VILLANOVA UNIVERSITY OFFICE FOR RESIDENCE LIFE
Housing Selection for Rising Juniors and Guaranteed Seniors - 2014

This following information will assist you in securing on-campus housing for the 2014-2015 academic year. This guide will review frequently asked questions (pgs. 1-4) and the steps to secure housing (pgs. 5-6) . You can contact our office by phone at 610-519-4154, by email to marie.schauder@villanova.edu or in person in Kennedy Hall.

10 FREQUENTLY ASKED QUESTIONS

1) Who is eligible to participate in this Housing Selection Process?

- **Rising Juniors** - Full-time, second-year students who currently reside in the residence halls and were admitted to the University as "resident students" during the 2012-2013 academic year.

- **Guaranteed Seniors** - Full-time, third-year students (admitted during the 2011-2012 academic year) who currently reside in the residence halls and were guaranteed four years of housing at the time of admission as a first-time student through a special scholarship or academic program.

Students who are not guaranteed on-campus housing (most seniors, transfers, commuters) are not eligible to participate in this housing selection process NOR can they be requested as a roommate by students who are eligible to participate in this housing selection process. A student's eligibility to participate in the housing selection process may also be affected by his/ her disciplinary record.

2) How does the housing selection process work?

- Students will confirm their intent to reside on-campus by completing an online housing application.
    - The housing application will be available from January 13 - 21, 2014.
    - Students will agree to the terms of the housing contract, enter their preferred roommates and indicate their study abroad plans when they complete the housing application.
    - **Do not complete a housing application if you plan to move off campus. You will be assessed a $500.00 cancellation fee if you select housing in the apartments and then move off campus.**

- Students who complete the housing application, except those studying abroad in the Fall 2013 Semester, will be randomly assigned a housing selection time. Selection times will be available on January 27, 2014.

- Students will then be able to choose their housing assignment online at their designated selection time between January 29 and February 12, 2014.

3) How is my selection time determined?

- Students who complete the housing application will be issued a **computer-generated random** housing selection time.
    - Separate selection times are generated for male and female students.
    - **Factors such as previous housing assignment, assignment to a converted triple room, difficulties with roommates, academic standing, participation in special activities and other factors are not considered when generating selection times.**
    - Students will be able to choose their housing assignments at their selection times. Students with later selection times may not secure their first or second choice of housing. It is important that students think about other housing options beyond their first or second choices and discuss alternate housing options with potential roommates.

4) Can I choose a roommate(s)?

- A student can secure housing as an individual or with roommates.
  - Students may only choose a roommate(s) who is currently eligible to participate in the Rising Junior/Guaranteed Senior housing selection process.
  - In order to secure housing with roommates, **ALL students who wish to reside together** must enter the VU ID numbers of their preferred roommates at the time of completion of the housing application. Please be sure to verify VU ID numbers before completing the housing application.

- Students may add, change, or view their roommate status online until the housing selection process begins on January 29, 2014 at 8 am.
  - If you make a roommate change, **ALL** students involved must make the appropriate changes to their online housing application for the updates to be confirmed.

- Students who select an apartment as an individual or as a group of two or three will be housed with random roommates.
  - Throughout the Housing Selection Process, Residence Life will consolidate apartments with less than four residents to accommodate the maximum number of students. **In order to avoid consolidation to a different apartment, you should strongly consider selecting an apartment as a group of four.**
  - Every effort will be made to assign consolidated groups to preferred apartment types or floors, but Residence Life cannot guarantee preferred apartment types or floors after consolidation.
  - When a group has been consolidated, Residence Life will contact all residents via email of the consolidation and the new housing assignment.

5) What are my housing options for next year?

West Campus Apartments:

Students may choose specific apartments in Farley, Gallen, Jackson, Klekotka, Moulden, Rudolph, St. Clare and Welsh Halls. All apartment types in all halls are priced the same.

- Farley, Gallen, Jackson and St. Clare Halls

  There are two apartment types in these halls:
  - Apartments with 4 single bedrooms, 2 baths and a kitchenette (full refrigerator, microwave, sink and cabinets, but no stove/oven). These units are those ending in _02, _05, _06, _15, _16, _19.
  - All other apartments in these halls have 2 double bedrooms, 2 baths, and full kitchens.

- Klekotka, Moulden, Rudolph and Welsh Halls
  All apartments in these halls have 2 double bedrooms, 1.5 baths and full kitchens.

