KEY DATES FOR THE 2017-2018 ROOM SELECTION PROCESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 30</td>
<td>On-Campus Application for Fall housing available in Housing Self-Service</td>
</tr>
<tr>
<td>February 20</td>
<td>Uptown East &amp; Promenade Apartments Open Houses from 8:30-9:30 PM</td>
</tr>
<tr>
<td>February 24</td>
<td>Deadline to apply for or cancel Fall housing to receive 100% housing deposit refund</td>
</tr>
<tr>
<td>February 27</td>
<td>Apartment Selection Online Appointment Date/Time sent via email</td>
</tr>
<tr>
<td>February 28-March 2</td>
<td>Apartment Selection</td>
</tr>
<tr>
<td>March 20-23</td>
<td>Roommate Socials in residence halls. Please see your RA or RLC for events and details.</td>
</tr>
<tr>
<td>March 22</td>
<td>Open Houses:</td>
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<td></td>
<td>Beacon Hall: Wednesday, March 22 from 7:30 pm-8:30 pm</td>
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<tr>
<td></td>
<td>Guild/Memorial and Wehrenberg Halls: Wednesday, March 22 from 8:00 pm-9:30 pm</td>
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<tr>
<td>March 23</td>
<td>Room Selection Online Appointment Date/Time sent via email</td>
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<tr>
<td>March 27-31</td>
<td>General Online Room Selection Process</td>
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</table>

GUIDELINES AND INSTRUCTIONS ON THE ROOM SELECTION PROCESS

All students who are currently living in campus housing must visit the Housing Self-Service (via DataVU) in order to indicate to the Office of Residential Life your intentions for the 2017-2018 academic year.

Students should indicate that they need on-campus housing by completing the On-Campus Housing Application for Fall 2017 in Housing Self-Service no later than Friday, February 24, 2017. Online Room Selection will begin March 27 and will end March 31, 2017. Students will be able to view their room selection date and appointment time in their Housing Self-Service the week following Spring Break.

Students who do not intend to live in campus housing for the 2017-2018 academic year (ex. transferring, studying abroad, graduation, etc.) should visit their Housing Self Service and complete a Housing Cancellation Form for Fall 2017. To receive a 100% housing deposit refund students need to cancel their housing through HOUSING SELF-SERVICE no later than Friday, February 24, 2017.

ALL STUDENTS WITH LESS THAN 6 SEMESTERS OF LIVING IN CAMPUS HOUSING BEFORE FALL 2017 ARE REQUIRED TO LIVE ON CAMPUS.

WHAT DO I NEED TO DO TO CHOOSE A ROOM FOR FALL 2017?

All students must complete an On-Campus Housing Application for Fall 2017 via their Housing Self-Service by February 24, 2017 to participate in the room selection process. Students who sign up after this date will be assigned housing but will lose his/her room selection priority.

After completing an On-Campus Housing Application for Fall 2017, students must select a bed in on-campus housing through either the Apartment Selection Process or the General Room Selection Process. The Apartment Selection Process will be held Tuesday, February 28-Thursday, March 2. The General Room Selection Process will be held Monday, March 27-Friday, March 31.

HOW DOES THE ROOM SELECTION PROCESS WORK?

Between Monday, January 30 and Friday, February 24 students will need to visit the Housing Self-Service to apply for on-campus housing or cancel their housing for Fall 2017. Roommates must be selected and confirmed by February 24 through Housing Self-Service. Students will be able to view their room selection date and appointment time in their Housing Self-Service March 23. If a student has a roommate selected and confirmed, the person with the earliest appointment time can select the room once it is their appointment time. At that point, all confirmed roommates will be “pulled” into the room as well. A student can pick their room any time after their appointment time.
Students wishing to live in Uptown East Apartments and/or Promenade East Apartments must first be eligible to reside there (see specific details on page 3 of this booklet) AND they must complete their On-Campus Housing Application by Friday, February 24. All roommates need to be selected and confirmed in Housing Self-Service by Friday, February 24, 2017 as well. Eligible students will then be placed in the Apartment selection process occurring Tuesday, February 28 through Thursday, March 2. Apartment selection will be based on credit hours meaning the person in the group with the most credits hours can pick the apartment and all confirmed roommates will be “pulled” into the apartment as well. Groups will only be eligible for a space if they can fill the entire apartment.

