

PLEASE NOTE: QUESTIONS ABOUT ROOM SELECTION SHOULD BE DIRECTED TO RESIDENT DIRECTORS AND ASSOCIATE/ASSISTANT DIRECTORS OF RESIDENCE LIFE (JEFF VINCENT, BRIAN LEE, JOSHUA CHAMBERLAIN, JEAN COUTURE AND KERRI LEACH)



SAINT MICHAEL'S COLLEGE

ROOM SELECTION 2009

Saint Michael's is a four-year residential college.
All full-time undergraduate students who do not reside with their families are required to live on campus.

Only those students who are **CURRENT** full time students residing on campus (attending Saint Michael's College in the Spring 2009 semester or studying abroad through the Saint Michael's College abroad program & lived on campus Fall 08 semester), have paid the \$500.00 confirmation deposit and plan on attending/residing on campus for the Fall 2009 semester can participate in room selection.

Check out the Residential Life website (Room Selection page) for updates, building information and further info.

Please read this book for information on dates, times, and requirements of needed applications, cards and events.

Room Selection Information nights

January 28 & 29—Area meetings-

see calendar for class years

Room Selection Information nights

January 28 & 29

Area meetings by class year - see calendar
inside for times and locations

Information to know:

In order to most easily and equitably serve all students, the following applies:

- ⇒ Joyce, Lyons, and Ryan halls will be reserved for new students.
- ⇒ No current first-year student will be allowed to sign up for his/her current room. This includes students not housed in traditional first-year spaces (i.e. Founders, etc.).
- ⇒ Space will be reserved and lottery processes will be held for G*R*E*A*T Housing, Honors Housing and Ambassador Housing students.
- ⇒ Current off-campus students, students approved for off campus for 2009/2010 academic year or students on a leave of absence can not participate in any of the selection process but may submit a letter of request to move back on campus. If space is available he/she may be assigned during the summer.
- ⇒ All students must clear their student account and pay the \$500 confirmation deposit by **February 25, 2009** (or receive clearance from Student Accounts) in order to participate in the room selection process. An email confirming your deposit will be sent out March 2nd to your Saint Michael's College email account and your **lottery number will be emailed to you as well as a copy sent to your campus mail box on March 5th.**
- ⇒ **Students going abroad for the Fall 2009 Semester cannot participate in room selection.**
- ⇒ Students planning on signing up for a double room **must** have a roommate and both must go through the selection night together. Individual students planning on signing up for a double room will go through the double room lottery process at the end of the evening.
- ⇒ Housing assignments may be altered only by the Director of Residence Life in order to achieve the goal of accommodating students with special needs and/or if the best interest of the college indicates such action.
- ⇒ The number of students applying for and present at each lottery process (either in person or by proxy) **must match the size of the space** they are seeking (e.g., six students for the six- person Townhouse; four students for the four-person Townhouse; two students for a double, etc.).
- ⇒ A student/group can submit more than one lottery card **ONLY** if:
 - ◆ applying for a different type of housing (i.e. Townhouse, Honors, GREAT, Group suite)
 - ◆ (*Class of 10 only*) applying for a 6 or 5-person townhouse card. If your group is unsuccessful with getting a 6 or 5 person townhouse, a 4-person townhouse card may be submitted by February 24th.
 - * **All 6 & 5 person cards must be submitted on Thursday, February 5th, 1-4:30 pm**
 - * **All 4-person townhouse cards; 8-person GREAT, Honors & Group cards must be submitted by Tuesday, February 24th by 4:30 p.m.**
- ⇒ **No lottery card will be accepted after due dates posted above**. Once a card has been submitted, it cannot be altered.
- ⇒ Any lottery cards will be voided should any individual on the card obtain housing during any one of the lottery processes. Additional names should have made back-up plans for alternative housing.
- ⇒ Students will go through any of the lottery processes using the lowest (best) number in their group/roommate.
- ⇒ All members of a group must be present in order to participate in the Room Selection process. **All students must have their Residential contract & lottery number (or if no lottery number issued, confirmation email) with them when they partake in any of the lottery processes.**
- ⇒ Written proxies and required information are needed from any individuals unable to be present for any of the processes. Forms are available in the Student Life Office.

