# IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Registration</td>
<td>Jan 19-30, 2008</td>
</tr>
<tr>
<td>(all must do to participate in any Rutgers room selection/sign backs)</td>
<td></td>
</tr>
<tr>
<td>DRC online housing application process begins</td>
<td>Feb 5, 2008</td>
</tr>
<tr>
<td>DRC online housing application process ends</td>
<td>Feb 12, 2008</td>
</tr>
<tr>
<td>Sign Back housing contracts due to Douglass Res Life</td>
<td>Feb 12, 2008</td>
</tr>
<tr>
<td>Sign back confirmations sent via email</td>
<td>Feb 13, 2008</td>
</tr>
<tr>
<td>Jameson D (non scholars housing) and H sign back process</td>
<td>Feb 13,14,15, 2008</td>
</tr>
<tr>
<td>Global Village, returning Bunting Cobb students, and Honors housing admittance to programs confirmed via email</td>
<td>Feb 18, 2008</td>
</tr>
<tr>
<td>Henderson groups emailed and invited to select apt</td>
<td>Feb 19, 2008</td>
</tr>
<tr>
<td>Global Village and Honors housing contracts due to Douglass Res Life</td>
<td>Feb 21, 2008</td>
</tr>
<tr>
<td>Henderson Apartment Selection</td>
<td>Feb 21, 2008</td>
</tr>
<tr>
<td>Room Selection (singles, doubles, solo choosing and new residents to Bunting Cobb)</td>
<td>Feb 24, 2008</td>
</tr>
</tbody>
</table>
THE STUDENT BODY OF DOUGLASS RESIDENTIAL COLLEGE

DEFINITION OF A “DOUGLASS STUDENT”: Any student who is, a) continuing with the Douglass College requirements, b) non-Douglass College students who joined the Douglass community prior to the fall of 2007, and c) DRC students who entered RU in the fall of 2007.

Current Douglass students who wish to return to the DRC residence halls will have first priority for these spots and be able to choose their assignment in the first phase of the Housing Selection Process. Current Douglass students applying to a specific Douglass Residential College living learning community (i.e. Global Village, Bunting-Cobb, Honors housing) will have first priority for a space in that community. Non Douglass students who do not currently reside on Douglass and will not be pulled into a room or apartment by a current Douglass student will select an assignment after current Douglass College students. Commuter and off campus students who wish to live in Douglass Residential College residence halls may also participate in the DRC housing selection process.

Students who entered Rutgers PRIOR to the fall of 2007
Students who entered Rutgers prior to the fall of 2007 who are currently not Douglass students may join Douglass Residential College. As an upper class student you will not be required to complete any additional requirements. By joining DRC you are choosing to be part of the Douglass Residential College community and will have access to the resources and programs the DRC provides.

Students who entered Rutgers in the fall of 2007
Students who entered Rutgers in the fall of 2007 who are NOT currently Douglass Residential College Students may join DRC. Students who entered Rutgers in the fall of 2007 and join DRC are agreeing to fulfill the DRC requirements (completing the women’s leadership course and leadership building experiences such as our externship program). A complete overview of DRC can be found at http://douglass.rutgers.edu.

Douglass Residential College residence halls for upper class students will include the following:

- **Bunting-Cobb hall for math, science, engineering & technology majors** (current Douglass students, any Rutgers University student who joins Douglass Residential College, and incoming Douglass Residential College students have first choice for this hall)

- **Henderson** (apartments for upper class Douglass students, any Rutgers University student who joins Douglass Residential College and incoming upper class Douglass Residential College transfer students)

- **Jameson** (general housing for upper class Douglass students, any Rutgers University student who joins Douglass Residential College, and students living in the Global Village and Honors Housing)

- **Woodbury** (current Douglass students, any Rutgers University student who joins Douglass Residential College, Douglass Residential College first-year student overflow, and incoming Douglass Residential College transfer students)

Other programs across the New Brunswick/Piscataway Campus selecting housing during the same period as DRC are apartment sign backs, Special Interest Housing and SEBS/Mason Gross apartments on the Cook Campus, and Livingston signback. One benefit of remaining in DRC housing is that Douglass students have first priority in the selection process. Douglass students also have priority based on class year. The only other processes that incorporates class year along with lottery numbers are the university singles process and selection for SEBS/Mason Gross apartments on Cook. Please note that Douglass students are also eligible to apply for housing on any of the New Brunswick/Piscataway campuses for the fall 2008 following the DRC sign-up should they not choose to live in a DRC hall.

