



Office of Residence Life

111 Catskill Hall

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“Housing Selection”

How Current Students Secure Campus Housing for Fall 2012-Spring 2013

You need to read, understand & follow these instructions if you:

- 1) are currently a student at SUNY Delhi (spring term 2012), and**
- 2) want to live on campus or in Riverview Townhouses for the 2012-13 academic year.**

If you are currently a student at SUNY Delhi & do NOT want to live on campus for the 2012-13 academic year, you need to contact the Office of Residence Life for a “Request to Live Off-Campus” form.

To secure campus housing for 2012-13 you must complete the following 3 steps in this order:

- 1. PAY \$100 HOUSING DEPOSIT** at the Office of Student Accounts (157 Bush Hall, tel: 607-746-4625) or through BroncoWeb beginning Monday, March 5, 2012. **You must pay the deposit (or receive a waiver) by Friday, April 6, 2012, in order to participate in the housing selection process at the end of April.** *After April 6, 2012, housing deposits for 2012-13 will be accepted, however students WILL NOT be able to select their own room and will be housed on a space available basis after all other students have selected their rooms.* Deposits are refundable upon written request up to June 1, 2012, or 30 days after payment.
 - * If you owe the school \$100 or more, you will not be allowed to pay your housing deposit until you have cleared your bill. Any questions regarding this should be directed to the Office of Student Accounts (157 Bush Hall, tel: 607-746-4625).
 - * If you are experiencing exceptional circumstances resulting in a problem paying the deposit by this date, you may request a housing deposit waiver.
 - ✓ Requests must be made by completing an online form. Go to <http://www.delhi.edu/reslife>. Click on the link on the right hand side of the page that says “Housing Assignments: Current Students” and find the link on the page that says “Housing Deposit Waiver Request”. Do NOT phone or stop by to speak to someone to request a deposit waiver.
 - ✓ Requesting is NOT the same as receiving. You will receive an email confirming that you submitted the form, and a second email letting you know if your request has been approved or denied. You must check your email for an answer to your request.
 - ✓ DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE A REQUEST. Requests must be made no later than Wednesday, April 4, 2012.
- 2. COMPLETE THE ONLINE HOUSING CONTRACT AND REQUEST FORM.** By 10 am the weekday AFTER you pay your housing deposit you should be able to log on to the Student Housing Management System and complete the online housing contract and request form. Make sure you COMPLETE and SUBMIT the form (you will see a screen saying: *Thank you for completing your housing application for the 2012-13 academic year*). **You must complete the contract by Monday, April 9, 2012 in order to participate in the housing selection process at the end of April.**

3. **PICK YOUR HOUSING ASSIGNMENT ONLINE.** The week of April 16th, if you successfully completed steps 1 & 2 above, when you log onto the Student Housing Management System you will see your log-in time when you can pick your housing assignment online (see “Housing Selection Timeline” below for log-in dates.) By Friday, April 27th, everyone participating in housing selection should have their 2012-13 housing assignment.

Housing Selection Timeline

March 5th through April 6th & 9th

Pay your \$100 housing deposit at the Student Accounts Office

(no later than 4:30 pm on Friday, April 6, 2012, in order to participate in the Housing Selection Process).

OR pay your \$100 housing deposit on Bronco Web

(no later than 11:00 pm on Sunday, April 8, 2012, in order to participate in the Housing Selection Process).

Complete your online housing contract and request form

(no later than 11:00 pm on Monday, April 9, 2012, in order to participate in the Housing Selection Process).

March 5th through April 4th

If you are experiencing exceptional circumstances resulting in a problem paying the deposit by April 8th, complete the Housing Deposit Waiver Request form online. You will need to explain why a waiver is required. Check your email for a response, either approving or denying the request.

March 12th through March 16th

Between 10:00 am and 4:00 pm on Monday, Wednesday, Thursday & Friday and between 1:00 pm to 4:00 pm on Tuesday, Residence Life Staff will be at the Information Desk in Farrell Hall to assist students with the housing selection process and to answer any questions regarding the process.