TERMS AND PROCEDURES TO UNDERSTAND:

AMBASSADOR HOUSING – Ambassador Housing is the opportunity for individuals or groups of students who are responsible members of the community to be welcoming, accountable, and helpful roommates for students participating in the Applied Linguistics Department. Options for housing include doubles on main campus; 8-person suites with four undergraduate and four International students; 4 person suites with 2 undergraduates and 2 international students together in Cashman, Pontigny and/or Canterbury Halls. Information on how to apply is available January 29th at the Ambassador Housing Breakout session after the area meetings in McCarthy at 7:30pm and are due March 11th.

CARDS - are required for students applying as a group for Townhouse/Hodson/Ethan Allen units, G*R*E*A*T Group (8-person suites) /Honors Group (8-person suites), or Group suites (8-person group suites). Each type of housing has a designated lottery card. Student groups must submit their “game plan” in the form of a card(s). A student/group can submit more than one card if applying for a different type of housing (i.e. Townhouse, GREAT, Honors, Group Suite). The lottery cards will require groups to put in writing the names of students planning to live together. Only students who meet the requirements listed on the cover page can be on the card. **No student can be on more than one card applying for the same type of housing, with the following exceptions:**

- * (Class of 10) applying for a 6 or 5-person townhouse card. If your group in unsuccessful with getting 6 or 5 person townhouse, a 4-person townhouse card may be submitted by February 24th.
- * applying for a 4-person townhouse card with a backup plan for 8-person Group, GREAT and/or Honors group suite card (s).
- * Back-up plans involving 8-person cards (GREAT, Group and/or Honors suites) in which all 8 names are consistent and match on all cards submitted.

All cards must be complete with four, five, six, or eight names (depending on what a group is applying for) in order to participate in the Selection. Any incomplete or late cards will be voided and not eligible for room selection. After electronic lottery number assignment happens, each student’s number will be recorded on the lottery card with the exception of the 6 & 5 person cards and Ambassador housing cards. **All 6 & 5 person cards must be submitted on Thursday, February 5th** by 4:00 p.m.. **All 8 & 4 person cards must be submitted by Tuesday, February 24th** by 4:00 p.m. No cards can be altered (i.e., students changing groups, names, adding additional cards or changing the order of names), once the card's have been submitted.

CLEARANCE - All students must have paid their \$500 confirmation deposit and have cleared all current bills in order to participate in Room Selection. The deadline for payment of the deposit is Wednesday, **February 25, 2009**. A student will receive a *confirmation email* sent to their Saint Michael’s College email address March 2nd confirming that the deposit has been paid.

CONFIRMATION EMAIL/ELECTONIC NUMBER ASSIGNMENT - A student will receive a *confirmation email* sent to their Saint Michael’s College email address March 2nd confirming that the deposit has been paid. On Wednesday, March 4th, the Registrar's office will run the random list of students by class year and assignment of lottery number will be established. Please note that it is defined by the Registrar's office that all undergraduates are assigned to a class based on the number of credits they have completed. **You will need to print your lottery number and bring a copy of it to further processes of room selection.** Your class standing will also be included to indicate which class year you will be included in for the electronic number assignment. If you do not receive your confirmation email, you will need to contact the Student Accounts Office before Tuesday afternoon (March 3rd). If any discrepancies arise, with regards to the deposit or class standing, students have the opportunity to discuss this with a representative in the Student Accounts Office or the Registrar's Office prior to the electronic number assignment. Please verify your class year before March 4th, Electronic Number assignment. **Check your SMC Email throughout the whole Room Selection Process.**

CONTRACT - When a student receives his/her lottery number, he/she will also be given a Residential contract. Students **must** bring this residential contract & lottery number (or if no lottery number issued, confirmation email) to any remaining lottery processes. Please complete the contract prior to the lottery process. Please detach the top portion of the contract for your records. A student will be held to this contract for the 2009-2010 academic year.