St. Mary's Hall:

Space is reserved in St. Mary's Hall for students who wish to reside in a traditional residence hall or who are unable to secure an apartment assignment once all have been filled. Students may select single, double or triple rooms in St. Mary's Hall.

6) Can I change my housing assignment after I have made a selection?

- Students may update their housing assignment until the end of the housing selection process on February 12, 2014 by contacting the Office for Residence Life. **Please note that students can only occupy one housing assignment at a time. If you select a new room, your old room will revert back to the available pool and could be selected by another student.**

- If you wish to change your apartment /room assignment after the housing selection process is complete (after Feb. 12), you must complete a Room Change Request Form. Forms will be available at the Office for Residence Life beginning Friday, February 14, 2014. Residence Life will contact students during the summer to notify them of the status of their room change request.

- **In an effort to discourage improper attempts to manipulate the Housing Selection Process, "one-for-one" room changes (i.e. residents switching roommates with one another) will not be permitted. Only those roommates applying to change their room together or individuals seeking a different room assignment will be considered for a room change after the start of the selection process.**

7) What if I plan to study abroad next year?

If you plan to study abroad next year and desire on campus housing in either the fall or the spring, you should still complete the housing application and indicate which semester you plan to be abroad. A drop-down menu will guide you through a study abroad selection process when you complete the housing application.

- If your plans are confirmed for the Fall Semester, please select **"Abroad Fall Semester"**. These students will not receive a housing selection time.

    - Students will be assigned housing for the Spring 2015 semester based on the date that they confirm their plans (e.g., the date a student submits his/her Housing Application confirming their Study Abroad/Internship plans or the date he/she cancels their Fall Housing Assignment). Students with earlier confirmation dates will be housed first.

    - Residence Life will guarantee a student an on-campus housing assignment upon his/her return from abroad. However, Residence Life cannot guarantee a student a particular housing assignment. Residence Life will not remove a student from his/her assignment nor leave a space vacant to accommodate the needs of a returning student. Vacancies will be filled throughout the Fall and Spring Semesters. Given this, preferred roommates and/or apartment groups may or may not be placed in a housing assignment together upon return to the University.

    - If a student confirms that he/she is studying abroad for the Fall Semester and the plans change, he/she should contact Residence Life immediately. Residence Life will assign the student to a class appropriate housing assignment for the Fall Semester.

- If your plans are confirmed for the Spring Semester, please select **"Abroad Spring Semester"**. These students will receive a housing selection time.

- If your study abroad plans are tentative for either the Fall or Spring Semesters, please select **"Study Abroad Plans Tentative".** These students will receive a housing selection time.

- If you do not plan to study abroad next year, please select **"Not Going Abroad".** These students will receive a housing selection time.

8) Can more than four people reside in an apartment?

Students may choose to live in the apartments as a group of five if one of the group members anticipates leaving in the spring semester to study abroad or in other special circumstances. This option is only available to students housed in **any** two-bedroom apartment.

Students who exercise this option will receive a $500 credit per person for the fall semester while living as a group of five. Apartments housing five students will be equipped with five sets of bedroom furniture and an additional dining chair. Wireless internet is available in all apartments. Normally, the apartment will revert to a standard four person unit in the spring semester.

Students who wish to live as a group of five must:

- Secure housing in a two bedroom apartment for four of the five eligible students; and
- Contact Marie Schauder at marie.schauder@villanova.edu to add the fifth student to the apartment.

If circumstances prevent a student from studying abroad for the spring semester, groups can choose to remain in an apartment as a group of five through the spring semester. In this case, no room credit will be available, unless the Residence life cannot offer an alternative living arrangement in the apartments.

Students may request to add a fifth person to their apartment for the spring to accommodate a student returning from a study abroad or internship program. Residence Life must receive email confirmation from all students in the apartment in order for this request to be permitted. All of the above policies apply.

9) How does my housing assignment impact my parking privileges?

Public Safety parking policies state that junior and senior students assigned to the West Campus Apartments are eligible to purchase a limited number of West Resident Parking sticker that allows them to park on West Campus only. Junior and senior students residing in St. Mary's will be eligible to purchase a limited number of Top of Spring Mill (Law School) Garage parking permits. After the supply is exhausted, West Campus and St. Mary's students will be issued Main Lot parking permits. For more information about parking, please contact the Department of Public Safety.

10) What is the housing selection timetable?