April 16th through April 20th

Check the Student Housing Management System to find out when your log-in time will be to pick your housing assignment online. You may be assigned more than one log-in time, depending upon how many of the housing options below you choose to participate in.

Log on to Student Housing Management Access during your time slot and select your housing assignment for 2012-13.

- To select a **triple room for three people:**
Your time slot will begin on April 23rd and end at 8:00 am on April 24th
- To select **any other room on campus** (singles or doubles):
Your time slot will begin on April 24th, 25th, or 26th and end at 8:00 am on April 27th

Additional Dates for Catskill Hall and Riverview Townhouses

March 7th through April 8th

Pick up your Catskill Hall or Riverview Townhouse Supplemental Application from the Office of Residence Life in 111 Catskill Hall (open 9 am to 5 pm). You and the group you want to live with should complete just one form together. You do not have to completely fill a suite or townhouse. If you are applying by yourself, you are required to complete the supplemental application. Turn the completed form in at the Office of Residence Life.

April 16th

Log on to the Student Housing Management System to see your Catskill Hall or Riverview Townhouse assignment. If you do not see a housing assignment, you will see times for selecting a room on campus beginning April 23rd.

Frequently Asked Questions

What happens if I do not pay my housing deposit by April 6th, or complete my housing agreement by April 9th?

If you do not meet these deadlines, you will not be eligible to participate in the housing selection process between April 10th and April 27th (you will not be able to pick your room or be “pulled in” to a room by someone who did meet the deadlines). Students who pay the deposit or complete the contract after these dates will receive an email instructing them how to select their room prior to the end of the semester; room options at this point will be extremely limited. Students who could but do not select their room assignment by the end of spring semester will be assigned on a space available basis by the Office of Residence Life. Students who pay their deposit and complete their contract after spring semester will be assigned by the Office of Residence Life on a space available basis.

Can't I just stay in my same room next year?

Sorry. There's no “squatting” the same room from year to year. If your current room is available when it's your turn to pick your room for next year, then you can pick it. (You would still have to completely move everything out for the summer.)

How is the order for log-in times determined? Who gets to pick first and who has to go last?

The students who have earned the most credit hours go first. Those who have the least number of credit hours go last.

What if I'm in class during the log-in time you give me?

Your time slot begins at your assigned time, but it remains open from then on until the close of selection for that type of room. *See Timeline on the previous page.*

What if I don't have a computer to use during my assigned log-in time?

You can use any computer with internet access. Computers are available for student use several places across campus. If you can't find a more convenient option, you can come by the Office of Residence Life during our office hours (weekdays 9 am to 5 pm) and use one of our computers.

How do I make sure my friend and I room together?

You must both request each other as roommates on the contract and request form. Make sure you have done this step. If you have, it will say “confirmed” by your roommate request. If your friend has not requested you, it will say “unconfirmed” by your roommate request. You may request up to two roommates.

If you have requested each other, when the first one of you logs in and picks a room, you will be able to automatically bring the other one in with you to that same housing assignment.

Be aware: If one of you moves out of your first assignment to a different room, you will not be able to bring the other person with you. That person would have to move themselves into the new room to remain your roommate.

Also be aware: The only people you can pull in as roommates are students who have paid the deposit and completed the contract during the timeframe allowed (March 5th to April 9th), and who you have mutually requested as a roommate on the housing contract.

What if I don't have anyone in particular I want to room with?

You can put yourself in an open spot in an open room or an open spot in a room with someone already in the room. Be aware that if you put yourself in an open room, someone else going through the selection process may choose the other opening in the room. If this does not happen, then we will consolidate assignments. *See the FAQ below, “What is ‘consolidation?’”*

What if my roommate graduates in December, or goes on internship spring term? Who will my roommate be in spring?

You should speak to your Residence Hall Director (RD) during fall 2012 term about the situation. If you have a friend you want to move in with you for spring term, make the arrangements with your RD well before you go home for the break between fall 2012 and spring 2013 terms. If you don't have anyone in mind to bring in as a new roommate, most likely your assignment will be consolidated. *See the FAQ below, "What is 'consolidation?'"* There is a possibility that you may be able to buy out the room as a single at an additional cost, but that won't be decided until the beginning of spring term.