DOUBLE ROOM- Students must have a roommate in mind before participating in the double room lottery process. Only students who meet the requirements listed on the cover page can be eligible for room selection. **Both students must be present for the Double Room lottery process** in order to choose housing. If your roommate is unable to attend, please review the “Proxy” section for requirements. If you do not have a roommate, you may participate at the end of the evening of Double room process on March 30th. If there are no open beds, you will be placed on a housing waitlist. (Please see “Waitlist”.) Double rooms are located in Alumni, Founders, Hamel, Purtill, and Linnehan Senior Halls.

G*R*E*A*T HOUSING – (Growing Recognition of the Effects of Alcohol on Thinking). Students choosing to live in G*R*E*A*T Housing are agreeing to live a lifestyle that does not allow alcohol and/or other drugs to negatively affect the community of which they are a valuable member. As such students will recognize and affirm in their daily actions that choice by signing a contract with their community and the college to uphold the ideals of GREAT HOUSING. Students who currently live in G*R*E*A*T housing (must have declared as G*R*E*A*T at the beginning of the Fall semester) are given

priority during the G*R*E*A*T Housing Selection. Groups that do not have 50% current G*R*E*A*T housing students in their group cannot participate in the G*R*E*A*T housing selection. Students wanting G*R*E*A*T housing but currently not living there, may participate in Open G*R*E*A*T double room lottery. For 8-person G*R*E*A*T lottery cards, review “CARDS” for information on the process and submitting the cards (multi-cards, names, different card for different type of housing).

G*R*E*A*T Housing lottery process—please refer to timeline in book for priorities and times. Options: 8 for 8-person suites as well as single rooms offered in one of the suite buildings (Cashman or Canterbury) and Founders if necessary; double rooms in Alumni): Please refer to the G*R*E*A*T Housing Packet which will be available at the Housing information night. The G*R*E*A*T Housing information night will take place on Thursday, January 29th. If you cannot make the meeting please contact Jeff Vincent at x2754 or jvincent@smcvt.edu.

GROUP (Suite) Selection - Canterbury or Cashman Hall will have **limited** 8 person suites set aside for students to apply as a group to live together. A lottery card will be needed to apply for the group suite. Only students who meet the requirements listed on the cover page can be on the card. Review “**CARDS**” for information on the process and submitting the cards (multi-cards, names, different card for different type of housing). Each student in the group will receive a lottery number (if cleared by Student Accounts) on March 5th and it will be written on the card. Cards **can not** be altered once the card has been submitted on Tuesday, February 24th. No cards will be accepted after February 24th. Priority is based on class year and best number drawn.

HONORS HOUSING –Honors Housing has been evolving during the past few years, and especially over the last year. As of 2008, it is comprised of students who are in the Honors Program, students who have a GPA of 3.25 or above, and some additional students who have been individually approved by the Honors Faculty Committee. In the past, it has also included students who have asked to be placed in such an environment, but these students (unless they currently live in Honors Housing) will now be eligible only if they are individually approved by the Honors Faculty Committee. Group cards must be comprised of eight students who are approved by the Faculty Honors Committee. Any student who has a GPA of 3.25 or better is automatically approved. Additionally, at least 50% of the students on a card must be “members-in-good-standing” of the Honors Program OR must currently be living in Honors Housing. Groups that do not meet the 50% criterion cannot participate in the Honors Housing selection process. Please review “CARDS” for information on the process of submitting lottery cards for 8-person Honors Housing (multi-cards, names, different card for different type of housing).

Honors Housing lottery process—please refer to timeline in book for priorities and times. Options: (1.) 8 for 8-person suites; and (2.) Single rooms offered in Pontigny suites and Founders (if necessary); as well as a few double room options. Students applying for Honors Housing singles must currently be “members-in-good-standing” of the Honors Program or must currently be living in Honors Housing. Students who have a GPA of 3.25 or better, but are not members of the Honors Program or are not currently living in Honors Housing may apply for any available singles/doubles at the end of the Honors Housing single / double room selection on Wednesday, March 25th. The Honors Housing information night will take place on Thursday, January 29th. If you cannot make the meeting please contact Joshua Chamberlin at x2444 or jlovergine@smcvt.edu or Megan Ohler at x2248 or mohler@smcvt.edu. For questions about your standing in the Honors Program, please contact the Program Coordinator (Nick Clary) at x2390 or nclary@smcvt.edu.

