



## Connecticut College Housing Lottery Information 2009 - 2010

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### Table of Contents

<b>General Information</b> .....	<b>2</b>
Important Dates: .....	2
Information Sessions: .....	2
Floor Plans and Housing Options:.....	2
Proxy Information: .....	2
<b>Step One: Register and Prepare for the Lottery</b> .....	<b>3</b>
Overview of Housing Lottery:.....	3
Housing Priority: .....	3
Lottery Numbers:.....	4
<b>Step Two: Applying for Specialty Housing</b> .....	<b>4</b>
<b>Step Three: House Selection</b> .....	<b>5</b>
Group Housing: .....	5
Group Lottery Numbers: .....	6
Rising Sophomore Information: .....	6
<b>Step Four: Room Selection</b> .....	<b>7</b>
<b>Step Five: After the Housing Lottery</b> .....	<b>7</b>
<b>Additional Information</b> .....	<b>7</b>
Applying to Live Off-Campus:.....	7
Special Accommodation Request:.....	8
Study Away, Medical Leave or Personal Leave:.....	8
Housefellow or Floor Governor Applicants: .....	9
Peer Advisor or Coordinator Applicants: .....	9
<b>Housing Lottery Flow Chart</b> .....	<b>10</b>

## General Information

### Important Dates:

<b>Date</b>	<b>Time</b>	<b>Event</b>
January 20 <sup>th</sup>	N/A	Registration for Housing Lottery begins – via Camel Web
January 28 <sup>th</sup>	7pm	Housing Information Session, Cro's Nest
<b>January 30<sup>th</sup></b>	<b>Due by 11pm</b>	<b>Registration via Camel Web ends</b>
February 17 <sup>th</sup>	Due by 5pm	Specialty Housing Applications Due to Office of Residential Education
February 20 <sup>th</sup> & 21 <sup>st</sup>	TBA	Specialty Housing Interviews
February 20 <sup>th</sup>	Due by 5pm	Off-Campus Housing Applications Due (Seniors only)
February 25 <sup>th</sup>	By 5pm	Specialty Housing Decisions Mailed
February 27 <sup>th</sup>	Due by 5pm	Specialty Housing Contracts Returned to Office of Residential Education
March 3 <sup>rd</sup>	By 4pm	Lottery cards mailed to all registered participants
March 3 <sup>rd</sup>	11:30am – 3pm	Housing Lottery Information Booth, Information Desk, Cro
March 4 <sup>th</sup>	11:30 – 1:30pm	Housing Lottery Information Booth, Information Desk, Cro
March 5 <sup>th</sup>	11:30 – 1:30pm	Housing Lottery Information Booth, Harris Dining Hall
<b>March 5<sup>th</sup></b>	<b>6pm</b>	<b>Sophomore Double Room Night</b>
March 6 <sup>th</sup>	Due by 5pm	Group Housing Forms Due to Office of Residential Education
March 25 <sup>th</sup>	By 5pm	Group Housing Decisions e-mailed to Group Contact Person
March 25 <sup>th</sup>	Due by 5pm	Proxy Forms (for House Selection) Due to Office of Residential Education
<b>March 30<sup>th</sup></b>	<b>Beginning at 6pm</b>	<b>Rising Senior House Selection (Single Rooms Only), 1962 Room</b>
<b>April 1<sup>st</sup></b>	<b>Beginning at 6pm</b>	<b>Rising Junior House Selection (Single Rooms Only), 1962 Room</b>
<b>April 3<sup>rd</sup></b>	<b>Beginning at Noon</b>	<b>Rising Soph. House Selection (Single Rooms Only), 1962 Room</b>
April 3 <sup>rd</sup>	Due by 5pm	Comprehensive Fee Due to Accounting Office
April 10 <sup>th</sup>	Due by 5pm	Proxy Forms (for Room Selection) Due to Office of Residential Education
<b>April 15<sup>th</sup></b>	<b>10:15pm</b>	<b>Room Selection, Individual Houses</b>
May 6 <sup>th</sup> – 8 <sup>th</sup>	N/A	Room Swap/Change Sign-up Period

### Information Sessions:

All Housing Lottery materials are available on our web-site at:

<http://www.conncoll.edu/student-life/res-life/lottery.html> and a reminder is sent via campus e-mail. The answers to the most commonly asked questions regarding the process are included in this booklet. If after reading it, you still have a question, please plan to attend one of the housing lottery information sessions listed below.

