DOUGLASS COLLEGE
2006 – 2007
HOUSING APPLICATION
BULLETIN

Why live on campus?

• Experience something new on campus!
  - Double Singles for Upper-class Students!
    (Approximately $425 more per semester than doubles)

• Continue to live with friends!

• Make new friends!

• Stay (or become) involved with campus activities and leadership opportunities!

IMPORTANT DATES

Sign Back Applications – February 20th, 21st, and 22nd 9:00am-4:00pm
Lottery Drawing – February 21st, 22nd, and 23rd
Henderson Applications Due – February 27th by 12:00 Noon
Global Village and Scholars agreements – Due to C/D Housing by Wed., March 1st
Apartment Selection – March 1st and 2nd
General Room Selection – Sunday, March 5th

Office of Residence Life Website:
http://douglass.rutgers.edu/services/residencelife.asp
DOUGLASS RESIDENCES

Each residential area on the Douglass College campus offers something unique – new improvements, singles, apartments, etc, and all are designed to help students find a comfortable place to live and enjoy the on-campus experience! Students should read the descriptions of each residence carefully and are encouraged to visit the different residences before Room Selection. Students may contact the RA on Duty during office hours 6:30p.m. – 9:00p.m. to request a tour. Residence Life staff office phone numbers are listed.

GIBBONS:
This cluster of buildings offers small, intimate communities for groups of students interested in living together. The complex has six large “houses” and two small “houses”. Each “house” is divided into two sections – offering twelve students space to live comfortably on each floor wing. The furniture allows for beds to be lofted or bunched increasing room space. Moveable filing cabinets, large desks, and “rocking” desk chairs help to make each room comfortable. Students also have the opportunity to socialize in the larger “Rec Centers” where televisions and lounge furniture are located. New paint and carpeting projects will be completed for the complex.

Nine-month single rooms and double-single rooms are located in the two small “houses” AL and BL and A-5. Students in nine-month housing may stay in residence for all academic year breaks. Most of these were previously “double” rooms so they offer each student lots of space and comfort. New Gibbons A-6 will now be nine-month as well, but consists of both double rooms and small singles. Additional small singles and double singles, not nine-month, are located in each of the larger “houses” as well. The double single rooms are @ $425.00 more each semester.

Gibbons Staff Office # 732-932-3235. Tours can be arranged between 6:30p.m. and 9:00p.m. only.

JAMESON:
Some have described the new renovations of this1928 building as “like living in a Bed and Breakfast in Cape May!” Cherry-finished furniture with under-the-bed drawers, new carpet, paint, and bathroom renovations in building H make this residence a spectacular option with its prime location next to the Douglass College Center and Cooper Dining Hall. Limited small single rooms and double single rooms are available in each of the houses. The double single rooms are @ $425.00 more each semester.

Jameson Staff Office #: 732-932-2743. Tours can be arranged between 6:30pm and 9:00pm only.

HENDERSON:
This apartment complex offers groups of four the opportunity for more independent living. Each apartment has two bedrooms, a kitchen, living room, bathroom, and storage room. The apartments are equipped with bedroom furniture, which can be lofted, large desks, moveable filing cabinets, comfortable desk chairs, and large dressers. Students living in Henderson may stay in residence during all academic-year breaks. Meal plans are not required; however, students may opt to purchase one.

For tours, contact the RA on Duty between 6:30p.m. and 9:00p.m. by paging 732-916-7854.

WOODBURY:
This traditional style hall will continue to be the home for new transfer students as well as returning students who are encouraged to live here to support the transition of new transfer students. There are primarily double rooms with a few small singles available. Woodbury/Bunting-Cobb Staff Office #: 732-932-8827. Tours can be arranged between 6:30pm and 9:00pm only.