Anyone interested in living in residence at Douglass Residential College, or other Rutgers University housing, will be required to register for housing (http://housing.rutgers.edu/ruoncampus) **between January 19-30, 2008**. All those interested in Douglass Residential College must ALSO submit an online Douglass Residential College housing application between **February 4-February 12, 2008**, (http://housing.rutgers.edu/ic/index.php?page=content/Common/Lottery/ruoncamp_drc.php) and a housing
The entire Douglass Residential College room selection process will be completed by February 25, 2008. This means that current Douglass students and other RU students choosing to join DRC and live in Douglass Residential College residence halls will know their fall 2008 assignment by February 25th.

**COMPLETING ONLINE PROCEDURES/FORMS FOR DOUGLASS RESIDENTIAL COLLEGE LIVING:**

1. **REGISTRATION/LOTTERY NUMBER:**
   - Students must register online between January 19-30, 2008 to participate in the Housing Selection Process. Commuter students and those who are studying abroad or on leave of absence and interested in DRC housing should still go online to request a registration/lottery number. Once you submit the registration form, it will indicate your registration has been denied. You should fill in the requested fields below the denied message and in the text box where it asks you to state why you believe your housing status is inaccurate, you should indicate that you are a commuter, study abroad or leave of absence student interested in DRC housing. Housing will review this information and you will receive a lottery number and will be able to participate as long as spaces are available.

2. **DRC ONLINE APPLICATION:**
   - Each student must complete an online Douglass Residential College housing application between February 4, 2008 and February 12, 2008.

3. **SUBMIT HOUSING AGREEMENT (CONTRACT):**
   - The Housing Agreement (Contract) will be obtained online at [http://housing.rutgers.edu/ie/index.php?page=content/Common/Lottery/ruoncamp_drc.php](http://housing.rutgers.edu/ie/index.php?page=content/Common/Lottery/ruoncamp_drc.php)
   - Students can fill the form out online but must print it out, sign it in ink, and return at appropriate time.
     - Sign backs- Feb 12
     - Bunting-Cobb (excluding sign backs), Global Village and Honors (if accepted in to program)- Feb 21
     - Henderson (excluding sign backs)- Feb 21 at assigned appointment time
     - Room Selection (all singles, doubles, solo choosing, and Bunting Cobb)- Feb 24
   - Each student must sign a Housing Agreement (contract). This is a binding two-semester agreement, which cannot be cancelled.

**DOUGLASS RESIDENTIAL COLLEGE GENERAL RESIDENCE HALLS**

During the week of February 4, 2008 rooms and apartments in the upper class residence halls at Douglass Residential College will be available for students to tour during a “Residence Hall Showcase.” More information will be available at the beginning of the spring semester.

**JAMESON:**
Some have described the new renovations of this 1928 building “like living in a Bed and Breakfast in Cape May!” Cherry-finished furniture with under-the-bed drawers, new carpet, paint, and bathroom renovations make this residence a spectacular option with its prime location next to the Douglass Campus Center. A few singles are available in each of the houses. Jameson also houses the Global Village and Honors housing. See below for more specific information on these living learning communities.

**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.

WOODBURY:
Woodbury Hall will continue to be the home for upper-class Douglass students and incoming transfer students. This traditional style residence hall has three floors of primarily double rooms with a few singles, with shared bathroom, lounge and kitchen areas.

DOUGLASS RESIDENTIAL COLLEGE LIVING LEARNING COMMUNITIES

BUNTING-COBB:
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 lab and in-house tutoring. 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, Public Health and the applied science majors offered through SEBS.

Juniors or seniors who have previously lived in Bunting-Cobb can take advantage of the singles located in the building. These rooms allow for the comfort and independence that a single offers and the opportunity to remain part of a supportive environment for women in math, science and engineering fields and to assist first and second year students as they identify their majors.

