Office of Residential Education and Living Housing Lottery Information 2019-2020

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HOUSING FOR 2019 - 2020

House	Academic Year Round	Sub Free	Single sex	Quiet	Kitchen	Language	First Year Housing	Sustainable Living
358 Mohegan (Earth House)	~				~			~
360 Mohegan	•				~			
Abbey	~				~			
Blackstone		~					~	
Branford							~	
Freeman								
Hamilton	~						~	
Harkness								
Jane Addams			(male)					
Johnson							~	
Katharine Blunt			(female)				•	
Knowlton						•	~	
Lambdin				(4th&5th floors)			~	
Larrabee							•	
Larzus	~				~			
Morrisson	~						~	
Park	~						~	
Plant							~	
River Ridge Apartments	~				•			

Smith/Burdick		~			~	
Winchester Apartments	•			•		
Windham					/	
Wright	~				~	

Lottery Point Adjustments:

In response to the changes in housing options for upper-class students, additional lottery point adjustments have been added – and are in part based on class year.

General Information

The information included in this housing booklet is meant to guide students through the housing lottery process. In order to navigate the Housing Lottery process with the most success, it is important to be an informed participant. Please read the entire booklet so that you are prepared for the housing lottery. Please attend one of the housing lottery information sessions or stop by the Office of Residential Education and Living in Warnshuis with any questions. Connecticut College is a residential campus, and for this reason only those students residing with their parents/guardians within a 50 mile radius of the college may be approved to live off campus each year. We guarantee housing to all undergraduate students at Connecticut College. This housing may be provided in the form of a single, double, triple, guad, apartment, house, or other Connecticut College housing options. No student is guaranteed a particular type of housing unless they have an approved housing accommodation. For instructions on navigating MyHousing during the housing lottery process, please visit our website https://www.conncoll.edu/campus-life/residential-life/for-current-students/housing-lottery-forms-a nd-applications/. Gender Inclusive Housing: Students selecting into a multiple-occupancy room have the opportunity to choose a roommate of any gender. Gender Inclusive Housing will not be limited to any house or floor (except single-sex floors). Students who are interested in Gender Inclusive Housing may email the Office of Residential Education and Living at housing@conncoll.edu with any questions about this process.

Important Dates

Tuesday, January 22, 2019	Common Interest Applications Available
Tuesday, January 29, 2019	Common Interest Applications Due
Wednesday, February 6, 2019	SAS Housing Accommodation Applications Due
Tuesday, February 6, 2019	Specialty Housing Applications Available
Friday, February 8, 2019	Common Interest Housing Decisions Available
Thursday, February 14, 2019	Deadline to decline Common Interest offers
Wednesday, February 20, 2019	 Common Interest Lotteries – open to approved students
Wednesday, February 20, 2019	 Specialty (Alternative, Language, Sustainable) Applications Due
Wednesday, February 27, 2019	Specialty Housing Decisions Available
Wednesday, March, 6, 2019	Deadline to decline Specialty Housing Decisions
Friday, March 22, 2019	 Lottery Numbers Available Apartment Living Applications Available online Roommate & Group Formation Begins Housing Accommodation Letters Available
Wednesday, March 27, 2019	Apartment Living Applications due to REAL
Monday, April 1, 2019	Apartment Living Offers Out
Tuesday, April 3, 2019	Deadline to decline Apartment Living Decisions
Wednesday, April 3, 2019	 Apartment Living Lotteries – open to approved students Specialty Lotteries – open to approved students (Individual #) Groups must be fully formed in MyHousing
Friday, April 5, 2019	Group averaged lottery numbers and times available
Tuesday, April 9, 2019	 Group Lottery – open to grouped students (Average #)