Members of the Residential Education and Living Advisory Committee and staff from the Office of Residential Education and Living will be available at the following times to answer questions:

<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday, January 28 <sup>th</sup>	7:00pm	Cro's Nest
Tuesday, March 3 <sup>rd</sup>	11:30am – 3pm	Information Desk, Cro
Wednesday, March 4 <sup>th</sup>	11:30am – 1:30pm	Information Desk, Cro
Thursday, March 5 <sup>th</sup>	11:30am – 1:30pm	Harris Dining Hall

### Floor Plans and Housing Options:

All available floor plans and descriptions of all residential spaces are posted on the Connecticut College web page at <http://www.conncoll.edu/student-life/res-life/houses.html>. **Please note:** measurements of rooms are approximate and spaces can be re-designated at any time prior to the Housing Lottery process as needed by the Office of Residential Education and Living.

The Office of Residential Education and Living encourages each student to visit our website to learn more about our residence halls and specific housing options.

### Proxy Information:

Students who cannot attend lottery can have the Office of Residential Education and Living or another student act as their "Proxy." By choosing a proxy, you are accepting the house and/or room choice your proxy makes in your absence. Proxy Forms are available at the Office of Residential Education and Living and on our web-site.

- For **House Selection:** A designated student or a member of the Office of Residential Education and Living may proxy. A proxy can be any current Connecticut College student who will be able to attend the lottery and is not required to be elsewhere to sign him/herself into a different house. All student Proxy Forms for **House Selection** must be completed

and handed into the Office of Residential Education and Living no later than **March 25, 2009 by 5pm.**

- For **Room Selection:** A designated student or a member of the Office of Residential Education and Living may proxy. A proxy can be any current Connecticut College student who will be a graduating senior, student confirmed to go abroad in Fall 2009, or anyone not required to be elsewhere to sign him/herself into a different house and room. All student Proxy Forms for **Room Selection** must be completed and handed into the Residential Life & Housing Office no later than **April 10, 2009 by 5pm.**
- If you fail to complete a Proxy form with our office by this date, you may complete one with our office acting as your Proxy only.
- If you fail to hand in a completed Proxy form at all, you will be placed on a wait list and housed after the lottery is completed.

## **Step One: Register and Prepare for the Lottery**

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### **Overview of Housing Lottery:**

#### **1. Read this Housing Lottery Booklet**

In order to navigate the Housing Lottery process with the most success, you need to be an informed participant. Please read the **entire** booklet so that you are prepared for the housing lottery. If you have any questions, please attend one of the housing lottery information sessions or stop by the Office of Residential Education and Living in Warnshuis.

#### **2. You must complete the housing registration form on-line using Camel Web to receive any type of on-campus housing**

Please complete your on-line registration by Friday, January 30, 2009 at 11:00pm to be eligible for this year's Housing Lottery. Everyone is expected to register unless an individual has already been accepted, and has committed to, attending a study abroad program or is planning on taking a leave for Fall 2009. The form is on **Camel Web**, so log on early and fill it out!

If you do not submit your Housing Registration form by the deadline, **you will not be eligible to participate in the Housing Lottery process.** This includes all applicants applying for student advisor positions, housing accommodations or specialty housing. In the event that housing lottery registration is not completed, it is the students responsibility to contact the Office of Residential Education and Living to arrange being placed on a waitlist following the completion of Housing Lottery. All wait-listed students will be placed in one of the remaining available bed spaces over the summer.