LOOKING FOR A ROOMMATE - Stop by Student Life Office prior to the Room selection process. Sign-up sheets will be located at the front desk or check out “Knights List” - www.smcvt.edu/knightlist under “Housing & Roommates”.

LOTTERY NUMBER - ALL current residential students who plan on returning to Saint Michael’s College in the Fall of 2009 and have been cleared by the Student Accounts Office will be issued a number on Wednesday, March 4th (exception: Class of 2010 members successful in receiving a 6/5 person townhouse on February 5th.). This number is your lottery number for the duration of room selection; this includes even if you are planning on “squatting” your room. In this case, you must come to the Student Life Office and sign up for your room by Wednesday, March 4th (please review under Same Room signup section of this book on requirements). If you neglect to pay your deposit or clear your account, you will not receive a lottery number and cannot participate in any further room selection processes until you have been cleared by the Student Accounts office. If you are cleared after March 4th, you will not have a number but you will be able to choose a bed based on the number of your prospective roommate. If you have no roommate for next year, you will go through selection at the end of the Double Room lottery process (March 30) after those who have a lottery number. If there are no open beds, you will be placed on a housing waitlist. (Please see “Waitlist”).

PRIORITY - Student or group status is assigned according to class year. Please note that class year is defined by the Registrar’s office that all undergraduates are assigned to a class based on the number of credits they have completed. Gender distribution of housing is also considered. Priority is given in order of rising Seniors (‘10), then rising Juniors (‘11), then rising Sophomores (‘12). Please verify your groups class standings before submitting a card to avoid conflicts. For group living options, groups of all Seniors are given Priority One. Each Junior added drops the priority by one (see below for details). Below is a complete list of priorities for each lottery type:

PRIORITY BREAKDOWN

For 6-person/5 person townhouse Apartments, the following priorities apply (for 5-person townhouse, priority goes from Priority 1-6):

- Priority 1 – 6 Seniors (10)
- Priority 2 – 5 Seniors (10) and 1 Junior (11)
- Priority 3 – 4 Seniors (10) and 2 Juniors (11)
- Priority 4 – 3 Seniors (10) and 3 Juniors (11)
- Priority 5 – 2 Seniors (10) and 4 Juniors (11)
- Priority 6 - 1 Senior (10) and 5 Juniors (11)
- Priority 7 – 6 Juniors (11)

For 4-person Townhouse/Apartments, the following priorities apply

- Priority 1 = All Seniors (10)
- Priority 2 = 3 Seniors (10) and 1 Junior (11)
- Priority 3 = 2 Seniors (10) and 2 Juniors(11)
- Priority 4 = 1 Senior (10) and 3 Juniors(11)
- Priority 5 = 4 Juniors(11)

For 8-Person Suites: (In the event that there are cards which have all three class years for a suite, a point system will be used to prioritize the cards where each rising senior on the card would earn 3 points, each rising junior 2 points, and each rising sophomore 1 point. Cards would then be prioritized by total points and then within that the best lottery number issues).

- Priority 1 – 8 Seniors (10)
- Priority 2 – 7 Seniors (10) and 1 Junior (11)
- Priority 3 – 6 Seniors (10) and 2 Juniors (11)
- Priority 4 – 5 Seniors (10) and 3 Juniors (11)
- Priority 5 – 4 Seniors (10) and 4 Juniors (11)
- Priority 6 – 3 Seniors (10) and 5 Juniors (11)
- Priority 7 – 2 Seniors (10) and 6 Juniors (11)
- Priority 8 – 1 Seniors (10) and 7 Juniors (11)
- Priority 9 – 8 Juniors (11)
- Priority 10 – 7 Juniors (11) and 1 Sophomore (12)
- Priority 11 – 6 Juniors (11) and 2 Sophomores (12)
- Priority 12 – 5 Juniors (11) and 3 Sophomores (12)
- Priority 13 – 4 Juniors (11) and 4 Sophomores (12)
- Priority 14 – 3 Juniors (11) and 5 Sophomores (12)
- Priority 15 – 2 Juniors (11) and 6 Sophomores (12)
- Priority 16 – 1 Juniors (11) and 7 Sophomores (12)
- Priority 17 – 8 Sophomores (12)