Students interested in living in Bunting-Cobb, will be directed to answer a question about their interest in the program on the online application. Once students are notified that they are accepted into this program, students can either sign back to their current room (singles are not eligible for sign back) or, participate in Room Selection on February 24, 2008 to choose a room. Questions about Bunting-Cobb may be directed to Ife Meadows of the Douglass Project at 732-932-9197 ext. 19 or imeadows@echo.rutgers.edu

GLOBAL VILLAGE:
Global Village is a cluster of language, cultural, and special interest houses, located in the Jameson complex. Language, cultural, and special interests houses include: French Language House, the Middle-East Coexistence House, Spanish Language House, Africana House, East Asian House, the Human Rights House, the LEAD House, and starting in the fall of 2008, the Women and Business Entrepreneurship House. Each of these units is comprised of approximately 15-20 students, and provides the opportunity to become immersed in the language, culture or topic of that residence. Students participate in a required 1.5 credit house class offered on Monday evenings as well as a departmental course. Students interested in living in the Global Village will be directed to answer a question about their interest in the program on the DRC online application. Students applying to and accepted into this community will be placed into a single or double room depending on availability and interest and with roommate request, if applicable. Students do not need to participate on Room Selection Day on February 24, 2008. Questions about the Global Village may be directed to Danielle Gougon, Assistant Dean of Global Academic Programs, at 732-932-2900 ext. 103 or dgougon@echo.rutgers.edu

HONORS:
This residential community is located in Jameson and offers first-years, sophomores, juniors, and seniors in an RU Honors 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 interested in living in Honors housing in Jameson will be directed to answer a question about their interest in the program on the DRC online application. Students applying to and accepted into this community will be placed into a single or double room depending on availability and interest and with roommate request, if applicable. They do not need to participate on Room Selection Day on February 24, 2008. Questions about Honors housing in Jameson may be directed to Jennifer Dudeck-Lenis at 732-932-9500 or dudeckjm@echo.rutgers.edu.

DOUGLASS RESIDENTIAL COLLEGE HOUSING SELECTION PROCESS

KEY COMPONENTS OF SIGNING BACK TO DRC APARTMENTS/Doubles

A. REGISTRATION/LOTTERY NUMBERS:
All students planning to live on campus for 2008-2009 must register for housing between January 19 and 30, 2008. The registration number you receive via email notification on February 4, 2008 will serve as your lottery number during the Douglass Residential College Room Selection process.

B. SIGN BACK OPTION:
This option occurs before the Room Selection day, and allows students to stay in their current room for 2008-2009. Students can sign back with their current roommate(s) or pull in another student(s) to be a roommate(s). Students being pulled in do not need to currently be Douglass students or live in a Douglass Residence Hall. However, by living in a DRC hall students are indicating an interest in being a part of the Douglass Residential College community. Students who entered RU in the fall of 2007 are agreeing to fulfill the DRC requirements (i.e. women’s leadership course and other co-curricular opportunities). Students who take advantage of the sign back option do not need to attend Room Selection. They must complete the DRC online application and submit a housing contract. While the sign back option will not require a lottery number, you must still register your intent to live on campus. The lottery number is generated automatically regardless of whether or not you are signing back.

Those currently living in Jameson A, Woodbury/Bunting-Cobb, and Henderson may be eligible for sign back to their current room/apartment. Please note that hall/room assignment will not be confirmed until contracts are returned. Contracts are due to the Cook/Douglass Office of Residence Life in Perry Hall on the Cook Campus by February 12, 2008. Students will receive an email confirming their space by February 13, 2008.

*ATTENTION STUDENTS LIVING IN JAMESON D (non Scholars Housing) and Jameson H INTERESTED IN SIGNING BACK*
The Global Village, located in Jameson will be expanding to offer new and exciting opportunities. There will be a new Women & Business Entrepreneurship House and an expansion of the Honors Houses. These houses join the other established houses (Africana House, East Asian House, Leadership House, Middle East Coexistence House, Human Rights House, French House, Spanish House). Because of the expansion, students currently living in Jameson D (non scholars housing) & H, who would like to sign back into their current space for the 2008-2009 year will be unable to do so. Students who are being displaced due to the Global Village expansion will have first priority in selecting vacant spaces in Jameson or any other DRC residence hall (Henderson apartments, Woodbury, Bunting-Cobb) during the DRC housing selection process. You are also encouraged to apply to live in one of the Global Village Houses if you are interested.

I. Residents currently in single rooms, Bunting Cobb, Jameson Honors housing, Global Village, D (non Scholars Housing) and Jameson H, Lippincott or Katzenbach are ineligible for sign backs.