The Office of Residential Life will assign students who do not participate in the room selection process, and are required to live on campus according to the University Housing Policy, to remaining rooms. In the event of a roommate change or cancellation, the Office of Residential Life may assign another student to the available space.

**WHAT IF I CAN’T FIND MY DESIRED ROOMMATE IN THE ROOM SELECTION SYSTEM?**

Students will only be able to search for and request a roommate after that person has also completed the On-Campus Housing Application. If you cannot find your desired roommate, then they need to complete the On-Campus Housing Application.

**WHAT IF I DON’T HAVE A ROOMMATE?**

Priority in room selection will be given to individuals who can fill a complete room/suite/apartment. If you do not have a roommate in mind, you may search for one via the Advanced Room Selection Search function. Roommate socials will be held throughout the residence halls March 20-23 to assist you in finding a roommate. Please see your RA or RLC for events occurring in your building.

If you do not have a roommate, you will not be able to select a room until all appointment times are complete. At that time, the system will unlock and allow you to select a bed space in a room without a roommate.

**HOW AM I ASSIGNED A SELECTION DATE AND TIME?**

Students who apply for on-campus housing for Fall 2017 housing will be arranged in total cumulative credit order with the student with the highest number of credits receiving the highest priority. Cumulative GPA will be used to break ties. For example, a student with 72 credits and a GPA of 3.60 will receive higher priority than a student with 72 credits and a GPA of 3.58. Student housing deposit dates will be used in the event of a tie in GPA, with the earlier deposit date receiving higher priority. Once the list is arranged, students are then assigned a selection date and time.

Students currently participating in overseas programs who are not registered for classes and/or will not have equivalent credits posted to their academic record by February 24, will have 15 credits added to their total for each semester for which it is appropriate. This applies to students in the Cambridge, Reutlingen, and Puebla programs, among others.

**WHAT IF I NEED BREAK HOUSING FOR 2017-2018?**

Break Housing for 2017-2018 will be offered in Uptown East Building 2, Promenade East, and Wehrenberg Hall (subject to change). If you need break housing at any point during the 2017-2018 academic year, as you are an international student, student athlete, etc., you should select a room in one of the break housing buildings.

**WHAT IF I HAVE A MEDICAL ACCOMMODATION REQUEST?**

If you have a Housing Special/Medical Accommodation or Disability Support Services’ Accommodation, please go to your Housing Self-Service and complete an application to RESERVE a space in housing. You will also need to contact our office as soon as possible for further instructions regarding your accommodation.
CAN I SEE A ROOM?
Yes, we will host open houses as follows:

- **Uptown East and Promenade East Apartments**: Monday, February 20 from 8:30-9:30 pm
  - Uptown East’s Open House will start at the amenities center in Uptown East Building 2
  - Promenade East’s Open House will start at the main entrance of Promenade East (the building with the Student Health Center)
- **Beacon Hall**: Wednesday, March 22 from 7:30 pm-8:30 pm
- **Guild/Memorial and Wehrenberg Halls**: Wednesday, March 22 from 8:00 pm-9:30 pm

WANT TO LIVE IN THE UPTOWN EAST or PROMENADE EAST APARTMENTS?

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<th>Step 1</th>
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<tbody>
<tr>
<td></td>
<td>Jan. 30-Feb. 24</td>
<td>Jan. 30-Feb. 24</td>
<td>Feb. 28-March 2</td>
</tr>
<tr>
<td></td>
<td>Go to your Housing Self-Service and complete an application to RESERVE a space in housing.</td>
<td>Go to your Housing Self-Service to SELECT AND CONFIRM your roommate(s) and apartment-mates.</td>
<td>All students eligible for Uptown East and Promenade will be placed in the Apartment Selection Process. Appointment times will be provided on Feb. 27.</td>
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</table>