PROXY - This is a person designated to select housing for a student not able to go through room selection due to course schedule, study abroad, or extenuating circumstances. A student must put in writing: who will act as his/her proxy, the reason for his/her absence, his/her housing preferences, and sign the statement. A link to proxy forms will be sent with the *confirmation email* sent to a student's Saint Michael's College email address on March 2nd. Proxy forms will also be available in the Student Life Office. If the student is studying abroad through the Saint Michael's College abroad program, the person who is the proxy should make sure that they receive the abroad person's lottery number. For those who are the proxy for someone unable to attend, make sure you get that person's lottery number & confirmation email.

SAME ROOM (DOUBLE/SINGLE) SIGN-UP - Current sophomores, juniors, or seniors returning for 2009-10 academic year who want to stay in the same double/single room (**not within a townhouse, apartment, Founders 4th floor, Cashman, Canterbury & Pontigny Halls, Senior & Ryan hall**) may sign up for that room as long as the room will have no vacancies. (For doubles, both roommates, or one current and one new roommate, must "squat" the room.) This must take place by 4:00 p.m. Wednesday, March 4th. **After electronic number draw (March 4), no "same room" sign up is permitted.**

SINGLE ROOM- Students planning on living in a single room will still choose a lottery number. Single rooms are available in Hamel, Purtill, Founders and Alumni Halls. A **limited** number of suites in Pontigny, Canterbury and/or Cashman Hall will be set aside for students to apply as individuals into these suites. If you are unsuccessful in obtaining a single room during the Single Room Lottery Process, we recommend a back-up plan of having a roommate in mind. Together, you both will need to participate in the double room lottery process on March 30th. If you do not, you will participate at the end of the evening of Double Room Selection process. If there are no open beds, you will be placed on a housing waitlist. (Please see "Waitlist").

Medical Requests/Needs: We do reserve the right to offer singles to students with specific medical needs that might be better accommodated by having a single room, if proper medical documentation is received by Electronic Number Draw (**March 4th**). If you had provided information this year for special housing arrangements and require the same for next year, you will **need to renew** your request through the Student Life Office by the **March 4th** date to reserve your room for the 2009-10 academic year. **After electronic number draw, no special arrangements can be made.**

TOWNHOUSE/APARTMENT SELECTION– All current residential students who will be Seniors or Juniors next year are eligible to participate in the Townhouse/Apartment Housing Selection for the Boutin Commons (100s), 200s, & 300s Townhouses, Hodson, and/or Ethan Allen apartments. Please pay close attention to the timeline for dates and times of selection. Selection for these areas is based on priority and will require a group card (Please read the "CARDS" information). Townhouse/Apartment housing is based on class year and gender. Juniors ('11) should make back up plans due to the fact that the senior class will be filling most, if not all, of the townhouses/apartments. **Lottery cards become void at the conclusion of Spring semester. PLEASE REVIEW PRIORITY LIST ABOVE.**

6-5 PERSON TOWNHOUSE PROCESS: Only the class of 2010 may submit a 6 Person & 5 Person (400s) Townhouse lottery card. Please verify your groups class standings before submitting a card to avoid conflicts. The group will need to indicate whether they are applying for a 6-person, 5-person or both.. All cards must be complete with six or five names (depending on what a group is applying for) in order to participate in the Selection. The group must understand that in the case the group is not selected for a 6 person townhouse and it is indicated on the card that the group is applying for a 5-person townhouse, the last name will be dropped and that individual will need to apply for other possibilities later on in the room selection process. If the group did not check off the combination 6 & 5 on the card, this group/card will be voided and will not be included in the 5-person townhouse process. **All cards are due on February 5 between 1:30-4:30.** At that time, a lottery number will be pulled as the “Group” lottery number. Successful groups will be notified by letter on Monday, February 9th. Specific townhouse placement will be decided by the Student Life Office. All 6 & 5 person acceptance forms and contracts are due back to the Student Life Office on Wednesday, February 11th.

