom Singles Selection, ResLife Office

**Thursday, April 7, 7pm:** Triples, Quads, & Maria Hall Suites Selection, College Hall 133

**Thursday, April 14, 7pm:** Traditional doubles selection, College Hall 133
BIG CHANGES!

This year, multiple steps of the housing selection process will be moving online. Please read carefully for details. View the screen shots for more information. Please ask any and all questions ahead of time!
Phase 1: Deposits and Approval

Due April 1 to the Center for Student Services
PHASE 1: DEPOSITS AND APPROVAL

- **ALL STUDENTS MUST**
  - Make a $450 housing deposit to the Center for Student Services or on Regis Access
  - Address any holds on their account. They will not be able to choose a room UNTIL the hold has been lifted (even after the selection dates).
  - Check their balance. Students with a balance on their account will NOT be able to select a suite

*For questions on your account, please speak with your Financial Aid counselor or Center for Student Services!*
PHASE 1: DEPOSITS AND APPROVAL HOUSING APPLICATION

Once your deposit is made and account is clear, please **complete the housing application**

- I understand all Regis College-provided furniture must remain in my room at a...

This Student Housing Contract is in effect for the duration of my occupancy. I, the un...

Student Housing Contract.

If you agree, sign your name in the box below. If you do not agree, **click here** to exit...

application.

Signature required!
ACCOMMODATIONS

- Students seeking to be granted an accommodated single (i.e. they are not required to pay the additional fee for a single room based on disability) must submit an application and supporting medical documentation to Courtney Mulligan, Director of Student Disability and Accessibility Services by April 1, 2015.

- *Students seeking any other disability related housing accommodation must meet this deadline as well.*
PHASE 2: SELECTING ROOMMATE(S)

Students select their roommate or suitemates online through the Adirondack Portal.

This must be done by April 1!
PHASE 2: ROOMMATE SELECTION

AFTER housing deposit AND housing application are complete, you may select your roommate(s).

- Go to the “Room Selection” tab at the top.
- Select “Roommates/Suitemates”

Select “Fall 2016”
Phase 2: Roommate Selection

- Search for your desired roommate
  - Note: only students who have deposited AND completed their application can be searched
- Once you search for a roommate, that person will then be sent a notification asking them to log on and confirm you as a roommate.
- If you are working to fill a triple, quad, or suite repeat this process for EVERY person with whom you want to live

Every group must be fully matched to go through selection.
PHASE 2: ROOMMATE SELECTION

Select the term (Fall 2016)

Search for your desired roommate

That person will then be sent an email regarding your request. He/She must then go online to confirm!
Phase 2: Roommate Selection

Example of confirmed/unconfirmed roommates

This is an example of an Unmatched triple group. It shows that Kathryn MUST go on and select BOTH Amanda and Nicole as her roommates. If Kathryn does not do this, the group will NOT be able to take part in the selection.
## Phase 2: Roommate Selection

### Winter 2015 Roommate Requests

- Kathryn Pierce
  - (has not confirmed your request)

- Amanda Pina

#### You have an unmatched roommate group

**Unmatched Roommates:**
- Kathryn Pierce has not requested Nicole Pickett
- Kathryn Pierce has not requested Amanda Pina
- Amanda Pina has not requested Kathryn Pierce

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Allows you to send that person a personalized email message</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>“Pokes” that person as a reminder to confirm you as their roommate</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Allows you to see their profile if they have created one</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Removes that person from your group or pairing.</td>
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</tbody>
</table>
STUDENTS W/O ROOMMATES

For those students who do not have a selected roommate or need to fill a group, you complete a Roommate Profile. You can then search and be searched in the “Advanced Roommate Search.” Tailored questions will be added such as interest in a suite, etc.
PHASE 3: SELECTING YOUR ROOM
Phase 3: Room Selection Summary

- Each student/group will be given a selection time.
- The student with the earliest selection time in the group will be eligible for selecting a room on behalf of the pair or the entire group.
- Once that person has chosen, they and their roommate(s) cannot change. The process will be closed for them.
- Times will be based on class standing with rising seniors receiving first times, followed by juniors and then sophomores.
- Once your time has passed the next group will be allowed to choose.
Phase 3: Room Selection

Singles

- Singles selection will take place in the Office of Residence Life

- There are an extremely limited number of singles

- Students will be asked to express their interest in advance for all singles.
PHASE 3: ROOM SELECTION

Apr 7: Quads, Triples, Suites

- Groups that have completed their deposit, housing contract, and completed a fully matched group of 3, 4 or 6 may take part in Quads, Triples, and Suites selection.

- All students will be given a priority number:
  - Rising Senior Priority numbers: 1-150
  - Rising Junior Priority numbers: 175-350
  - Rising Sophomore Priority numbers: 375-550

- Groups will then receive ONE selection time based on the AVERAGE of their priority number.
Phase 3: Room Selection
Apr 7: Quads, Triples, Suites

Examples of numbering

A group of all seniors may have
11, 23, 72, 102
Average = 52

OR
10, 33, 52, 88, 99, 100
Average = 64

But a mixed group....
2, 17, 18, 322, 477, 502
Average = 223

Thus, the ALL senior group would have priority over mixed groups
Phase 3: Room Selection

Apr 7: Quads, Triples, Suites

- Based on the AVERAGE of the group, the group will be given ONE selection time.

- Once that selection time starts, the group will have ONE minute to select their room until the next group is permitted to enter the process.
  - Note: the process will not close for that group until they have chosen a room!
**Phase 3: Room Selection**

**Apr 7: Quads, Triples, Suites**

You will be able to see your selection time on the Adirondack Home Screen.