SMOKING:
All student residences are designated as NO SMOKING!
Bunting-Cobb Math, Science and Engineering Hall is the first residence hall in the country designated for women interested in math, science, and engineering. Graduate Fellows, women who are enrolled in graduate programs in these fields, reside in the hall, serving as mentors to the undergraduate residents. Recognizing the challenges and academic rigor of these majors, the hall offers a supportive community for women. Programming centers around peer study groups, career programs, internship resources, and skill enhancement sessions. The residents also have access to a networked computer room. Students pursuing a major in the following areas are eligible: Biology and Life Sciences, Biochemistry, Chemistry, Computer Science, Economics, Engineering, Mathematics, Medical Technology, Nursing, Pharmacy, Physics, Psychology, and Public Health. If the major you are considering is not listed, please contact the Douglass Project for Rutgers Women in Math, Science, and Engineering at 732-932-9197 ext. 19 to verify eligibility.

Juniors or seniors who have previously lived in Bunting-Cobb may want to take advantage of double singles located throughout the building. These former "double" rooms allow the comfort and independence that a large single offers and the opportunity to remain part of supportive environment for women in math, science and engineering fields and to assist first and second year students as they identify their majors. The double single rooms are @ $425.00 more each semester.

Students interested in living in Bunting-Cobb, must complete a separate application. Please contact the Douglass Project at 732-932-9197 x19 to verify eligibility and request an application. Applications are due February 20, 2006.

Global Village is a cluster of language and cultural houses, located in the Jameson complex. Language, cultural, and special interests houses include: French Language House, the Mid-East Coexistence House, Spanish Language House, Africana House, East Asian House, the Human Rights House and the LEAD House. Each of these units is comprised of approximately 10-12 students, and provides the opportunity to become immersed in the language or culture of that residence. Students participate in a required house class as well as a departmental course. Students interested in living in the Global Village must complete an application by February 20, 2006 and submit a housing contract to the C/D Housing Office by Wednesday, March 1, 2006. Please contact Danielle Gougon, Director of Global Academic Programs, 732-932-2900 ext. 103 or dgougon@rci.rutgers.edu for an application and further information.

Scholars House:

This residential community is located in Jameson and offers sophomores, juniors, and seniors in the Scholars Program the opportunity to live in double and limited single rooms and support one another in their academic pursuits. Visiting faculty, discussion groups, and thesis preparation sessions may be part of the programmatic initiatives of this residence. Students must contact the Scholars Program at 732-932-2900 ext. 105 to request placement in the scholars unit. Placement request deadline is February 20, 2006.
IMPORTANT TERMS / DESCRIPTIONS

SIGN BACK OPTION:
This option occurs before the Room Selection day, and allows students to stay in their current room for 2006-2007, if they have a roommate. Students who take advantage of this option do not need a lottery number and do not need to attend Room Selection. **NOTE: students currently living in singles anywhere, or in Lippincott, Katzenbach, are NOT eligible for the Sign Back Option. Additionally, due to a relocation of the Living Learning Communities to Jameson for the 2006-2007 academic year, the following areas of Jameson may not sign back to their rooms: Jameson B, 1st and 2nd floors; Jameson C, all floors; Jameson D-1, 1st floor and Jameson D-2, 2nd and 3rd floors.** Students in these areas who wanted to sign back to their rooms should contact Douglass Residence Life regarding alternate opportunities.

Students signing back to their room MUST indicate a roommate preference on the Housing Application and include a contract for the roommate when submitting materials to the Cook/Douglass Housing Office (PAL Building). Students who fail to include a roommate will forfeit the option to Sign Back and will need to participate in the lottery and Room Selection. For students currently living in Henderson Apartments, at least two of the current residents must request to be reassigned with a total of 4 for the apartment. The Douglass College Housing Application, Housing Agreement (contract), and University ID (or photocopies, back & front) for all four roommates must be brought to the Cook/Douglass Housing Office during the Sign Back period, February 20 – 22, 2006.

ROOMMATE PREFERENCES:
All students applying for housing MUST have a roommate if selecting a room during the Sign Back Option or General Room Selection on March 5, 2006 with the exception of juniors and seniors interested in a single. Juniors and seniors interested in a single should consider a roommate option if a single is not available. Students without roommates will select a room according to their class year at the conclusion of General Room Selection (see times for class years).