- **Uptown East and Promenade East Apartments are offered to students who have at least 56 completed credits (junior status)** or above upon the completion of the Spring 2017 semester.
  - Uptown East Apartments has 2-, 3- and 4- person apartments available with private bedrooms and bathrooms.
  - Promenade East Apartments are 2 story townhouses with 2 bedrooms and 2.5 bathrooms. Each apartment holds 4 or 5 students in shared bedrooms
- Complete the **On-Campus Housing Application** in Housing Self-Service by Friday, February 24, 2017.
- Only students who are eligible for Uptown East Building 2 and/or Promenade East Apartments will be added to the Apartments Selection process and provided an appointment time based on credit hours on Monday, February 27, 2017.
- During your designated appointment time, you may select from the available apartments for you and your confirmed roommate(s)
  - The person with the earliest appointment time can select the apartment. At that point, all confirmed roommates will be “pulled” into the room as well. Students will only be able to select an apartment if their group can fill the entire apartment
- The number of students interested in the apartments will determine the likelihood of a group receiving one. **Not all groups will receive an apartment.**
- If no more apartment spaces are available, you will be able to pick an on-campus space during the General Room Selection Process March 27-31.
- If you do not receive an apartment through the Apartment Selection Process, an Apartment Waitlist will be available in April. You will receive an email about how to put your group on that waitlist.

**Stop By the Uptown East and Promenade East Open Houses on Monday, February 20 from 8:30-9:30 pm**

WANT TO LIVE IN BEACON HALL?

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<td>Jan. 30-Feb. 24</td>
<td>March 27-31</td>
</tr>
<tr>
<td></td>
<td>Go to your Housing Self-Service and complete an application to RESERVE a space in housing.</td>
<td>Go to your Housing Self-Service to SELECT AND CONFIRM your roommate(s) and suitemates.</td>
<td>Select a suite for the size of your group. You will need to fill an entire suite during the initial portion of General Room Selection.</td>
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</tbody>
</table>
• Beacon Hall will be part of General Room Selection, which will occur March 27-31. During the General Room Selection Process, groups who wish to reside in Beacon Hall must fill an entire suite.
  o Beacon Hall consists of 4-, 6-, and 8-person suites.
• Complete the On-Campus Housing Application in Housing Self-Service by Friday, February 24, 2017.
• Select and confirm all roommates in Housing Self-Service by Friday, February 24, 2017.
• During your designated appointment time, you may select from the available suites for you and your confirmed roommate and suitemates.
  o The person with the earliest appointment time can select the suite. At that point, all confirmed roommates will be “pulled” into the room as well. **Students will only be able to select a suite if their group can fill the entire suite.**
  o The individual selecting the suite for the group will need to place each individual in a room within the suite, so please have this information ready during your selection time.

**Stop by the Beacon Open House on Wednesday, March 22 from 7:30-8:30 pm**

**WANT TO LIVE IN ON-CAMPUS FRATERNITY (807 Mound St.) or SORORITY HOUSING?**

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<tr>
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<tbody>
<tr>
<td>Jan. 30-Feb. 13</td>
<td>Jan. 30-Feb. 13</td>
<td>March 27-31</td>
</tr>
<tr>
<td>Go to your Housing Self-Service and complete an application to RESERVE a space in housing.</td>
<td>Go to your Housing Self-Service to SELECT AND CONFIRM your roommate(s).</td>
<td>The Office of Residential Life will assign your members to the spaces provided on the roster.</td>
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</table>

• Complete the On-Campus Housing Application in Housing Self-Service by February 13, 2017.
• Select/Confirm Roommate(s) by February 13, 2017.
• Your chapter president will then be in contact with you about your placement.
  o Fraternities: 807 Mound Street
  o Sororities: Sorority Complex on Union St.
• Rosters from Chapter Presidents are due to the Office of Residential Life on Monday, February 13 by Noon.
• The Office of Residential Life will assign you to the space designated by your chapter president so you will NOT need to pick a room March 27-31.

**WANT TO LIVE IN THE BRO or SIS LIVING LEARNING COMMUNITY?**

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</tr>
<tr>
<td>Go to your Housing Self-Service and complete an application to RESERVE a space in housing.</td>
<td>Go to your Housing Self-Service to SELECT AND CONFIRM your roommate(s).</td>
<td>The Office of Residential Life will assign your members to the spaces provided on the roster.</td>
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• Complete the On-Campus Housing Application in Housing Self-Service by February 24, 2017.
• Your BRO/SIS coordinator will then be in contact with you about your placement.
• The Office of Residential Life will assign you to the space designated by your coordinator so you will NOT need to pick a room March 27-31.
• If you have questions, contact your BRO/SIS coordinator or Pastor Charlene Cox in The Chapel.
DON'T PLAN ON LIVING IN ON-CAMPUS HOUSING?