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**General Room Selection**

Here is the *description* of the *room selection process* explaining timing considerations, student eligibility, and pertinent information about available spaces. A few *HTML tags* have been incorporated as an example.

Your Start Time: **Dec 1 at 9:00:00 AM**

**Selection Times:**

Dec 01 9:00 AM to Dec 31 10:00 PM
SELECTING YOUR ROOM

- At your designated time, you should click to enter that Room Selection process.
- Start by selecting the hall you are interested in
SELECTING YOUR ROOM

- Available rooms will appear for that hall

<table>
<thead>
<tr>
<th>Available Rooms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>691 Fountain Terrace - Floor 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>105A</strong></td>
<td>Spots: 2</td>
</tr>
<tr>
<td>Select Room</td>
<td>Select Suite</td>
</tr>
<tr>
<td><strong>105B</strong></td>
<td>Spots: 2</td>
</tr>
<tr>
<td>Select Room</td>
<td>Select Suite</td>
</tr>
<tr>
<td><strong>691 Fountain Terrace - Floor 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>204B</strong></td>
<td>Spots: 1</td>
</tr>
<tr>
<td>Select Room</td>
<td>Select Suite</td>
</tr>
<tr>
<td><strong>691 Fountain Terrace - Floor 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>302A</strong></td>
<td>Spots: 2</td>
</tr>
<tr>
<td>Select Room</td>
<td>Select Suite</td>
</tr>
</tbody>
</table>
SELECTING YOUR ROOM

- After you have clicked a room, you will be prompted to place people into beds.
  - THIS IS AN IMPORTANT STEP IF YOU ARE SELECTING A SUITE. Please make sure the right people are assigned to singles vs. doubles.
SELECTING YOUR ROOM - COMPLETION

- Your room selection will appear on the Adirondack home screen and you will be sent a confirmation email.
**Maria Extension**

**Amenities in the Maria Hall Extension include:**
- Fitness center on the first floor (open to all residents)
- Study lounges on each floor with technology capabilities
- Large study and lounge area on first floor with technology capabilities
- Fully equipped kitchen on first floor and fourth floor
- Private common area within each suite
- Microwave provided in each suite
- Ability to choose living area with close friends and peers

**Other details:**
- Students living in the suites are responsible for the general upkeep and maintenance of the common area. This includes cleaning the bathroom and supplying your own toilet paper.
- Inspections will take place once per month to check for common room damages.
- RAs will not do rounds within the actual suites
- *Students with a balance on their account cannot choose a suite due to the additional fee*
**Maria Extension: Suite Breakdown**

- Two 3-person suites (with RA) for undergraduate students (338, 538)
- Six 6-person suites (2 doubles, 2 singles) for undergraduate students (339, 341, 439, 441, 539, 541)
- Five 4-person suites (1 double, 2 singles) for undergraduate students (343, 344, 438, 443, 444)
- Two 4-person suites (1 double, 2 singles) for graduate students (543, 544)
Phase 3: Room Selection Doubles

- Doubles selection will follow essentially the same process as triples/quads/suites.
- Anyone who does not select a room before April 14 and is eligible to participate, may select a room.

Students will receive a selection start time.

Here is the description of the room selection process explaining timing considerations, student eligibility, and pertinent information about available spaces. A few HTML tags have been incorporated as an example.

Your Start Time: Dec 1 at 9:00:00 AM

Selection Times:

Dec 01 9:00 AM to Dec 31 10:00 PM
Phase 3: Room selection

Doubles Selection

Select room from the options

The following message will appear after you have assigned beds

Save Room Assignment

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

<< Back to Main Menu

Your process is complete!
FAQ

- **What if I am unable to attend housing selection?**
  
  We highly encourage students to select their room in person. This will allow for the Residence Life staff to address any questions or concerns that may arise. However, as the process is completely electronic, students do not need to physically attend and may select their room from a remote location. Since the system is online, this also means there is no proxy process. Any roommate may choose for the group at their designated time.

- **What if I pay my deposit late or have a hold on my account?**

  Students who do not make their deposit by April 1st, or who have a hold on their account that has not been resolved prior to April 8 will not be eligible to go through housing selection. These students will be placed on a waitlist and placed into housing as space becomes available. Limited spaces will be available following the selection process; others will be placed after the first-year students have been assigned to housing.
FAQ

- **May I live in housing for Fall 2016 if I am a commuter or returning from a leave?**
  Students returning from a mandatory, voluntary, medical, or other leave who are not currently full-time students, may not take part in housing selection. They may be placed on a waitlist for housing once they have been cleared to return.
  Commuters who wish to change to resident status may do so by making the $450 deposit and completing the process outlined above.

- **I am planning to go abroad in Fall 2016; how do I request housing for Spring 2017 when I return?**
  Students planning to go abroad in Fall 2016 do not take part in the housing selection process. They should email the Director, Kelly Golden (kelly. golden@regiscollege.edu) to be placed on a waitlist for Spring 2017 housing. They will be placed as space becomes available.
FAQ

- May I “hold” or “reserve” my current room to live in next year?
  No, students may not reserve a space or “squat” their room for next year.

- Will living in the Maria Hall extension affect my financial aid?
  No, students’ aid will not be impacted by opting to live in the Maria Hall extension rather than a traditional style hall. Students who are changing from a commuter to resident, or others who may have question about their bill or financial aid should speak directly with their financial aid counselor.

- If I don’t receive my first choice in the housing selection process, may I be placed on a waitlist for my first choice?
  No. Waitlists will only be maintained for those students who were unable to go through the housing selection process. A general waitlist for each hall will not be kept.