



# CONNECTICUT COLLEGE

TO: Students Studying Away for Spring 2010  
FROM: The Office of Residential Education and Living  
DATE: December 2, 2009  
SUBJECT: Housing Lottery Information

Congratulations! You have been accepted to a study away program for the Spring 2010 semester. This is an exciting time, and the last thing you want to worry about is your housing upon your return. With that in mind, please read the following information so that you do not miss any important housing deadlines.

## **Step One (To be completed before you leave for Winter Break):**

- Complete and return to the Office of Residential Education and Living the "Returning to Campus Housing Form" by **5pm on Wednesday, December 16<sup>th</sup>**. This form provides you the opportunity to outline your housing preferences as well as identify a proxy.
- A proxy is an individual that will select a room on your behalf during the spring housing lottery. You have the option of selecting a fellow student (they need to sign your form before you turn it in) or requesting that someone from the Office of Residential Education and Living act on your behalf. If you would like someone from our office to proxy for you, simply fill in "Residential Education and Living" on the proxy name line.
- Students are responsible for verifying that there is no outstanding balance on their student account, as this will prevent students from being allowed to participate in the housing lottery.

## **Step Two (To be completed during January):**

- You will need to register for the housing lottery, via Camel Web, by **11pm on February 1<sup>st</sup>**. By registering for the housing lottery you will be electronically signing your housing contract and providing the necessary information for our office to generate a housing lottery number for you.
- The 2010-2011 Housing Lottery Booklet will be made available to all students via our website: <http://www.conncoll.edu/campuslife/937.htm>. An e-mail will be sent to all students when all housing lottery information is available. This includes applications for specialty housing, students requesting housing accommodations, off-campus housing applications, etc.
- Failure to register for the housing lottery will result in you being placed on a housing waitlist. You will then be housed after the housing lottery has been completed. If you are not able to register for the housing lottery on-line, please contact our office immediately so that we may assist you.

## **Step Three (To be completed by your designated proxy):**

- Your designated proxy will sign you into a house and room at the time that appropriately corresponds to your housing lottery number. A list of all important housing lottery dates is included in the 2010-2011 Housing Lottery booklet.
- It is your proxy's responsibility to be in contact with you about what house and room was chosen for you. If the Office of Residential Education and Living has acted as your proxy, you will receive your housing information during May.

If you have questions regarding the forms or this process, please contact Edna Miskell at (860) 439-2834 or e-mail her at [elmis@conncoll.edu](mailto:elmis@conncoll.edu). Enjoy your time studying abroad and see you next Fall!