#### **3. Check with the Registrar's Office**

If a student has any questions regarding his or her current official class status (class of '12, '11, or '10) it is the student's responsibility to check with the Registrar's Office prior to submitting a Housing Registration form through Camel Web. All lottery numbers are assigned by a student's official academic class status as reported by the Registrar's Office.

#### **4. Check with the Accounting Office**

The comprehensive fee of \$300 for the 2009-10 academic year is due on April 3, 2009. Current students will be able to participate in the lottery prior to this date, but anyone who has not paid this fee and/or has an outstanding bill with the Accounting Office as of Friday, April 10, 2009 will forfeit their housing assignment. It is the responsibility of each student to contact the Accounting Office to verify his or her financial status.

#### **5. Verify priority with the Office of Residential Education and Living prior to registering for the lottery**

### **Housing Priority:**

Priority is a type of credit given to students living in Lazrus and all basement rooms. Priority is accrued on a semester basis, so a student may have 0 semesters of priority or 1 semester of priority, depending on what their housing assignment was for Fall 2008. **As was indicated during the Housing Lottery process in 2008, priority is not carried over year after year, it can only be used during the academic year that it was accrued.**

The semester of priority that a student has accrued can assist them in this Housing Lottery to select their house. Those students who currently have priority will go first in each class. So a rising senior with priority selects first, then rising seniors with no priority, a rising junior with priority would select before all rising juniors with no priority, and rising sophomores with priority would select before any rising sophomore with no priority. Among those with the same class status and same number of semesters of priority, lottery numbers will be used to designate their order.

Specific house assignments will be selected on March 30, April 1 & 3, by class, priority and then lottery number. Specific rooms will be selected at the house meetings on April 15 by class and lottery numbers in reverse order. (Priority is only used to select a house, not when specific rooms are selected.) In addition, priority is not a factor in selecting applicants for specialty housing. The Dean of Freshman's office does not use priority when placing Student Advisors in housing. Finally, priority will not be used to designate the allotment of singles and doubles to rising sophomores.

### **Lottery Numbers:**

Each student who registers for the Housing Lottery Process by **11pm on Friday, January 30, 2009** will receive a lottery number. A computer randomly assigns this lottery number based on the student's current class status; this is completely separate from priority. It is based on the student's current official class status as reported to us by the Registrar's Office.

All lottery numbers will be **sent through campus mail on Tuesday, March 3, 2009** and a master list will be posted inside the Office of Residential Education and Living in Warnshuis. The order for selecting a house is determined first by the class year, second by level of priority, and third by the lottery number assigned to a student.

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• <b>Class of 2012</b> will be considered a "rising sophomore"</li><li>• <b>Class of 2011</b> will be considered a "rising junior"</li><li>• <b>Class of 2010</b> will be considered a "rising senior"</li></ul> | <u>Approximate Lottery #'s</u><br>Lottery #'s: 900-1400<br>Lottery #'s: 451-899<br>Lottery #'s: 1-450 |
|--|---|

Rising Senior & Rising Junior cards will state:

1. Official class status according to the registrar
2. Semesters of priority to be used for house selection only
3. Random lottery number
4. Approximate time slot to participate in house selection

Rising Sophomore cards will state:

1. Official class status according to the registrar
  2. Semesters of priority to be used for house selection only
  3. Random lottery number
  4. Whether they have qualified for a single or a double
  - 5a. Approximate time slot to participate in house selection if qualified for a single
- OR
- 5b. Reminder to attend the mandatory sophomore doubles meeting on **Thursday, March 5<sup>th</sup> at 6:00pm in the 1962 Room** (Additional Information provided in Step Three)

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## **Step Two: Applying for Specialty Housing**

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**Gendered Housing:** This housing option is made available for students who wish or require living in a single sex environment. Gendered housing spaces also have single-sex bathrooms unlike the rest of campus.

