Room Selection
2014-2015

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Tutorials:  www.youtube.com/umdreslife

✓ Remember to apply for housing and submit a $200 deposit on the Online Housing Gateway no later than Monday March 31, 2014 at 11:59 p.m.
## Important Dates to Remember

The following calendar can be used to review when each Room Selection process is occurring. More information on each individual process can be found on the page number indicated.

### March 2014

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<tbody>
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<td>23</td>
<td>24</td>
<td>25 Beat The System-Room Selection Event 6-8pm CRC</td>
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31 Housing Contracts and $200 Deposit due by 11:59 p.m.

### April 2014

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<th>Sunday</th>
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</tbody>
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7 Lottery Numbers and Screen Names Emailed Out

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9 University & Riverview Suites Retention (50% current Residents Must Retain)

10 University & Riverview Suites Retention (50% current Residents Must Retain)

11 University & Riverview Suites Pull-in

12 University & Riverview Suites Pull-in

13

14 RoomRetention (All other Halls)

15 RoomRetention (All other Halls)

16 Roommate Pull-In (All other Halls)

17 Roommate Pull-In (All other Halls)

18 General Selection (All halls included)

19

20

21 Auto Allocation

22

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25

26
General Information

How to Apply

- Go to [www.uml.edu/reslife](http://www.uml.edu/reslife) and log on to the Online Housing Gateway using your email credentials (Make sure you are using either Internet Explorer or Mozilla Firefox). *Be sure to your pop up blocker is off before beginning this process*

- Once you have logged on, chose “Housing Applications” on the left hand side and select 2014-2015 Housing Application.

- Once that screen opens, review the information to ensure that it is correct and scroll to the bottom of the page to hit “next step”

- Make sure that you submit a credit card payment for the $200 housing deposit in order for your contract to be complete. **Be sure to click “submit” and then “finish”**. Your payment will not be processed if you do not do this and could delay your contract process.

Eligibility

- In order to be eligible for the 2014-2015 Room Selection Process you must be a current student and registered for courses in the spring semester. Current residents and commuters are eligible for room retention (if applicable), general selection and auto-allocation. New incoming students will not be permitted to participate in any aspect of the Room Selection.

- **Housing Contracts and $200 non-refundable Housing Deposits** must be completed online by Monday March 31, 2014 by 11:59 p.m. Deposits are paid online with credit card (Visa, MasterCard, or Discover) during the housing contract process on the ONLINE HOUSING GATEWAY. Cash and Checks are not accepted.

- Students not living in apartments must choose a meal plan through the Online Housing Gateway. Failure to do so will result in automatic assignment of a meal plan. Apartments are defined as: Riverview Suites, Moody Street, 725 Merrimack Street, and Princeton Properties.

Roommates

- Your Screen Name will be emailed to you with your Lottery Number. This ID is only needed if you are being pulled into a room and must be provided to the student who is pulling you in.

- If you have a particular roommate or roommate(s) you wish to live with, they must meet all the eligibility requirements listed above. If they do not meet these requirements, you will not be assigned with that roommate. * Upper class students may not live with incoming freshmen.

- All roommate requests must be mutual. If you are pulling in a roommate you must have their Student ID and Screen Name.

- If your roommate request(s) cannot be met due to lack of space or invalid requests, you will need to select space in separate rooms.

- If you are attempting to pull-in a roommate into your retained room you MUST do so through the Room Retention section of the selection process (via the Online Housing Gateway). You CANNOT pull-in a roommate strictly by putting their information in your preferences.

Single Rooms

- Singles are available on a very limited basis and cannot be requested through the Online Housing Gateway. Requests must be sent via e-mail from your student account to ResLife@uml.edu with your name, student ID, and reason for wanting/neediing a single.

- Students with disabilities or medical need must also submit their request to Health Services with a signed letter from his/her physician/health care provider, along with the medical request form located on [www.uml.edu/reslife](http://www.uml.edu/reslife) under the link “forms”.

- Singles will be given out in order of class standing and time of request. Students with approved disabilities or medical accommodations will receive first priority of single rooms.

- Singles are only available in Concordia Hall on UML South and in Apartments with shared floor bathroom.
Anticipated Class Year

To begin determining student priority, we first calculate your Anticipated Credits which is your cumulative credits you have earned added to the number of currently enrolled credits you are taking. Using the Registrar’s definition of class year, this number determines your Anticipated Class Year:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits Required</th>
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<tbody>
<tr>
<td>Freshmen</td>
<td>0-24 credits</td>
</tr>
<tr>
<td>Sophomore</td>
<td>25-54 credits</td>
</tr>
<tr>
<td>Junior</td>
<td>55-84 credits</td>
</tr>
<tr>
<td>Senior</td>
<td>85 or more credits</td>
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</tbody>
</table>

For example, if you have acquired 15 credits prior to the spring semester and you are currently enrolled in 12, your Anticipated Credits will be 27, making your Anticipated Class Year a sophomore.

Lottery Number

You will be assigned a unique Lottery Number which will determine the order in which you will be able to participate in the General Selection processes. This number is generated based on your Anticipated Class Year and your displacement or returning resident status.