Thursday, April 11, 2019	 Double and Triple Lottery – open to all students (best #)
Friday, April 12, 2019	All class lottery selection times emailed out
Tuesday, April 16, 2019	Senior Housing Lottery (Individual #)
Wednesday, April 17, 2019	Junior Housing Lottery (Individual #)
Thursday, April 18, 2019	Sophomore Housing Lottery (Individual #)
Tuesday, July 16, 2019	 REAL cannot hold specific assignments for students not cleared to return from Medical Leave or Personal Leave and for students with balances with the Bursar's office

Information Sessions

All Housing Lottery materials are available on our <u>website</u> and reminders will be sent via campus email as deadlines approach. Answers to most commonly asked questions regarding processes 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. Attendance at one of the information sessions is highly encouraged each year. Each year we continue to improve our process for student feedback, because of this you cannot rely solely upon upper class students to teach the process.

Wednesday, January 23, 2019 @ 3PM	Common Interest Information Session in Bluestein 210
Wednesday, February 13, 2019 @ 3:30 PM	 Specialty Interest Information Session in Bill 106
Tuesday, March 26, 2019 @ 8:30 PM	 General Information Session in Johnson Common Room
Thursday, March 28, 2018 @ 3:00 PM	General Information Session in Bill 106

Floor Plans and Housing Options

Floor plans are available online by logging into Camel Web and descriptions of all residential spaces are posted on the Connecticut College website at. **Please Note:** Measurements of rooms are approximate and spaces can be re-designated at any time 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.

Overview of Housing Lottery

- 1. Please 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.
- 2. Attend one of the housing lottery information sessions, stop by the Office of Residential Education and Living in Warnshuis or email housing@conncoll.edu with any questions you may have.
- 3. Check with the Registrar's Office. If you have any questions regarding your current official class year status it is your responsibility to check with the Registrar's Office <u>prior</u> to lottery numbers being assigned in March. All lottery numbers are assigned by a student's official academic class status as reported by the Registrar's Office.

Lottery Numbers

All active students who are not a member of the graduating class will receive a <u>random</u> <u>computer-generated lottery number</u> based on the student's current class year status as reported to us by the Registrar's Office. Any changes made to a student's class year must be received by the REAL office at least 3 business days prior to a lottery in order to have a new number issued to a student. Members of the current graduating class who anticipate needing housing for the following year should contact the REAL office to secure a lottery number.

All lottery numbers will be **available to view in MyHousing on March 22, 2019.** Lottery Numbers are non-transferable. The order for selecting a housing assignment is determined first by the class year and then by the randomly assigned lottery number assigned to a student.

Approximate Lottery #'s

•	Class of 2022 will be considered a "rising sophomore"	1001-1500
•	Class of 2021 will be considered a "rising junior"	501-1000
•	Class of 2020 will be considered a "rising senior"	1-500

Lottery Number Adjustments

Lottery Number Reductions are offered to incentivize a space. Below is a list of possible lottery point adjustments, which can be combined when possible (i.e. Basement triple qualifies for two adjustments). Students are determined to have met a given criterion if they lived in the qualifying space the Friday prior to Thanksgiving Break and/or Spring Break — dates which coincide with the close of the room change period in each semester. Each criterion below is granted once (i.e. living in a basement room both semesters is awarded one adjustment of 50 points). All awards are for the following year and cannot be carried over to any subsequent years.

Criterion	Rising Sophomore	Rising Junior	Rising Senior
Basement Room	50	50	50
Double Room	0	100*	150*
Triple/Quad Room	50	150*	200*

^{*}Note – for rising juniors and seniors the Double or Triple room MUST be at full occupancy for the credit to be awarded.

- 100-point lottery number reduction for ALANA Sisters/Brothers, and International Advisers.
- Please note, in addition to lottery number reductions Honor Council may assign lottery point increases to individual students as a sanction.

Students receiving reduced lottery numbers will be informed of both their 'original' lottery number and their 'adjusted lottery number when lottery numbers are published. 'Original' lottery numbers will not be available to view in MyHousing.

Applying for Specialty Housing

All <u>Specialty Housing</u> information and materials are available on our website. Please pay particular attention to due dates. Information below is a summary of specialty housing options available, for a complete list please follow the link listed above. All application materials for Specialty Housing are due to the Office of Residential Education and Living on **February 20**, **2019**.