Students looking for roommate(s) may submit a “Classified Ad” to be posted on the Office of Residence Life website. For more information, please see [http://douglass.rutgers.edu/services/residencelife.asp](http://douglass.rutgers.edu/services/residencelife.asp). Roommates from other colleges must obtain permission from their respective Asst. Dean for Residence Life. Letters of permission to live on Douglass campus for 2006-2007 must be sent to the Douglass College Office of Residence Life to the attention of Dean Krueger, by Monday, February 20, 2006. Letters may be faxed to (732) 932-3381 or emailed to Lkrueger@rci.rutgers.edu.

Roommates who are away for the spring 2006 semester (Leave of Absence or Study Abroad) must provide written permission and a photocopy of their ID front and back, for another student to select a room for them.

GROUP LIVING:
Students interested in living together in a group (6 Maximum) should select rooms in a residential area that will accommodate the size of the group. Students will be allowed to pick up to 3 rooms together using the lowest lottery number. **If a residence cannot accommodate the group, the group must split and will select rooms based on individual lottery numbers.** All roommate pairs must have lottery numbers.

Group living option cannot be used for singles.

SINGLES:
Singles are for Seniors and Juniors Only.
Traditional: These small singles are in all residences, except Henderson, and are closed during school breaks.
Double Singles: These rooms were previously double rooms and cost about $425.00 more per semester.
Nine-Month: Located in New Gibbons AL, BL and A5/6, these rooms cost about $400.00 more per semester and are open during all academic-year breaks.

NINE-MONTH HOUSING:
Students interested in being able to stay on campus during breaks (Thanksgiving, Winter Break, Spring Break), should consider a Henderson Apartment or select a 9-month single, double or double single in New Gibbons, AL, BL or A5/6.
**KEY COMPONENTS OF APARTMENT / ROOM SELECTION**

**LOTTERY NUMBERS:**
All students planning to live on campus for 2006-2007 must select a lottery number (unless signing back). Lottery numbers are selected at the Office of Residence Life on February 21 - 23, 2006 between the hours of 9:00am – 5:00pm.

- Lottery numbers are the basis for the order of apartment and room selection.
- Lottery numbers are ordered for each class year (seniors have the lowest lottery numbers)
- The actual lottery number is not an indication that a student’s room preference will be available during Room Selection.
- Only one lottery number, the lowest, is used for two students choosing a double room.
- One lottery number may be used for up to six people if Group Living is being pursued.
- All four lottery numbers are added together for apartment selection. Apartments are offered to students with the lowest combined lottery numbers.
- Students from another college, who have approval to live on Douglass, must select a lottery # if applying for a Henderson apartment.

**APARTMENT SELECTION:**
Groups of four students interested in applying for a Henderson apartment MUST select a lottery number and record all four numbers on the Henderson Application. The Henderson Application, with all completed information and lottery tickets and all 4 ID’s (or photocopies, back & front), must be submitted to the Cook/Douglass Housing Office (PAL Building) on February 27, 2006 by 12:00 Noon.

Apartment Selection is by APPOINTMENT. Groups of four with the lowest TOTAL will be called by the Cook/Douglass Housing Office on February 28, 2006. Students who do not receive a phone call to participate in Apartment Selection should plan on attending Room Selection on Sunday, March 5, 2006.

Only one student needs to attend the Apartment Selection appointment. However, Douglass College Housing Applications, Housing Agreement (contract), and IDs (or photocopies, back & front), for ALL FOUR apartment residents must be submitted at the time of selection. Students will be able to select their own apartment at the time of their appointment.

**COMPLETING THE FORMS:**
**APPLICATION:**
- Each student must complete a Housing Application.
- Roommates must be identified for doubles and apartments.
- Assignment should be left BLANK. This will be completed at Apartment or Room Selection.
- Each Application must have a student signature.

**HENDERSON APPLICATION:**
- Only 1 application needs to be submitted with information for all four students. Henderson applications are due at the C/D Housing Office in the PAL Building on February 27, 2006 by 12:00 Noon.