II. In Jameson A, Woodbury and Bunting-Cobb at least one current resident of a double room has to sign back and must sign back with their current roommate or pull another student interested in DRC to be eligible for sign back. Bunting-Cobb sign back is also contingent on being readmitted to the residence hall (answering question on DRC online application).
III. Students in Jameson D (non Scholars Housing) and Jameson H who would like to sign back, but are being displaced will have first priority for vacant spaces during the DRC housing selection process. Once the DRC online application is completed, students will be able to select their room or apartment space from 9-5 pm at the Cook/Douglass Residence Life Office on February 13, 14, or 15th during the “Alternate Sign Back Process” for students displaced from Jameson.

a. “Signing Back” to a different double room in Jameson or a double in Woodbury or Bunting-Cobb (Bunting-Cobb is contingent upon answering a question on the online application and being admitted into the hall): Students wishing to sign back to a double room must sign back with two students.

b. Students may sign back with their current roommate. If only one resident is interested in signing back, that resident MUST pull in another student to be a roommate.

c. If both residents are interested in and eligible to sign back to a double room but want to live with different roommates, the current roommates must decide who will participate in the Alternate Sign Back Process, and who will participate in another housing selection option at Douglass or the rest of the university.

d. If both residents of any double room try to sign back with new roommates, both current residents will be ineligible for sign back. The reason for this is because you and your current roommate will be given priority to choose ONE double room, not two. In this way, it is equal to the option that is available to other students who are eligible for sign back.

e. “Signing Back” to a Henderson Apartment: Students wishing to sign back to a Henderson apartment must sign back with four students.

f. Henderson apartments have traditionally required a minimum of two students to sign back. An exception is being made for students displaced from Jameson. If you and your current roommate are being displaced from Jameson and would like to share a Henderson apartment, you MUST pull in two additional students.

g. If only one student is eligible and/or interested in signing back to a Henderson apartment, that student MUST pull in THREE additional students.

h. If both residents are interested in and eligible to sign back to a Henderson apartment, but want to live with different roommates, the current roommates MUST decide who will participate in the Alternate Sign Back Process, and who will participate in another housing selection option at Douglass or the rest of the university.

i. Please note that if multiple residents of a current apartment try to sign back with different roommates, all residents will be ineligible for sign back. The reason for this is because you and your current roommate will be given priority to choose ONE apartment, not two. In this way, it is equal to the option that is available to other students who are eligible to sign back.

IV. Those interested in the Global Village, Honors or Bunting Cobb will answer a question as part of the DRC online application and will be notified of placement in area prior to Douglass Residential College Room Selection day on February 24.

V. All students signing back or being pulled into sign back rooms by current residents must complete a DRC online application, note correct requested roommate information in online application, complete, print, and sign the housing contract and turn it in to Cook/Douglass Residence Life Office by February 12, 2008, in order for sign back room to be confirmed.

VI. If both residents of any double room try to sign back with new roommates, both current residents will be ineligible for sign back.

VII. In Henderson at least two current residents of an apartment have to sign back. You must include each other’s name on the application as well as the name(s) of the new students you are pulling in who are interested in DRC.

VIII. Each Henderson sign back application should have the same four names which include at least two students returning to the same apartment.

IX. Please note that if multiple residents of a current apartment try to sign back with different roommates, all residents will be ineligible for sign back.

X. Commuter students may be pulled into an apartment or room.
KEY COMPONENTS OF NON-SIGN BACK APARTMENT & ROOM SELECTION

REGISTRATION/LOTTERY NUMBERS:
All students planning to live on campus for 2008-2009 must register for housing between January 19 and 30, 2008. The registration number you receive via email notification on February 4, 2008 will serve as your lottery number during the Douglass Residential College Room Selection process.

- Lottery numbers are the basis for the order of apartment and room selection.
- Lottery numbers will be ranked from lowest to highest by class year.
- The actual lottery number is not an indication that a student’s room preference will be available during Room Selection.
- The lowest lottery number according to best class year should be used for two students choosing a double room.
- The lowest lottery number according to best class year should be used for up to six people if Group Living is being pursued.
- Class year is only factored into the DRC housing selection process and is NOT applicable to any other process at the university.
- Only one lottery number is needed for Henderson apartment selection. Apartments are offered to students with the best lottery number by class year of all four participating. For example, four seniors applying for an apartment would be considered before 3 seniors and a junior applying for an apartment, etc. After ranking applicants by class year, the lowest lottery number will be used to determine opportunity to choose apartment.