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 housing cost is required. It is important to note that the campus is substance free at all times when classes are not in session. "The Village" is all Academic Year Round Housing, and is comprised of Lazrus House, Abbey House, Earth House, 360 Mohegan Ave Apartments, Winchester Houses and Apartments, 191 Mohegan Ave Apartments, and River Ridge Apartments. Some academic year round housing is also available in the Plex. It is helpful for students who know they will want or need to remain on campus over breaks due to travel difficulties, athletic commitments or student teaching to consider these housing options.

Residents of Apartments & Small Houses have an obligation to keep the space full. In the event that the remaining occupant(s) are not able to fill the vacant bed(s), the remaining student(s) may need to also vacate the space. This is true for these spaces regardless of the process with which they were filled (Common Interest or Independent Living).

Alternative Specialty Housing

are expected to facilitate one program per semester.

<u>Alternative Specialty Housing</u> is a dedicated and valued part of the Connecticut College residential experience. With this in mind, we have created a process that takes into account the shared governance experience of our community, but also provides opportunities for groups to thrive around a common cause.

Quiet Housing: (Lambdin 4th and 5th floors, if there is a greater demand the 2nd and 3rd floor as needed). 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 by the residents at the beginning of the year and generally occur during the weekend.

Wellness Housing: (Blackstone House and if there is greater demand Smith 4th and 3rd floors as needed). Students who live here have an appreciation for living in a manner that focuses on a student's overall wellbeing. These areas of campus are substance free, and the REAL office encourages other forms of wellbeing including: healthy eating, spiritual health, exercise, etc. Students living in these areas 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: Blackstone 3rd floor is an area of Wellness Housing where students are expected to extend their substance free **lifestyle** beyond the area in which they live. These residents agree to a substance free environment including agreeing not to smoke, consume alcohol or use illicit drugs, nor bring any of these substances onto the Substance Free Area. **Language Housing**: (Knowlton House) Living learning communities designed around the language interests of the students living in those spaces. Participants living in Knowlton House

Sustainable Living: (358 Mohegan – Earth House and if there is greater demand Abbey 2nd floor). Is comprised of students who share a passion for environmental sustainability, social justice, the arts and participating in educational and recreational events frequently held in the shared living space.

Single Sex Housing: (Male: Jane Addams House Basement; Female: Katherine Blunt House 4th Floor, Lambdin House 3rd Floor) This housing option is made available for students who wish, or require, living in a single sex environment. Single Sex housing spaces also have single-sex bathrooms unlike the rest of campus.

Common Interest Housing

<u>Common Interest Communities</u> are a dedicated and valued part of the Connecticut College residential experience. These communities provide students with the opportunity to live in a space around a common interest. Students apply as a group and must demonstrate how their efforts will contribute to the Connecticut College residential experience. Common Interest Communities may reside in a Residence Hall Corridor (6 to 20 person areas). Requirements for Common Interest Communities are as follows:

- Educate community members on topics directly related to the community theme. This could take the form of bulletin boards, flyers, discussion during community meetings, online resources shared with community members or other agreed upon means.
- Identify a faculty or staff member who agrees to act as adviser to the community
- Depending on the number of applications received, groups may be invited to participate in a
 presentation portion for the application. Groups must be 6-20 residents and at least 51% of
 the group must be (physically or virtually) present for the presentation in addition to the
 advisor. Groups will be evaluated on the following criteria:
 - 1. Impact on Connecticut College residential experience
 - 2. Fill a gap in the Connecticut College experience
 - 3. Demonstrate connection to their adviser
 - 4. Demonstrate a plan for impact on campus (ie programming)
- Approved groups must:
 - 1. Meet with the South AD once in April prior to beginning.
 - 2. Create a Community Living Agreement with the other members of the community to be posted within a common area and filed with Residential Education and Living. Agreement should include provisions for dealing with students not participating in the community.
 - 3. Attend a one-hour Common Interest Group Leader orientation in September.
 - 4. Host at least one community event for the Connecticut College community per semester. Collaboration with REAL student staff is encouraged.
 - 5. Prepare an end-of-semester evaluation to be used in reapplying for Common Interest Community housing.