**AGREEMENT (CONTRACT):**
- The Housing Agreement must be completed in pen. DO NOT bend, fold, or staple.
- Each student must sign a Housing Agreement. This is a binding two-semester agreement, which cannot be cancelled except in extreme situations, which must be documented in writing. *If approved, there will be a $500.00 cancellation fee.*
ROOM SELECTION DAY - SUNDAY, MARCH 5, 2006

What you will need:

- Lottery Number
- Roommate(s) Information
- Completed Douglass College Housing Application(s), (for all roommates)
- Completed Housing Agreement(s) – use pen
- Student ID(s) (or photocopies, back & front for anyone not present) for all roommates

NOTE: For a roommate preference who will be away from NJ on an exchange program, a signed permission slip which gives authority to another student to select for her must be attached to the Housing Application.

General Room Selection Times (includes Seniors and Juniors applying for singles)

Students will be called based on lottery numbers during the class time listed below. Exact times for when to report to the Douglass College Center will be distributed via a broadcast email to all students’ EDEN accounts during the week of February 27, 2006. Information will also be posted in the residences and available in each area Residence Hall Staff Office, as well as on the Residence Life website, http://douglass.rutgers.edu/services/residencelife.asp

Seniors: 10:00 a.m. – 12:00 p.m.
Juniors: 1:00 p.m. – 3:00 p.m.
Sophomores: 5:00 p.m. – 7:30 p.m.

Room Selection Times for Students without Roommates (not selecting singles)

Seniors: 7:30 p.m. – 7:45 p.m.
Juniors: 7:45 p.m. – 8:00 p.m.
Sophomores: 8:00 p.m. – 8:30 p.m.

Note: Students without roommates may be assigned together. To help find your own roommate, check out the “Residence Life Correspondent” on-line roommate classifieds. http://douglass.rutgers.edu/services/residencelife.asp

Reporting to Trayes Hall A

- Students report to the DCC, Trayes Hall A, during the 30-minute block of time for those lottery numbers. (The schedule will be provided via email, available on the website, and posted in the residences)
- Trayes Hall A will serve as the waiting area.

Selecting a Single for Seniors and Juniors (see also Selecting a Room)

- Seniors will have first selection of singles and double singles.
- 9 Month singles and double singles are only available in Gibbons AL, BL and A5/6.
- If a single is not available, a student will only be able to select a double room during the General Room Selection if she has a roommate.
- A student will be able to add their name to the singles waiting list.
- Group Living cannot be used for singles.
Selecting a Room:

- Students will be called in lottery # order based on class year.
- Students must have their lottery number.
- Only one student needs to be present to select a room but she must have roommates’ application, Agreement, and ID(s) (or photocopies, back & front).
- For students pursuing group living, at least one student from each roommate pair must be present in the event the group needs to split and be called by lottery number.
- When the lottery number is called, student(s) review residential floor plans. Once selected, the room will be “X’d” from the floor plan. **At this point, you cannot change your selection.**
- The room assignment will be placed on students’ Applications and Agreements.
- Students will submit forms (See Submitting Forms)

Group Living:

- Students interested in group living will select based on the lowest lottery number.
- No more than six students may sign up under one lottery number. The group must select rooms that are together.
- Although only one lottery number maybe used, if the group cannot be accommodated in a residence, the group will split into roommate pairs. Therefore, one roommate from each pair must be present with their lowest lottery number and all materials for roommates. Each pair will be called by lottery number.
- After rooms are selected, students may share information with friends who have not yet selected to find rooms nearby.
- **Group Living cannot be used for singles.**

Submitting Forms – Housing Applications and Agreements:

- Room Assignments are not confirmed until all materials are submitted to the appropriate station in Trayes Hall B.
- Douglass College Housing Applications and Housing Agreements for all roommates must be submitted at the same time to confirm the room selection.
- Students SHOULD NOT leave Room Selection without a confirmation of their assignment.