If just my friend and I choose a triple room will you put a third person in with us?

No. In fall, rooms that can be tripled will be tripled. Only groups of three may choose a triple room during the housing selection process. Between room selection and the start of the fall semester, if one of the three roommates leaves the room assignment for any reason, the remaining two may be relocated to any open double room on campus (which may not be in the same hall.)

What if after we pick our rooms my roommate decides not to return to SUNY Delhi for fall term, or decides to move off-campus?

If your roommate is a good, considerate friend, he/she will let you know so that you can try to arrange for someone else to be your roommate. Otherwise, you will be one person in a double room (or one of two people in a triple room) and we consolidate such assignments and relocate the students. *See the FAQ below, "What is 'consolidation?'"*

What if my roommate decides during the summer not to return to SUNY Delhi and he/she doesn't tell me?

It's your responsibility to keep in touch with your roommate; we can't do that for you. If you're left as one person in a double room (or one of two people in a triple room) we will consolidate such assignments and relocate the students. *See the FAQ below, "What is 'consolidation?'"*

What is "consolidation?"

When there are open spaces in rooms and we have additional people to house (as we always do in fall), we will move some people out of the assignment they chose and in with someone else to make better use of the spaces.

Some examples:

Katie is alone in a double room in Murphy Hall and Julie is alone in a double room in O'Connor Hall. We will move either Katie or Julie to the other person's room so that two returning students are in a double room together and the other room becomes available for two people who have requested each other as roommates or two new freshmen or transfer students.

Jim and Joe are in a triple room in Murphy Hall; their third roommate decides not to return to Delhi. We will try to move Jim and Joe to an available double room on campus, which may be in a different hall from what they initially selected. If the change happens too late in the summer, we may not be able to keep Jim and Joe together as roommates.

The important thing to know about consolidation is: If you don't straighten things out, we will have to.

For more on consolidation, read the *Housing Policy Guide*, available online.

Which halls have singles? doubles? triples?

Riverview Townhouses, Catskill, Murphy, O'Connor and Russell Halls have single rooms (DuBois and Gerry Halls do not).

Riverview Townhouses and all campus halls have double rooms, but by far the most doubles are in Russell Hall.

Murphy and O'Connor Halls have most of the triple rooms, but Russell, DuBois, and Gerry Halls have a few, too. (There is one Vet Sci Living Learning Environment female triple room in DuBois Hall.)

How do I get a single for next year?

You are going to pick your own room online. If a single room is available when it's your turn to pick—pick it. If there are no singles still available when it's your turn to pick, see the next FAQ below, *"What if I don't like any of the open spots available when it's my turn to pick?"*

What if I don't like any of the open spots available when it's my turn to pick?

You have two options:

1. You can pick an assignment from what is available and put yourself on one or more waitlists.
2. You can fill out a "Request to Live Off-Campus" form and a "Housing Deposit Refund Request" form available at the Office of Residence Life and live off-campus next year. There are 2 things to remember, though:
 - Housing deposits are only refundable if the request is made in writing before June 1st.
 - You may not be able to later change your mind and get back on campus for fall 2012 term.

How do I put myself on a waitlist?

To add yourself to a waitlist list, you must first be assigned to a room. Log into the Student Housing Management System and click on the link that says 2012-2013 Waitlists. You will see a screen with a drop down list of all the waiting lists that you can add yourself to. Select the waiting list that you would like to be added to from the drop down list and click the "Add" button. You can add yourself to more than one waiting list. We have five waiting lists:

1. Riverview Townhouses
2. Single Rooms
3. Catskill Hall
4. Living Learning Environment for incoming Veterinary Science Students
5. Gender Inclusive Housing

How do the waitlists work?

During the summer months some students change their minds and decide to transfer to another school, take some time off, or for whatever reason, change their mind about returning to school. This makes the room they chose available for someone else.