Independent Living Options

Recognizing that many students want independent living (apartments and small houses) without a common interest, after the Common Interest process, any remaining apartments and houses will be me made available by application. Decisions will be made based on averaged lottery numbers and a judicial check.

Houses with Kitchens

The College offers students the ability to reduce their meal plan only if they are in a house with a kitchen. These spaces include Lazrus House, Abbey House, Earth House and all small houses and apartments (except for Freeman Tower). If you are a student who wants or requires a kitchen for dietary, religious or other reasons and would like a reduced meal plan, please request one of these houses by submitting a Specialty Housing Application and being in contact with our office.

Housing Selection

Proxy Information

Students who cannot participate in their housing lottery can have the Office of Residential Education and Living act as their "Proxy" 48 hours prior to the start of their lottery. By requesting the REAL office to proxy for you, you are accepting the housing assignment our office makes in your absence.

- To request this service, please log into MyHousing, click on Applications and complete the "Proxy Request Form for Housing Lottery" application.
- This application will also prompt you to indicate your housing preferences please complete
 all 10 house preferences. You may later edit these preferences. You will receive a
 confirmation email once your request is submitted. For students approved for Specialty
 Housing please complete the form in MyHousing AND email housing@conncoll.edu with
 your floor and or room number preferences.
- For directions on completing your living preferences, please visit our <u>website</u> and click on the <u>Indicating Living Preferences</u> link. Please note that this portion of the lottery process is only required of students who will not be participating in the process themselves.
- During the housing lottery, a representative from the Office of Residential Education and Living will select your housing assignment based on the information provided.

- If you do not request the REAL office serve as your proxy, and you do not participate in housing selection during the lottery yourself you will be placed on a waitlist and housed over the summer.
- Completing the Living Preferences section alone will not inform REAL you need a proxy, you
 must also complete the Proxy Request Form.

Housing Processes

Students can learn their about their particular lottery processes by logging into MyHousing. Please note students do not need to participate in all of the lotteries in which they are enrolled. Each lottery represents an opportunity. Overviews of the room selection area of MyHousing will be provided on the REAL <u>website</u> and will outline the following:

- Prior to all open housing processes, REAL student staff housing assignments and some required housing accommodations will be made.
- Opportunities for participation in the housing lottery include:
 - 1. Common Interest Housing (assignments based on application)
 - 2. Specialty Lotteries (eligibility based on application, room selection order based on lottery #)
 - a) Blackstone Wellness House Lottery
 - b) Blackstone Substance Free Lifestyle 3rd floor Lottery
 - c) Smith 3rd and 4th floor Wellness Floor Lottery (only if needed)
 - d) Quiet Housing Lambdin 4th & 5th floor Lottery (2nd and 3rd if needed)
 - e) Abbey Independent Houses Lottery
 - f) Lazrus Independent Houses Lottery
 - 3. Apartment Living (optional process with paper application utilizing averaged lottery #)
 - 4. Group Lottery (optional process using averaged lottery numbers)
 - 5. Doubles Lottery (optional process using better of two lottery number)
 - 6. Rising Senior Lottery (uses individual lottery number)
 - 7. Rising Junior Lottery (uses individual lottery number)
 - 8. Rising Sophomore Lottery (uses individual lottery number)
- A lottery number and selection time specific to each lottery enrolled in (updated as each lottery approaches)
- Roommate matching processes for eligible lotteries

Housing Processes occur in the order outlined above. Students may participate in more than one process until they have an assignment.