**Academic Year Round Housing:** This housing is available for students who wish or require living on campus during the winter and spring breaks. No additional cost is required. It is important to note that the campus is substance free at all times when the college is not open. In Lazrus, a kitchen and living room are available to students. In River Ridge, it is also important to note that living in a close proximity to faculty and staff requires a quiet lifestyle, therefore parties are not allowed. River Ridge also provides a full kitchen, bath and laundry facilities in the apartment. There are eleven 5-person apartments and one 2-person apartment. River Ridge apartments are co-ed— two doubles and one single per suite, with the exception of the 2-person apartment.

### **Alternative Housing:**

**Quiet Housing:** Students who live here recognize the shared responsibility on the part of all residents to consistently give priority to quiet academic pursuits. Students must maintain quiet living environment 24 hours per day Sunday through Thursday. Non-quiet hours are established during the weekend.

**Substance Free Living:** Students wishing to live in a substance free environment agree not to smoke, consume alcohol or use illicit drugs, nor bring any of these substances onto the Substance Free Area. They may choose to engage in limited alcohol consumption outside of the floor, but must act responsibly and not return to the house intoxicated.

**Substance Free Lifestyle:** This housing provides a substance free environment for all students. Students choosing a substance free lifestyle agree not to smoke, consume alcohol, or use illicit drugs in any aspect of their life while living in Substance Free Housing. Many students electing this type of housing practice a substance free lifestyle and thus are given priority for this type of housing. Under no circumstances are alcohol or illegal substances allowed inside the house.

**Cooperative Living:** All members living in a cooperative house are responsible for the cooking of meals and the cleaning of the kitchen area on a rotating schedule. Although all food is provided by Dining Services students are required to complete their tasks in a timely manner.

### **Thematic Housing:**

**Language House:** Living learning communities designed around the language interests of the students living in those spaces. Participants living in Knowlton House are expected to facilitate one program per semester. Some CC language coursework is required; preference may be given to those enrolled in CC language courses for the given academic year, please see the Housing

Lottery booklet online for more information.

**Earth-Friendly Living:** Students must abide by an Earth friendly lifestyle and commit actively to a campus outreach program. Students must be willing to uphold and abide by the Earth House Mission Statement, which includes teaching, conservation, recreation and public education.

**360, Park Apartment and Freeman Apartment Housing:** These spaces have differing themes every year depending on the interests of the students applying to live here. Involves residents providing thematic programming to campus twice per semester (programs due before: 1<sup>st</sup> – 10/15; 2<sup>nd</sup> – 12/1; 3<sup>rd</sup> – 3/15; 4<sup>th</sup> – 5/1). What will your theme be this year?

- **360 Mohegan** offers apartments with a full kitchen and bath facilities in the house with three 3-person apartments and 2-person apartment all co-ed.
- **Park Apartment** is a co-ed apartment with (one triple and one double) 5-person apartment with a full kitchen and bath.
- **Freeman Apartment** is a co-ed 4-person apartment with two double bedrooms and a bathroom and furnishings in the apartment.

All application materials for Specialty Housing are due to the Office of Residential Education and Living by **5pm on Tuesday, February 17<sup>th</sup>**.