Jan. 13 – Jan 21	Housing Application and Roommate Selection available at www.housing.villanova.edu
January 27 after 1 pm	Housing Selection Times available at www.housing.villanova.edu
January 29 – February 13 (Weekdays 9:30 am - 4:30 pm)	Online Housing Selection (at designated times) at www.housing.villanova.edu

STEPS FOR SECURING ON-CAMPUS HOUSING FOR THE 2013-2014 ACADEMIC YEAR

STEP 1 – Complete the Housing Application and Select Preferred Roommates

- The housing application will be available at www.housing.villanova.edu from January 13, 2014 through January 21, 2014.

- **ALL** eligible students who wish to secure on-campus housing must first complete the housing application in order to receive a housing selection time.
    - If you do not complete a housing application during the allotted time period, it will be presumed that you do not desire on-campus housing next year.

- **Do not complete a housing application if you plan to move off campus. You will be assessed a $500.00 cancellation fee if you select housing in the apartments and then move off campus.**

- Students will able to enter their preferred roommate(s) and identify their study abroad plans when they complete the housing application. Students may add, change, or view their roommate status online until the housing selection process begins on January 29, 2014 at 8 am.

STEP 2 – Access your Housing Selection Time

- Selection times will be available at www.housing.villanova.edu beginning January 27, 2014.

- Students who complete the housing application will be issued **a computer-generated random** housing selection time. Separate selection times are generated for male and female students.

- **Factors such as previous housing assignment, assignment to a converted triple room, difficulties with roommates, academic standing, participation in special activities and other factors are not considered when generating selection times.**

- Selection times and apartment/room assignments are not transferable. Residents should not attempt to solicit or provide money in exchange for being designated as someone's roommate or for participating in a room change. Residence Life will void the housing selections of students found participating in these activities, refer them for disciplinary follow-up and assign them housing as space permits.

Step 3 – Choose your Housing Assignment Online

- Students will be able to choose their housing assignment online at their designated housing selection time. **The student with the earliest selection time will be able to secure housing for the entire roommate group.**
- Please go to www.housing.villanova.edu at or after your designated selection time and click on "Select a Room". Students will not be able to access this link until their designated selection time.

INSTRUCTIONS:

1) **Confirm your roommate(s) on the housing selection page.**

2) **Select the hall that you would like to live in from the drop down list.**
   - One building will be identified as "Random Apt. Assignment". Students choosing this option will be able to choose an apartment type, but will be randomly assigned to a specific hall at a later date (June 2014). This category is necessary to accommodate Residence Life Staff placement and other special needs. Students with later selection times should anticipate that this category will be the only available apartment option at their selection time.

3) **Select the type of room/apartment that you would like to live in from the drop down list**
   - 4 Bedroom, 2 Bath Apartment (available in Farley, Gallen, Jackson and St. Clare Halls)
   - 2 Bedroom, 2 Bath Apartment (available in Farley, Gallen, Jackson and St. Clare Halls)
   - 2 Bedroom, 1.5 Bath Apartment (available in Klekotka, Moulden, Rudolph and Welsh Halls)
   - Single, double or triple room in St. Mary's Hall.

4) **Select a room/apartment from the list of available rooms that meet your criteria.**

   - Rooms and apartments will be identified by a specific room number, except for those identified under the category of "Random Apt. Assignment".
   - **Only available rooms with an adequate number of vacancies to accommodate the number of people in your group will be displayed. If there are no rooms available that meet your criteria, please select another building or room type to generate a new list of options**.
   - If no available rooms can accommodate the size of your group, you have the option to deselect a roommate(s) and secure housing as an individual or as a smaller group. Your deselected roommates can still secure their own housing at their selection times. Roommate groups, especially those with later selection times, should discuss this possibility before selecting housing.
   - Historically, the demand for residence in certain halls, especially the West Campus Apartments, exceeds the capacity of those halls. It is possible that students with later selection times may not secure their first or second choice of housing. It is important that students think about other housing options beyond their first or second choices and discuss alternate housing options with potential roommates.

A confirmation page will appear after you have selected your room identifying your chosen housing assignment.

Students may update their housing assignment until the end of the housing selection process on February 12, 2014 by contacting the Office for Residence Life. **Please note that students can only occupy one housing assignment at a time. If you select a new room, your old room will revert back to the available pool and could be selected by another student.**

If you think that you have made an error when making your selection or have any questions, please contact the Office for Residence Life at 610-519-4154, via email at marie.schauder@villanova.edu or in person in our main office on the 2nd floor of Kennedy Hall.