APARTMENT SELECTION:
Each of the four students interested in applying for a Henderson apartment MUST register online to receive a housing registration/lottery number. Invitations to participate in Henderson Room Selection will be based on the best registration/lottery number according to class year (seniors will be considered for Henderson before senior/junior/sophomore combinations). After ranking applicants by class year, the lowest lottery number will be used to determine opportunity to choose apartment.

Apartment Selection is by APPOINTMENT. Groups of four with the best combination of class year standing and lottery number will be emailed by the Cook/Douglass College Office of Residence Life on February 19, 2008. The Office of Residence Life will email each resident. Students who do not receive an email to participate in Apartment Selection should 1) turn in contracts for Bunting-Cobb, Global Village or Honors housing (if accepted in to those communities) by February 21, 2008 or; 2) attend Room Selection on Sunday, February 24, 2008, to select a double room or single (juniors and seniors only) at Douglass Residential College.

Only one student needs to attend the Apartment Selection appointment and must attend the appointment time assigned to them. However, Housing Agreements (contracts) 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.

Additional Information about Applying for a Henderson Apartment …

- If you are signing back or 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 into the early summer.

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.

If roommates are unable to fill the vacancy, the Housing Office will fill the empty spaces.

For questions, or for more information, contact Cook/Douglass Residence Life at 732-932-9363.

KEY COMPONENTS OF ROOM SELECTION FOR DOUBLES, SINGLES & GROUP LIVING

A. REGISTRATION/LOTTERY NUMBERS:
All students planning to live on campus for 2008-2009 must register for housing between January 19 and 30, 2008. The registration number you receive via email notification on February 4, 2008 will serve as your lottery number during the Douglass Residential College Room Selection process.

B. ROOMMATE PREFERENCES:
All students applying for housing and not signing back, with the exception of juniors and seniors interested in a single MUST have a roommate to select a room during Room Selection on Sunday, February 24, 2008. Juniors and seniors interested in a single should consider a roommate option in case a single is not available. Students without roommates will select a room according to their class year at the end of Room Selection Day (see times for class years later in this information packet). Please note that those without roommates will be required to select a space with another solo resident if available.

Students looking for roommate(s) are encouraged to use the Roommate Click service provided by the university to assist them in this process. Roommate Click can be found at http://rutgers.roommateclick.com/

Roommates who are away for the spring 2008 semester (i.e Study Abroad) must have completed the registration and online housing application process and will provide written permission and a photocopy of their ID front and back, for another student to select a room for them.

C. 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 according to class year. If a residence cannot accommodate the group, the group must split and will select rooms based on individual lottery numbers. All roommate pairs will choose room based on one roommate’s lottery number. Group living option cannot be used for singles.

D. SINGLES:
Singles are for Douglass Seniors and Juniors only. There are singles available in all residences, except Henderson.

E. NINE-MONTH HOUSING:
Students interested in being able to stay on campus during breaks (Thanksgiving Break, Winter Break, Spring Break) should consider a Henderson Apartment.
ROOM SELECTION DAY - SUNDAY, February 24, 2008

WHAT YOU WILL NEED:

• RUID
• Completed Housing Agreement(s)/Contract(s) – Students can fill out the form online but must print it out, and sign it in ink
• Student ID(s) (or photocopies, back & front for anyone not present) for all roommates

NOTE: For a roommate preference who will be away on Study Abroad, a signed permission slip, which gives authority to another student to select for her, and a photocopy of the front and back of RUID must be attached to the Housing Agreement.

GENERAL ROOM SELECTION TIMES FOR CURRENT DOUGLASS STUDENTS (students not signing back or selecting an apartment who will be choosing double rooms in Bunting-Cobb, Woodbury & Jameson A, and Douglass Seniors and Juniors applying for a single)

Students will be called based on lottery numbers and class year during the time listed below. Exact times for when to report to the Douglass Campus Center will be posted on the housing website and be distributed via a broadcast email to all students’ EDEN accounts during the week of February 18, 2008.

Rising Seniors: Noon – 1:00 p.m.
Rising Juniors: 1:00 p.m. – 2:00 p.m.
Rising Sophomores: 2:00 p.m. – 3:20 p.m.