If you are...

- Graduating in May 2017
- Transferring Schools
- Withdrawing from or not returning to the University
- Moving to a Recognized Off-Campus Fraternity House
- Going Abroad/Interning in the Fall of 2017
- Eligible to Live Off Campus According to the Housing Policy
  - 6 semesters of living in campus housing before the Fall 2017 semester or 22 years of age by September 1, 2017

Follow these Simple Steps...

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<tr>
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<tr>
<td>Jan. 30-Feb. 24</td>
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</tr>
<tr>
<td>Go to your Housing Self-Service and complete an application to CANCEL your space in housing.</td>
<td>Fill out any additional paperwork as listed below.</td>
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</table>

Students who are graduating, transferring schools, not returning to the University, moving into recognized fraternity housing, participating in a University recognized off-campus program for the Fall semester or are eligible to live off campus according to the University Housing Policy, must complete a Housing Cancellation Form via the Housing Self-Service by February 24, 2017. Failure to do so could result in additional cancellation fees. To check your eligibility, please see the official University Housing Policy on our website, or the Student Guide to University Life. If you have questions regarding your eligibility to cancel your housing, please contact the Assistant Director of Residential Life, or the Office of Residential Life.

Cancellation Fee Schedule

Cancellation of Agreement by Returning Student Prior to the Official Opening Date of Residence Halls

a) February 28 - If student provides written notice of cancellation to Residential Life on or before this date, the Agreement shall terminate with no penalty and will receive a 100% refund of their housing deposit (if applicable).

b) March 1 – April 30 - If student provides written notice of cancellation to Residential Life between these dates, a $200 late cancellation fee shall be charged against student’s account if student continues to be enrolled. Student will receive a 50% refund of their housing deposit (if applicable).

c) May 1 – The Day Prior to the Official Opening Date of the Residence Halls - If student provides written notice of cancellation to Residential Life between these dates, a $400 late cancellation fee shall be charged against student’s account if student continues to be enrolled. Student will receive a no refund of their housing deposit (if applicable).

d) Official Opening Date of the Residence Halls – On and after this date, student shall pay full room charges if enrolled. If student is enrolled, this Agreement may only be cancelled by going through the appeals process.

Students Requesting Housing for Spring Semester Only

a) If students cancel housing AFTER the Official Opening Date of the Residence Halls for the Spring Semester, the student shall pay the full room charges for the spring semester, if the student remains enrolled at the University.

What if I am going to live in off-campus Fraternity Housing?

Sophomore and junior men who plan to live in off-campus fraternity houses should visit the Housing Self-Service to cancel their Fall 2017 semester on campus housing by February 24, 2017 and will need to complete the Fraternity House Agreement found in Housing Self-Service. Fraternity presidents will provide a House Roster to the Office of Residential Life. Fraternity Housing Agreements need to be completed by all members living in their respective houses. See your Fraternity President for more information.

What if I am studying abroad/interning in the Fall of 2017?

Students who will be off campus on a University recognized program for the Fall 2017 semester must cancel their housing with the University via Housing Self-Service by February 24, 2017. If students intend to return to campus housing for the Spring 2018 semester they should indicate on the cancellation form that they wish to have their housing deposit transferred to the Spring 2018
semester. All sophomore and junior students (at the beginning of the Fall semester) who return from off-campus programs at the conclusion of the Fall semester will be required to live in University operated housing during the Spring 2018 semester.

Students participating in an internship or co-op must also provide The Office of Residential Life verification of their off-campus program.

Housing information for the Spring 2018 semester will be emailed in October to all students in international study programs, co-op, and other University off-campus study programs.

If you will be a sophomore or junior next Fall, but plan to attend a University recognized off-campus program for the Spring 2018 semester, you are required to live on campus for the Fall 2017 semester as per the University Housing Policy.

HAVE QUESTIONS?
Visit Harre Union 250 • Call (219) 464-5413 • E-mail reslife@valpo.edu • Visit www.valpo.edu/reslife