Example #1: John was able to get a single room in Murphy Hall during the Housing Selection process in April. Dave wanted a single, but none were left, so he got a double room in DuBois Hall and put himself on the Singles Waitlist. In June John decides to transfer to SUNY Binghamton. Dave is the first male student on the Singles Waitlist, so we move him from his double room in DuBois into the single in Murphy that had been John's.

Example #2: During the Housing Selection process in April, Sarah got a double room in Catskill Hall. Lucy got a double room in O'Connor Hall, and put herself on the Catskill Hall Waitlist. Sarah gets a good summer job and decides to keep working through fall term and save some money, then come back to school for spring term. Lucy is the first female on the Catskill Hall Waitlist, so we move her from her O'Connor double to the Catskill double Sarah used to have.

How is the order of the waitlist determined?

Initially, it is the same order as the log-in times were determined: students who have earned the most credit hours are at the top of the list, and those with the least number of credit hours are on the bottom of the list. Any names added after April 27th will be ranked in order of signing up, but below the names already on the list at that date.

What if I have a special/medical housing request?

If you have previously met the requirements for special/medical housing at SUNY Delhi you should contact the Office of Residence Life to see if you need to update your documentation. You still must pay the housing deposit (or obtain a waiver) and complete the online housing contract. If you are approved to retain special/medical housing, we will make your assignment prior to releasing rooms for the general student population. **It is your responsibility to contact the Office of Residence Life to confirm your housing assignment prior to April 6th.**

If you have not previously met the requirement for special/medical housing at SUNY Delhi or are required to update your documentation then you will have to submit evidence from an appropriate medical professional for our review of your request. You must pay the housing deposit (or obtain a waiver) and complete the online housing contract. If your request is approved, we will make your assignment prior to releasing rooms for the general student population. If it is not approved, you will receive a log-in time to choose your assignment with the rest of the student body. **Documentation must be received by Wednesday, April 4th.**

How is DuBois Hall different from the other halls?

The female half of DuBois Hall is for Nursing majors or incoming freshman Vet Sci majors only who want to live in the Vet Sci Living Learning Environment. This is a 24-hour quiet area. There are a very limited number of other female spaces available in DuBois Hall. The male half of DuBois Hall is like any other residence hall.

I am interested in a Gender Neutral room; how can I get one?

Gender Neutral rooms allow for two people regardless of gender to live together in a room. Currently Gender Neutral rooms are available in Russell Hall and Riverview Townhouses. Gender Neutral rooms are assigned in advance of students picking their own room. For additional information, contact the Assistant Director for College Housing in 111 Catskill Hall.

Do I have to have a meal plan?

Students that live in Catskill, DuBois, Gerry, Murphy, O'Connor or Russell Halls **must** have a meal plan. All students in these halls will be defaulted to a 19 meal plan, and may change this online beginning June 1, 2012, using the Student Housing Management System.

Residents of the Riverview Townhouses do not have to have a meal plan. They may choose to have one if they wish (including a commuter plan), but it is not required.

Students have through the first 10 class days of fall semester to make changes to their meal plan.

What if I'm too busy to do all this now? Can't I just take care of it after spring term is over, or closer to fall when I'll know for sure if I'm coming back or not?

We give our current returning students the first opportunity to select their rooms, if they choose to participate in the housing selection process and meet the required deadlines to do so. After the housing selection process is completed, we will assign returning students on a space available basis. Once we begin to assign incoming students over the summer, housing options become extremely limited for returning students; typically by mid-summer we close housing completely to all new and returning students as campus housing is filled.

Additional Instructions for Catskill Hall

Catskill Hall is an upper division Residence Hall. To be eligible to live in Catskill, you must have at least 15 earned academic credits as of the end of the fall 2011 semester and have no significant judicial history. The Office of Residence Life assigns students to suites; you will not be able to select a specific room or suite.