Before Room Selection Be Sure To……

- Visit the residence(s) in which are interested. Each residence on Douglass is different – the rooms, floor layouts, and furniture! Schedule tours by contacting the RA on Duty between 6:30p.m. and 9:00p.m., only.
- Take note of the furniture in the rooms. All university furniture must remain in the room for the entire year.
- If you are interested in bringing personal furniture (i.e. futons, bean bag chairs, etc.) space is available only in rooms where the furniture can be lofted or bunked (Gibbons furniture can be lofted or bunked and Jameson furniture can be bunked only). Requests for lofting and bunking beds may be submitted after opening, so students are encourage to wait to bring any additional furniture items.
A SIGNED CONTRACT IS A LEGAL AGREEMENT

CONFIRMATION OF ASSIGNMENTS:

Students will leave Apartment or Room Selection with a confirmation of their assignment.

Students will receive a second confirmation in August with the Housing packet regarding move-in and key distribution.

CANCELLATIONS:

- Please make sure of your intentions to remain in housing for a full academic year before selecting a room and submitting a Housing Agreement.
- Rooms DO NOT need to be selected on March 5, 2006. If you are uncertain about living on campus, and wish to avoid a cancellation fee, turn in a Housing Agreement later in the semester when you are certain of your plans. Assignments will be based on availability.
- Only a written statement, along with a “Hardship Cancellation Request Form from the resident to the Cook/Douglass Housing office will be accepted to request cancellation of a Housing Agreement.
- ALL cancellations, if approved, will result in a $500.00 cancellation fee, regardless of the date when the Housing Agreement was signed.
- Housing Agreements are contracts for one full academic year.

NOTE: Cancellations after March 5, 2006 may result in a full room or apartment charge. A registered student holding a valid Housing Agreement who fails to take occupancy on or before the first day of class may be charged for the entire academic year. A $500.00 “NO SHOW” or cancellation charge will be assessed.

IMPORTANT INFORMATION ABOUT CANCELLATIONS AND VACANCIES

- If a student discovers she is unable to return to residence for the fall semester, she is encouraged to notify her roommate so she can make arrangements to fill the vacancy.
- Students with a vacancy will have two weeks to fill the vacancy with a roommate of their choice. This option will be available until August 1, 2006.
- Students must notify Housing of a new roommate preference.
- After August 1, 2006, Housing will fill any vacancies.
- Students in rooms with vacancies may be consolidated which will result in a new room assignment. Preferences for Group Living will try to be honored but cannot be guaranteed.
**FEBRUARY 2006**

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- **Sign Back Applications (PAL Building) 9 - 4**
- **Lottery Drawing Residence Life Jameson H-2 9 - 5**

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- **Henderson Applications due (PAL Building) By 12:00 Noon**
- **Groups for Henderson selection will be called by 4:00 pm**

**MARCH 2006**

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- **Apartment Selection (PAL Building) 10:00am – 3:00pm.**
- **Global Village/ Scholars contracts due to PAL Bldg. By 4:00pm.**
- **Room Selection DCC (Trayes Hall)**
- **Apartment Selection (PAL Building) 10:00am– 3:00pm**
Before Applying for a Henderson Apartment You Should Know…

• If you are selected for an apartment, it is because you have a group of four that has seniority status. Other groups are placed on a waiting list, so it is important that you confirm your plans with one another and your intent to accept the assignment.

• If a student cancels her housing contract after being assigned to a Henderson Apartment, this vacancy creates a dilemma. It is very difficult to assign one or more students to an apartment where the residents already know one another; this situation often leads to roommate conflicts and to students feeling alienated from the residential community and often from the college. We want to help prevent this.

• If a student plans on canceling her assignment in Henderson, she is encouraged to notify her roommate(s). Students should be sure to share summer contact information with one another.

• Roommates will have two weeks to fill the vacancy with a roommate of their choice. This option will be available until August 1, 2006.

• If roommates are unable to fill the vacancy, the Cook/Douglass Housing Office and the Office of Residence Life will work together to do their best to assign a compatible roommate. This is a difficult process with limited information about residents and preferences.

• After August 1, 2006, the Cook/Douglass Housing Office will fill vacancies.