ROOM SELECTION TIMES FOR DOUGLASS COMMUTER STUDENTS AND NON-DOUGLASS STUDENTS WHO WISH TO JOIN DRC NEW DRC STUDENTS FOR FALL 2008 AND ARE NOT BEING PULLED IN BY A CURRENT DOUGLASS STUDENT. To choose a room at this time, you MUST be choosing a double room with another student. Otherwise, you will select at the appropriate time beginning at 4:00pm.

Rising Seniors: 3:20 p.m. – 3:35 p.m.
Rising Juniors: 3:35 p.m. – 3:50 p.m.
Rising Sophomores: 3:50 p.m. – 4:00 p.m.

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

Rising Seniors: 4:00 p.m. – 4:15 p.m.
Rising Juniors: 4:15 p.m. – 4:30 p.m.
Rising Sophomores: 4:30 p.m. – 4:45 p.m.

Note: Students without roommates will be assigned together. Students looking for roommate(s) are encouraged to use the Roommate Click service provided by the university to assist them in this process. Roommate Click can be found at http://rutgers.roommateclick.com/

Reporting to Trayes Hall B, Douglass Campus Center (DCC)

• Students report to the DCC, Trayes Hall B, during their assigned time which will be announced the week of February 18th. (The specific schedule for the Noon-5pm time slots will be provided via email and posted on the housing website)
• Remember to bring your Housing Contract and RU ID

Selecting a Single for Seniors and Juniors (see also Selecting a Room below)
• Seniors will have first selection of single rooms.
• There are no singles available in the Henderson Apartments, which is the only 9 month housing offered at Douglass Residential College.
• When your 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’ Agreements/Contracts.
• Students will submit forms (See Submitting Forms)
• If a single is not available, a student will only be able to select a double room during that same block of time if she has a roommate. If not, the student will select a room during the 4:00-4:45 pm time frame.
• A student will be able to add her name to the singles waiting list after she has contracted for a double space.
• Group Living cannot be used for singles.

**Selecting a Room:**

• Students will be called in lottery # order based on class year.
• Students must show their RUID when called to choose a room.
• Only one student needs to be present to select a room but she must have roommates’ housing agreement/contract and a copy of the front and back of her roommate’s RUID.
• 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’ Agreements/Contracts.
• Students will submit forms (See Submitting Forms)

**Group Living:**

• Students interested in group living will select based on best class year and 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 may be 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.
• 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’ Agreements/Contracts.
• Students will submit forms (See Submitting Forms)
• **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.
• Housing Agreements/Contracts 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.

**A SIGNED CONTRACT IS A LEGAL AGREEMENT**

**CONFIRMATION OF ASSIGNMENTS:**

• Students will leave Room Selection with a confirmation of their assignment.
• Students will receive a second confirmation in July/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 February 24, 2008. 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 and cannot be guaranteed.
• Housing Agreements are contracts for one full academic year.

NOTE: Cancellations after February 24, 2008, 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 will 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 through June 2008.
• Students must notify Housing of a new roommate preference.
• 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.

JANUARY 2008

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Register for Housing until 11:59 pm

Housing Registration Begins

Register for Housing until 11:59 pm
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Notification sent via email with registration (lottery) number by 1:00 pm</td>
<td>DRC room sign up process begins</td>
<td>DRC online Application Process begins</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>DRC online application due</td>
<td>Sign back contracts due</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
<td>Room sign up for Jameson Hall displaced students</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>Acceptance to program &amp; room assignment via email to GV &amp; Honors Students</td>
<td>Acceptance to program via email to Bunting-Cobb students</td>
<td>Contact Henderson groups via email with apartment sign up appt. by 1:00pm</td>
<td>Room sign up for Henderson apartments</td>
<td>Contracts due from GV and Honors</td>
<td>Room sign up for Henderson apartments</td>
<td>Contracts due from GV and Honors</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room selection for Woodbury, Bunting Cobb, Jameson A (doubles &amp; singles)</td>
<td>DRC room selection process completed!!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DRC room sign up process begins

DRC online Application Process begins

Room sign up for Jameson Hall displaced students

Room sign up for Jameson Hall displaced students

Room sign up for Jameson Hall displaced students

Room sign up for Jameson Hall displaced students

Room sign up for Henderson apartments

Contracts due from GV and Honors

Room selection for Woodbury, Bunting Cobb, Jameson A (doubles & singles)