### Specialty Housing Requirements Chart

Type of Housing	Where	First Year?	Application	Contract	Group Leader	Essay	Interview	Programming
<b>Gendered</b>	Male - Addams basement, Branford 1 <sup>st</sup> floor, Freeman 1 <sup>st</sup> floor	Y	Y					
	Female - Addams 4 <sup>th</sup> floor, Blunt 4 <sup>th</sup> floor, Freeman 4 <sup>th</sup> floor, Harkness 4 <sup>th</sup> floor, Larrabee 4 <sup>th</sup> floor, Windham 4 <sup>th</sup> floor, Lambdin 4 <sup>th</sup> floor	Y	Y					
<b>Academic Year-Round</b>	Lazrus		Y	Y				
	River Ridge – Quiet		Y	Y	Y		Y	
<b>Alternative</b>	Burdick – Quiet	Y	Y	Y		Y		
	Substance Free Lifestyle– Blackstone	Y	Y	Y		Y		
	Substance Free Living – Smith 4 <sup>th</sup> Floor, Wright 3 <sup>rd</sup> Floor	Y	Y	Y		Y		
	Cooperative – Abbey		Y	Y		Y	Y	
<b>Thematic</b>	Language – Knowlton – Living/Learning	Y	Y	Y		Y	Y	Y
	North Cottage - Earth House – Living/Learning		Y	Y	Y	Y	Y	Y
	360 Mohegan – Service		Y	Y	Y	Y	Y	Y
	Park Apartment – Service		Y	Y	Y	Y	Y	Y
	Freeman Apartment – Service		Y	Y	Y	Y	Y	Y

### Step Three: House Selection

All students selecting singles must bring their **student I.D.** and **report to the 1962 Room** at the time assigned on their lottery card. Please do not come before the time stated on the card. All houses and their ratios will be posted in room A and will be updated periodically as people sign into them. This will keep you informed as you prepare to enter Room B to sign *yourself* or *your group of two, three or four* into a house. Selecting with a friend(s) may allow you to select your house earlier if they are in a higher class (students selecting in pairs/groups will have their class status averaged), but this will not change the type of room (single or double) for which you qualify. Only those in single rooms participate on this night, as those in doubles completed their selection of house and room on **March 5<sup>th</sup>**.

Your individual or your group's lottery number will be called at the check-in table. You will report there, show your I.D. and be officially checked in. After being checked in, you will proceed to room B where you will find tables representing each house on campus by area. Go to the table that represents the house you prefer and sign into that house. You will be able to sign into **a single room, but not a specific room** at this time. Similarly, groups may sign into a house, and into single rooms, but not specific rooms at this time.

After you have successfully signed into a house, step three of the lottery process is completed and considered final. You should then proceed to the checkout table, check out, and leave the room.

#### Group Housing:

1. Pre-register for a double room with a friend when you register on-line for the Housing Lottery.

2. To live in the same house near 1-3 friends in singles:

- For example: you are a junior and want to live in the same house with 2 of your sophomore friends who are also in singles
- Pick up a group application, complete it, and hand it in by **Friday, March 6<sup>th</sup>** (right before Spring Break). You will receive a decision on **Wednesday, March 25<sup>th</sup>** (right after Spring Break).
- The letter will indicate your group's score and explain how your group participates in the House Selection nights.
- All must select the same house. **If there is not enough space for the group in the desired house, the group will be asked to select a different house.** If the group cannot be accommodated in any suitable house, the group must go back to the registration table, be disbanded, and each individual must participate on the merits of their own individual lottery status. **No group will be allowed to disband if the group can be accommodated in another house. Please consider this carefully before registering as a group!**
- At Room Selection/House Meeting night, each person signs into their specific room on their own status, without priority as a factor.

3. To live in the same house in a single near 1 friend:

- Follow the process for group registration. You will be considered a group of 2.
- Attend the House Selection night with you and your friend's average status. If you have questions about which night you should go, visit the info booth for assistance or the Office of Residential Education and Living.
- On your average status (average priority, average lottery number), you will sign the other person into the same house with you.
- At Room Selection and House Meeting night, each person signs into their specific room on their own status, without priority as a factor.

**Group Lottery Numbers:**

Each group, including pairs, who successfully apply for Group Housing and are selected will receive a group score. This will be computed by averaging each person's individual status: the semesters of priority and the lottery numbers of each individual.