All applicants will be assigned a random Lottery Number based on their Anticipated Class Year, which will be grouped beginning with graduate students, followed by seniors, juniors, sophomores, and finally freshmen. Within each Anticipated Class Year, students who receive Displacement Priority (see list below) will be grouped first, followed by non-displaced returning residents, and finally commuter students.

Lottery Number Ordering:

- Anticipated Seniors – Returning Residents
- Anticipated Juniors – Returning Residents
- Anticipated Sophomores – Returning Residents, Upperclass Commuters
- Anticipated Freshmen – Returning Residents

Lottery Numbers will be e-mailed to your student e-mail address on April 7, 2014 and are available on your Application Status screen of the Online Housing Gateway. Students with lower numbers (number 1 being the “best” possible number) will be able to participate in processes sooner than those with higher numbers.

Displacement List

Students in the following locations will be unable to retain their rooms.

- Eames
- East Meadow Lane
- University Commons at Moody Street
- Bourgeois Hall
- Riverview Suites rooms 201-214 and 601-614
- Fox
- Donahue 2-Person Suites
- Sheehy
- Hadley Park
- Westford Park 1005-1 and 1001-1
- All RA Apartment/Suite Students
What Residence Halls & Types of Rooms are available?

**East Campus:**
- **University Suites:** 4 & 6 person suites (primarily double rooms)
  - Available for Retention: April 9th-10th (50% of current residents must retain suite to be eligible)
  - Available for roommate pull-in: April 11th-12th
  - Available for selection (open to everyone): April 18th
- **Donahue Hall:** 4, 6, 8 person suites (doubles)
  - Available for retention: April 14th - 15th
  - Available for roommate pull-in: April 16th - 17th
  - Available for selection (open to everyone): April 18th
- **Bourgeois Hall:** Doubles and Quads
  - Available for selection: April 18th

**South Campus:**
- **Riverview Suites:** 4 & 6 person apartments (all doubles)
  - Available for Retention: April 9th-10th (50% of current residents must retain apt. to be eligible)
  - Available for roommate pull-in: April 11th-12th
  - Available for selection (open to everyone): April 18th
- **Concordia Hall:** single and double Rooms
  - Available for retention: April 14th - 15th
  - Available for roommate pull-in: April 16th - 17th
  - Available for selection: April 18th

**Other:**
- **Inn and Conference Center:** Double room with private bathrooms
- **University Apartments** (all campuses): 2-6 person apartments, single & double rooms – full kitchens
  - Available for retention: April 14th - 15th
  - Available for roommate pull-in: April 16th - 17th
  - Available for selection (open to everyone): April 18th

**Retaining your room/pulling in a roommate or suitemate:**

For information on how to retain your room/suite and pull in a roommate(s) or suitemates(s), please log onto our website: [www.uml.edu/reslife](http://www.uml.edu/reslife) and follow the tutorials on the Online Housing Gateway link. Or, for visual learners, head over to [www.youtube.com/umlreslife](http://www.youtube.com/umlreslife) for step by step tutorials on how to retain your current room and then pull-in roommates!

- Room retention process for University/ Riverview Suites will take place on April 9th and 10th and for Donahue, Concordia, ICC, and University Apartments on April 14th and 15th.
- Once you have retained your room you can pull-in your roommates for Riverview and University Suites on April 11th and 12th and Donahue, ICC, Concordia and University Apartments on April 16th and 17th.

Please Note that for Riverview and University Suites retention 50% of current residents must retain their space in the suite in order to be eligible for retention. Those that do not have 50% of the current residents retaining will need to go through a different process (pulled into another suite or general room selection).
General Selection Schedule – All Upperclass Halls (April 18)

Any returning resident and commuter who wish to live in university housing are eligible to go through General Selection, provided they have submitted a housing contract/deposit by March 31st at 11:59 p.m.

- General selection opens up all remaining available bedspaces on campus. You may choose to select a room as a group or participate in this selection process individually.

- If selecting a room as a group, the student who has the lowest (best) Lottery Number should act as the “Group Representative” by choosing a room and pulling the rest of the group in at that time. If the student with the best Lottery Number is unavailable, anyone in the group can act as the group representative to select the room and pull-in suitemates during their scheduled time. Proxy Forms are also available on our website at [http://www.uml.edu/reslife](http://www.uml.edu/reslife) for students who will not be available during this process.

- Before starting, you must have your intended roommate(s) Screen Name (emailed to you with your lottery number), Student ID number, and Meal Plan Preference.

The following time table shows when each student may begin to log into the system on April 18th according to their Lottery Number. You may log in after your given time, but your available choices will decrease as the day goes on.

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<thead>
<tr>
<th>Date</th>
<th>Beginning Time</th>
<th>Start Number</th>
<th>End Number</th>
<th>Date</th>
<th>Beginning Time</th>
<th>Start Number</th>
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<tbody>
<tr>
<td>4/18</td>
<td>8:00 am</td>
<td>1</td>
<td>50</td>
<td>4/18</td>
<td>3:40 pm</td>
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<td>4/18</td>
<td>8:20 am</td>
<td>51</td>
<td>100</td>
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<td>4/18</td>
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For a step by step video tutorial on this process, please head over to [www.youtube.com/umlreslife](http://www.youtube.com/umlreslife) for General selection.