• If an apartment has two spaces, the residents may find two friends or they may select two students from the waiting list. If the residents are unavailable to fill the two vacancies, it may be necessary to join two apartments together, which have double vacancies, or the residents will have the option to relocate to a residence hall.

• Students selected for an apartment are not eligible for a single during the academic year unless there extenuating circumstances confirmed by Residence Life.

• For questions, or for more information, contact Cook/Douglass Housing at 732-932-9625 or Douglass Residence Life at 732-932-9895.

Keep this information for future reference!!!!!!
DOUGLASS COLLEGE HENDERSON APARTMENT APPLICATION
2006 – 2007

* One application for each group of 4 *

Please complete all information below and total the four lottery numbers. All four lottery tickets MUST be attached to the application along with all 4 ID’s (or photocopies, back & front) and submitted to the PAL Building by 12:00 Noon on February 27, 2006.

PLEASE PRINT CLEARLY

Last Name__________________________   First Name_______________________Year of Graduation___________

Email Address_________________________________________________________

Student ID #________________________    Date of Birth____________________

Current Residence_________________________Room #__________________Campus Phone____________________

College Affiliation_______________________Campus Mailing Address_________________________________

Permanent Address___________________________________________________Phone_____________________

Cell Phone________________________________                 Lottery #_______________________

We must be able to reach a member of your group on Tuesday February 28, 2006 in order to notify you if you are eligible to select a Henderson Apartment. If we cannot reach anyone on that day, we will move on to the next eligible group.

ROOMMATE PREFERENCE(S):

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TOTAL POINTS:_______________

Once Housing Agreements are submitted, all APPROVED CANCELLATIONS are subject to the $500.00 cancellation fee indicated in the application packet and on the student copy of the signed Housing Agreement contract.

I certify that all information presented in this application is accurate. I understand that false information may result in loss of Housing and/or judicial action.

Student Signature ___________________________   Date____________________________

Questions? Please call the Cook/Douglass Housing office at 932-9625 or 932-9685, 8:00 am - 5:00 pm, Monday - Friday.
* Each student must complete this form *

DOUGLASS COLLEGE HOUSING APPLICATION 2006 - 2007

PLEAS PRINT CLEARLY

Last Name__________________________  First Name_______________________  Year of Graduation____________

Student ID #________________________ Date of Birth ___________________ Cell Phone_________________________

Current Residence ____________________________ Room #_____________Campus Phone ____________________

College Affiliation_______________________  Campus Mailing Address ______________________________________

Permanent Address____________________________________________________ Phone_______________________

Email Address_____________________________________________________________________________________

SIGN-BACK:    ______I wish to be reassigned for 2006-2007.  NOTE: Students living in singles, first-year residences,
and Jameson B (1st & 2nd fl), C (all floors), and D-1 1st floor and D-2 1st floor and D-2 are not eligible for the Sign-Back Option.
Students signing back MUST include a roommate or roommates for Henderson and have a total of four.

Current Assignment:   Residence______________________________________  Room/Apt.#__________________

Roommate Preference: NOTE: If requesting to be reassigned to a Henderson Apartment, at least two of the current
residents must request to be reassigned.

1. _____________________________  2._____________________________  3.____________________________
   Name                            Class Year       Name                               Class Year       Name                           Class Year

ROOMMATE PREFERENCE(S): (Housing Applications and Agreements for each roommate must be submitted together)

Name                                                                                     Class Year

1._________________________________________________________________________________ __________

2. ___________________________________________________________________________________________

3. ___________________________________________________________________________________________

Once Housing Agreements are submitted, all APPROVED CANCELLATIONS are subject to the $500.00 cancellation
fee indicated in the application packet and on the student copy of the signed Housing Agreement contract.

I certify that all information presented in this application is accurate. I understand that false information may result in loss of
Housing and/or judicial action.

Student Signature ______________________________________  Date____________________________

Questions? Please call the Cook/Douglass Housing office at 932-9625 or 932-9685, 8:00 am - 5:00 pm, Monday - Friday.

For Office Use Only

RESIDENCE ASSIGNMENT     ROOM #                STAFF MEMBER INITIALS
____________________________________   _______               _______________________