**On or before Wednesday, March 25<sup>th</sup>** each group's spokesperson will be informed of the group's score. *Example of how a group's score is calculated:*

*GROUP CAMEL*

Rising Senior with	1 semester of priority	with lottery # 110
Rising Senior with	0 semesters of priority	with lottery # 5
Rising Junior with	1 semester of priority	with lottery # 523
Rising Sophomore in single with	0 semesters of priority	with lottery # 1332

Average of 1, 0, 1, & 0 = 0.5 average priority points  
Average of 110, 5, 523 & 1332 = 492.5 average lottery number

Since 492.5 is a score within the range of the individual junior lottery numbers, Group Camel will participate on Rising Junior House Selection Night. They will take their turn as grouped in the rising junior class, with 0.5 semesters of priority, and then by their 492.5 lottery number.

**Rising Sophomore Information:**

The majority of rising sophomores (60%) will qualify for single rooms. Your lottery card will indicate that you have qualified for a single room, and you will plan to attend Rising Sophomore House Selection on **Friday, April 3, 2009.**

Past practice tells us that about 150-200 rising sophomores will qualify to sign into double rooms during the lottery process. Students qualifying for double rooms will receive a lottery card indicating that this is the case, and a list of all sophomores qualifying for doubles will be posted in the Office of Residential Education and Living to facilitate those looking for roommates. Those who qualify for singles but wish to give up their single to sign into a double with their friend who has qualified for a double should contact the Office of Residential Education before or at the mandatory doubles meeting on **March 5<sup>th</sup>.**

In August, a number of singles are expected to be confirmed available due to students accepting study away placements. Because of this, if you qualify for a double room (as opposed to a single room), you must attend the mandatory doubles meeting on Thursday, March 5<sup>th</sup>. At this meeting, you will have a choice:

- i. Place your name on the single room waitlist and forego the rest of the process. Only those on this list will be considered for singles as they open up in August. Students choosing this option will complete 2 forms: 1) a list of house preferences if their lottery number makes them eligible for a single, and 2) a list of house preferences with their roommate choice if their lottery number does not make them eligible for a single.

Those on this list are matched up with potential roommates (in case all singles are assigned before the office reaches their application) and put in order of highest priority, lowest lottery number. As singles open, the person with the better status is housed, followed by their intended roommate, who is now also placed in a

single.

This process occurs during the month of August and does not guarantee a single, but represents an opportunity to obtain a newly available single room.

OR

- ii. Select a roommate, register together at this meeting, and if you're ready, select your house and double room. You will be able to use priority (if you or your roommate have any) and lottery number to sign into the house and double room of your choice. Should you not wish to select a double room at this time, you may choose to hand in your double room preferences to the RLH office up until Friday, March 27<sup>th</sup>. The RLH office will use your preferences to place you in the most desirable room possible. Those failing to select a double room at this meeting or hand in the preference form by the due date will be housed after the Housing Lottery.

For those with an academic commitment at the time of the mandatory doubles meeting, these forms are available to be picked up at the Office of Residential Education and Living prior to the meeting as well.

**For rising sophomores or anyone else wanting double rooms:** Rising sophomores or any student interested in a double room may register for one on-line on the housing registration form by indicating this and listing each other as roommates on the form. Those signing up for a double room on this form are committing to being placed in a double room, are among the first in line for a double and will not be offered a single room. Doubles will be signed into beginning at the mandatory meeting for all rising sophomores qualified for doubles on **Thursday, March 5<sup>th</sup> at 6:00pm** in the 1962 Room. Please note that there is limited space for upperclassmen in doubles.

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### **Step Four: Room Selection**

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On **Wednesday, April 15 at 10:15pm**, all students should report to the house that they have selected. (This includes students in doubles, as well as those in Earth House, 360 Mohegan Apts, and River Ridge Apts). The current and future Housefellows, with the assistance of the new Floor Governors, of the house will facilitate a house meeting, House Council election, and then room selection. Students in doubles have already been placed in their houses and rooms through the process at the mandatory doubles meeting for sophomores. Students in singles will be called one at a time, in order by class status and then by lottery number in reverse, to select their rooms (example: seniors still go first, but will start with lottery number 450 & progress to 1). Students must be ready to select a room when their name is called or they will forfeit their turn. (Tip: To properly prepare for selecting a room, you may wish to look at the house floor plans on-line ahead of time.)