If you want to live in Catskill Hall, you must answer “yes” to the question on the housing contract asking if you are interested in living in Catskill Hall. If you answer “yes” we will check your judicial standing on campus. If it is determined that you are not eligible for Catskill Hall, you will be notified through campus email.

You also will need to complete a supplemental paper application that is available in the Office of Residence Life, 111 Catskill Hall. You and the group you want to live with should complete just one form together; if you are applying by yourself, you are still required to complete the supplemental application. If you don't complete this supplemental application you will not be eligible for Catskill Hall.

Can my friends and I sign up as a suite for Catskill Hall?

Yes. You will need to complete a supplemental paper application available in the Office of Residence Life, 111 Catskill Hall. You and your friends should fill out only one form together as a group.

Additional Instructions for Riverview Townhouses

Riverview Townhouses are an upper division community located next to Price Chopper. Riverview residents are part of the general Delhi community. Living in Riverview Townhouses is a privilege and residents are held to high standards of behavior. **Applicants must have demonstrated that they are able to live independently and peaceably in a community of their peers. To be eligible to live in Riverview, you must meet a combination of the following standards:**

- Be a continuing student and have at least 15 earned academic credits as of the end of fall 2011 semester or be an eligible international or transfer student
- Have at least a 2.50 cumulative grade point average (GPA)
- Be in good academic standing with the college
- Have no significant judicial history

Like all other students applying for on-campus housing for 2012-13, students interested in living in Riverview Townhouses must submit their \$100 deposit to Student Accounts (or obtain a waiver) and complete an online contract and request form by the published deadlines. In addition, you must:

1. **Select that you are interested in Riverview Townhouses on the housing contract.**
2. **Pick up, complete and turn in a Riverview Townhouse Supplemental Application form at the Office of Residence Life, 111 Catskill Hall by Friday, April 6th.** If you have friends you would like to live with in the same townhouse, you all need to fill out the same form—just one form for the whole group. If you do not have anyone that you would like to live with, you must still complete this form so we know if you are interested in a double or single room.

We will check the judicial standing of anyone applying for Riverview to determine if they fulfill all of the requirements. If it is determined that you are not eligible for Riverview, you will be notified through campus email.

If you are assigned to Riverview, you will see your assignment on the Student Housing Management System by April 16th.

If you are not assigned a room in Riverview Townhouses, see the FAQ titled *“What if I don't like any of the open spots available when it's my turn to pick?”*

Special Interest Housing at Riverview Townhouses

Co-ed Townhouse: A group of 8 or 10 students may apply to live in a townhouse that is co-ed. Double rooms can be selected as gender neutral (any genders may live together). **If a vacancy is created by anyone leaving the townhouse for any reason, the remaining residents will be responsible for finding a replacement roommate. If they are unable to find a roommate, the remainder of the townhouse residents will be responsible for paying the cost of the open space through the end of Spring 2013 semester or until they are able to find a replacement roommate.** Groups interested in the co-ed option should contact the Office of Residence Life for an additional form to fill out.

Residents applying for a co-ed townhouse should submit the supplemental application by Friday, March 23rd. You will be notified by email by Tuesday, March 27th whether your group is selected for a coed townhouse. If you are not selected, you can reapply for a single gender townhouse by April 6th.

Veterinary Science Townhouses: These townhouses are for Veterinary Science majors only and can be formed in groups of 10 as coed or single gender townhouses. If the group is coed, refer to the instructions above in addition to this section. Those living in these designated townhouses may have, with prior approval of the Director of Riverview Townhouses, pets with the exclusions of cats, dogs, birds, and snakes; other animals may be excluded at the discretion of housing staff. Additional policies will apply and are available in the Office of Residence Life, 111 Catskill Hall.

Residents applying for a Veterinary Science townhouse should submit the supplemental application by Friday, March 23rd. You will be notified by email by Tuesday, March 27th whether your group is selected for a Veterinary Science townhouse. If you are not selected, you can reapply for another townhouse by April 6th.

What is your special interest?

Do you have a group of students in the same major or with a common interest that would all like to live together in a group? Contact the Assistant Director of College Housing for more information.