All students participating in the housing lottery will be doing so via MyHousing. **March 22, 2019** housing lottery numbers and selection times will be made available to students in MyHousing. Students will need to sign into MyHousing to retrieve their specific lottery number and lottery date(s) and time(s). Group Lottery selection times will be made available on **April 5, 2019** and Class Year Lottery selection times will be made available on **April 12, 2019**. Should a student

miss their selection time (for example, a student signs in 10 minutes late) they are still able to choose a housing assignment until midnight so long as there are rooms available. The lottery process will not pause if a student does not sign in and choose a room at their specific time; the following student(s) lottery numbers will be activated so that they are able to select rooms.

Group Housing Lottery

Following the conclusion of the Common Interest, Specialty and Independent Living Processes, all unhoused students are enrolled in the Group Housing Lottery in advance of the class year lotteries. While all students are enrolled in this lottery, no student is required to select a room – even if they form a group and had intended to select a space. Groups are comprised of 3 or 4 students who may be of mixed-class years. Groups must be fully formed by **April 3, 2019** so that their lottery numbers may be averaged and selection times may be generated. Please see the REAL <u>website</u> for directions on forming a group.

Specific clusters of 3 or 4 rooms will be available for selection in the Group Housing Lottery called "Suites." These suites are selected by the REAL office in collaboration with the REAL SGA advisory board.

Any one member of the group can select a suite for the group at, or after, their selection time on **April 9, 2019**. Should a group not select a suite of rooms during the Group Housing Lottery, all individual members of the group will go on to their class year lottery to select a room individually with their original lottery number.

Double and Triple Room Selection

After the group lottery, all unhoused students are enrolled in the Double and Triple Lottery (**April 11, 2019**), and like the Group Housing lottery, no student is required to select a room. All unhoused students are enrolled in this lottery and are eligible to select an available double or triple room with a roommate using either of their two lottery numbers. Roommates may be matched (meaning mutually requested) in advance of the lottery, or during the lottery, and the better (lower) lottery number would be used. Roommates may be of mixed-class years. Please note that the availability of a double or triple room in a lottery does not necessitate a student selecting a double room, it simply provides options. Remaining double and triple rooms will then be made available in the subsequent class year lotteries.

Class Year Lotteries

After the doubles lottery, all unhoused students are enrolled in their respective class year lotteries (Senior: **April 16, 2019**; Junior: **April 17, 2019**, Sophomore: **April 18, 2019**). These lotteries are the only lotteries where participation is exclusive to a class year. Students select

rooms individually using their lottery number and selection time displayed in MyHousing after **April 12, 2019**. If there are any remaining doubles they will be made available in each of these class year lotteries.

Students who are not Housed During the Housing Lottery

At the close of the various housing lotteries, there will some students who are not yet housed, this is a group comprised of mostly rising Sophomores. This group of students is generally equal in number to the number of beds that become available over the summer. These students will be housed over the course of the summer, and informed of their assignment in late July or early August. All Connecticut College students are guaranteed housing.

After the close of all housing lotteries unhoused students will be directed to complete the "Indicate Living Preferences" form in MyHousing in order to communicate with the REAL office their preferences for housing for the Fall, directions on completing this form can be found on our website. In doing so, please be sure to indicate your top 10 houses, and make sure you indicate at least one of space per area of campus (North, Central, South). The Office of Residential Education will use your preferences to place you in an available room according to your preferences.

After the Housing Lottery

Room Changes

Students are offered the opportunity to submit a room change request form after the lottery has taken place, they may submit <u>Summer Room Change Request for Fall on conncoll.edu.</u>

Room changes are coordinated by request during the academic year. Room changes are considered following a two-week room freeze at the start of each semester, and the process is closed the week prior to Thanksgiving in the Fall, and the week prior to Spring Break in the Spring.

Room Swaps

Any two students who will be residing on campus in the coming Fall may request to swap assignments by both emailing housing@conncoll.edu requesting the swap. Swap requests are accepted between May 31, 2019 and July 12, 2019.