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### **Step Five: After the Housing Lottery**

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**Room Swap and Room Change Sign-up Period:** Students are offered the opportunity to request a "Room Change or Swap" from **May 6-8 2009** at the Office of Residential Education and Living. Swap requests will only be valid for consideration if both students are remaining on campus for the entire Fall 2009 semester. **No forms will be accepted prior to May 6th.** Students will be notified of any room changes that have been processed during the first part of August.

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### **Additional Information**

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#### **Applying to Live Off-Campus:**

- All freshmen and sophomores, and most junior students are expected to live in residence at the College unless they are living with their parents, guardians or spouse/children within commuting distance of the campus.
- Rising seniors who wish to live off-campus may pick up an application at the Office of Residential Education and Living. All rising senior applications are due to the Office of Residential Education and Living no later than 5pm on Friday, February 20<sup>th</sup>. This is a competitive process and only a small number of seniors will be allowed to reside off-campus. It is imperative that all off-campus applications are submitted on-time.
- After the rising seniors have applied, the applicant pool may be opened, on a limited basis pending the number of seniors applying, to rising juniors. If there is space available for rising juniors, then an e-mail will be sent out to members of the junior class outlining the application process.
- Regarding the January 30, 2009 registration deadline for the Housing Lottery, students who are planning to apply for off-campus approval should register for the lottery and indicate their interest in applying for off-campus housing where it asks on the form. This way, if a student is not approved, they are already registered for lottery and may participate fully.
- Once the off-campus housing form is received and approved, students will be considered a commuter student for 2009-2010 academic year and will not be able to participate in the Housing Lottery.

- Students who submit applications to live off-campus are not automatically approved to live off-campus. Students who move off-campus without approval will be billed for room and board.

**Special Accommodation Request:**

**Students with permanent disabilities** that require special housing accommodations must request them each year from Sherine Miller, Director of the Office of Student Disability Services.

**Students with a condition that is NOT permanently disabling** who want an accommodation should contact Cate Moffett, Director of Student Health Services or Janet Spoltore, Director of Student Counseling Services, depending on the type of impairment. Included would be conditions that are temporary or less than substantially limiting to a major life activity, such as recovery from an injury, surgical procedure, physical or mental health concerns.

Any student requesting special accommodations by the College regarding their housing must hand in their Housing Accommodation Request form to the appropriate office (see above) **no later than 5:00 pm on Wednesday, January 28<sup>th</sup>**.

**Submission of a special accommodation request does not guarantee that it will be accepted.** Please keep this in mind when submitting paperwork. For students who submit their paperwork on time, a decision will be e-mailed out by **5pm on Wednesday, February 11<sup>th</sup>**.

**Due no later than 5pm on January 28<sup>th</sup>:**

1. A Housing Accommodation Request must be completed stating the housing need.
2. Documentation from a professional clinician supporting the request must be on file with the appropriate office (see above).
3. **Students who have been granted special accommodations in past years must submit a new application for the coming year.**
4. The Housing Accommodation Committee, which is comprised of Residential Education and Living staff, Student Health Services staff, Student Counseling Services staff and Student Disability Services staff, will review all requests and specific information will be limited to those members of the committee.
5. A response to each request will be communicated by **5:00pm on Wednesday, February 11<sup>th</sup>**.

**Please note:**

- All students requesting an accommodation must still register for the Housing Lottery (via Camel Web) by **Friday, January 30<sup>th</sup> at 11pm**.
- A **granted** request will guarantee that an accommodation will be available. The location or specific house cannot be guaranteed, unless specifically related to the condition.
- Student granted an accommodation will be allowed to bring in **one** friend to live near them.
- Students applying for housing accommodations who are interested in Specialty Housing must also submit, to the Office of Residential Education and Living, any necessary application materials for that housing option by the stated deadline. Students must indicate whether the Specialty housing is in direct support of their accommodation need, or a preference independent of their accommodation need.
- Appeals must be submitted in writing to the Director of Residential Education and Living for consideration by the Housing Accommodation Committee during the final week of spring semester classes.

**Study Away, Medical Leave or Personal Leave:**

**Current Study Away Students:** Students who are away from campus for the Spring 2009 semester but plan to return for Fall 2009 may still participate in the Housing Lottery Process by mail rather than in person. Prior to leaving for their Spring 2009 abroad experiences, most students attended the information session sponsored by the Study Abroad Office that included information about Housing Lottery. At this session, students were directed to complete a proxy form that included their housing preferences. In addition all students studying away were directed to register for the housing lottery by January 30<sup>th</sup> via Camel Web.

If you are a student currently studying abroad and you have not (or can not) register for the housing lottery via Camel Web, please contact the Office of Residential Education and Living at 860-439-2834 or [elmiskell@conncoll.edu](mailto:elmiskell@conncoll.edu) immediately.

**Study Away (Fall 2009):** Students who are approved to study away and have accepted for the Fall 2009 by submitting the Study Away Withdrawal Form cannot participate in the Housing Lottery process. Students will receive information about housing for Spring 2010 during the Fall 2009 semester.

Students who have not submitted the Study Away Withdrawal Form for the Fall 2009 semester may participate in the Housing Lottery.

**Personal Leave:** Students on Personal Leaves may wait and be housed post-lottery, or they may register to participate in the lottery if they submit their \$300 comprehensive fee check (payable to Connecticut College) to the Office of Residential Education and Living by **January 30, 2009** and submit a registration form by the same date.

**Medical Leave:** Students on Medical Leaves may wait and be housed post-lottery, or they may register to participate in the lottery by submitting their registration form by **January 30, 2009**.

**Housefellow or Floor Governor Applicants:**

All applications for Housefellow or Floor Governor positions are due to the Office of Residential Education and Living by Monday, January 26<sup>th</sup> at 5:00pm. Interviews will occur from Tuesday, January 27<sup>th</sup> – February 6<sup>th</sup>. Group Process will occur on Saturday, February 7<sup>th</sup>. Decisions, including housing assignments, will be sent to all applicants on Wednesday, February 11<sup>th</sup>.

Students who are applying for the Housefellow or Floor Governor position for the 2009-2010 academic year should plan to participate in the Housing Lottery as if they were not applying for a Housefellow or Floor Governor position. **This means that all applicants should register for the housing lottery by January 30<sup>th</sup>.** Those applicants who are not selected (or selected as alternates) will have already participated in the process by registering for the lottery and handing in any Specialty Housing applications by the appropriate deadline.

Students who are selected and offered the Housefellow or Floor Governor position will be asked to respond with their decision to accept or not accept by **Wednesday, February 18<sup>th</sup> by 5pm.** Those that accept the Housefellow or Floor Governor position and who are on campus for the spring semester will be expected to help staff the Housing Lottery process.

**Peer Advisor or Coordinator Applicants:**

Students who are applying for any of the following Peer Advisor or Coordinator positions, should pay special attention to the information outlined below.

ALANA Sister/Brother  
Student Advisor (SA)  
Orientation Coordinator (OC)

Transfer Advisor (TA)  
International Advisor (IA)  
Student Advisor Coordinator (SAC)

All students should register for and participate in the housing lottery process if they wish to be housed on campus for the 2009-1010 academic year. The Dean of Freshman Office will place those selected for these positions in a house, so there is no need to attend the House Selection portion of the housing lottery. Those not selected have already registered for the housing lottery and will continue to participate in the process as described in this booklet.

Peer Advisors may not “pull friends into” a house they have been placed in by the Dean of Freshman if those friends are not also applying to be Peer Advisor. Any interest in living in the same house with other Peer Advisors must be expressed on the Peer Advisor application.

Register for Housing Lottery on CamelWeb