Additional Information

Living Off-Campus

Students are required to live in residence at the College unless they are living with their parents, guardians, spouse or dependents within a 50-mile radius of the campus. The REAL Office releases students from their housing contract based on our anticipated need for the coming year.

- On rare occasions applications are made available to seniors who wish to live off-campus.
 If this occurs, seniors will receive an email from the REAL office alerting them of the process to follow
- Students who submit applications to live off-campus are not automatically approved to live off-campus.
- All students who are not commuting from a parent/guardian home should participate in the
 housing lottery even if they are interested in applying to live off-campus. This way, if a
 student applies to live off campus and is not approved, they will already have housing for the
 Fall.
- Living off-campus without prior approval is a violation of institutional policy and may result in a referral to the conduct process. Students will not be released from the on-campus housing contract and its associated fees.
- Students tentatively approved to reside off-campus will need to complete the Off-Campus Housing Contact Form in MyHousing prior to final approval.
- When off-campus housing applications are received and approved, those students will be considered commuter students for 2019-2020 academic year and will be removed from any assigned or selected Fall housing.
- If a student accepts an off campus housing assignment and wishes to come back on campus living, they will be housed (or rehoused) over the summer as space becomes available.

Housing Accommodation Requests

Students with permanent disabilities that require housing accommodations must request them <u>each year</u> from the Office of Student Accessibility Services.

Students with non-permanent disabilities who need a housing accommodation should contact Student Health Services or Student Counseling Services, depending on the type of disability. Disabilities that are NOT permanent would include 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 accommodations by the College regarding their housing must be registered with Student Accessibility Services and make a housing request through AIM (SAS online management system) by **February 6, 2019**.

Submission of a housing accommodation request does not guarantee that it will be approved. Please keep this in mind when submitting paperwork. For students who submit their paperwork on time, a decision will be e-mailed out by **March 29, 2019**.

Please note:

- An <u>approved</u> request will guarantee that an accommodation will be available with the
 exception of singles with in-room bathrooms. <u>The location or specific house cannot be</u>
 guaranteed, unless specifically related to the condition. Students who qualify for singles with
 in-room bathrooms must select a single (without a bathroom) through the general lottery
 process and will be moved to a single with an in-room bathroom at the end of the summer if
 one is available.
- Students granted an accommodation for a specific (non-specialty) house may be allowed to bring in <u>one</u> friend to live near them. The Office of Residential Education and Living reserves the right to pre-assign a student to a housing assignment.
- 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.

Study Away, Medical Leave or Personal Leave:

Current Study Away Students: Students who are away from campus for the **Spring 2019** semester but plan to return for **Fall 2019** may still participate in all Housing Lottery Processes. Prior to leaving for their **Spring 2019** 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.

Studying Away during the Fall 2019: Students who have been approved to study away by Connecticut College will be assigned a lottery number, but will **not** be eligible to participate in any housing lotteries for the coming Fall term. This lottery number will be utilized in making assignments upon return to Connecticut College the following Spring term. Additionally, it is important to note that as there is no way to predict which rooms will be available, there is a possibility that there will not be enough single rooms and some students may be housed in double rooms.

Medical & Personal Leave during Spring 2019: Students on Medical & Personal Leave may participate in the Housing Lottery, and are encouraged to do so if they intend to return to the College in the Fall. Students need to be cleared to return to the College by **July 13, 2019** to guarantee their assignment will be held for them.

Note: Housing assignments are not transferable to another student. No student with a housing assignment who is leaving the College may indicate another student that they would like to have their former room.

Housefellow/Floor Governor/Independent Living Coordinator Applicants

Students who are applying for, or have been offered, any REAL positions (HF/FG/ILC) for the 2015-2016 academic year should plan to participate in the Housing Lottery as if they were not applying for a REAL position. This ensures that if a student is not offered a REAL staff position, they will still be participating in the other appropriate housing processes.

Student Accounts

The Office of Residential Education and living cannot hold housing assignments for students whose accounts not in good standing with the Bursar's office as of **July 13, 2019**.

Housing Selection Processess