TIME-SHARE - is when two students coordinate housing so that one student lives in the space during Fall Semester and the other student lives in the space during the Spring (e.g., “study abroad swap”). Both students must be current full-time students, currently residing on campus (exception is if one is currently studying abroad and the other lived on campus Fall 08 semester) and both must pay their \$500.00 confirmation deposit.

WAITLIST - As in years past, we do anticipate that some rising Sophomores (‘12) may be placed on a waitlist for Fall housing. We also anticipate some students paying their confirmation deposit but not going through room selection. These students must contact the Student Life Office regarding their housing. Students on the waitlist will have housing priority over wishlist requests. Students who receive a lottery number and participated in room selection have priority (by class) over those who did not participate in room selection. Actual placement will happen any time after the Spring semester ends and the Fall semester begins and students will be notified as soon as possible.

WISHLIST - Following the Room Selection process, there will be a time period when no changes or requests for changes will be taken. On **April 22** the Student Life Office will begin to accept wishlist requests. Forms will be available starting at 8:00 a.m. on this day. This **does not** guarantee a change. Any changes that do occur will not happen until late in the semester or during the summer months. Any new requests, changes, or cancellations must be put in writing to the Student Life Office by **Friday, May 8**. If a wish has been granted, students will receive written notification via their SMC email address. **The wishlist becomes invalid on August 1. The waitlist is given housing priority over the wishlist.** Wish list requests are reviewed on a date and time received order.

ROOM SELECTION TIMELINE 2009

All students in a given group must be present, or represented by proxy, at the Selection and the number of students present (either in person or by proxy) must match the size of the space they are seeking (e.g., eight students for an eight-person suite; six students for the six-person Townhouse, four students for the four-person Townhouse, two students for a double, etc). Students will go through the process using the lowest (best) number in their group.

- January 28th Week **Room Selection Books Available.**
- January 28, Wednesday **Class of 2010 Mandatory Information meeting**
McCarthy Arts Center—6:15—8:00 pm
- January 29, Thursday **Class of 2011 & 2012 Mandatory Information meetings—McCarthy Arts Center 6:15—8:30**
6:15 p.m. Class of 2011
7:00 p.m. Class of 2012
7:30p.m. Breakout sessions for Ambassador, G*R*E*A*T, and Honors
- February 5, Thursday **CLASS OF 2010 ONLY—6 & 5 Person Lottery cards are due.**
All seniors groups applying for a 6 or 5 person townhouse (or their proxy) must submit a 6 or 5 person Townhouse card to the Student Life Office between 1:30 to 4:30. At that time, one lottery number will be drawn for the group. Please review **“6-5 PERSON TOWNHOUSE PROCESS”** on the previous page for the complete process and information.
- February 9, Monday **6 & 5 Person Lottery Decision made and contact person of group notified of specific townhouse/ apartment.**
- February 11, Wednesday **6 & 5 Person Townhouse Acceptances forms and contracts due back to Student Life.**
- February 12, Thursday **Lottery cards available** in the Student Life Office. Different lottery cards are designated for different types of housing (i.e. **4-Person Townhouse/Apt (class of ‘10 and ‘11 only); 8 Person G*R*E*A*T/ Honors/ Group Suite Selection**). **Student groups must submit a card for each type of housing that they are applying for.** Class of ‘10, ‘11, and ‘12 may pick up cards to complete and return by **Tuesday, February 24th, no later than 4:00 pm.**
- February 24, Tuesday **Lottery cards are due by 4 pm for 4-Person Townhouse/Apt; 8-Person GREAT, Honors and Group Suites)** in the Student Life Office, Alliot. Students in Class of ‘10 or ‘11 seeking a 4 person apartment or townhouse and students in class of ‘10, ‘11, ‘12 applying for any Group housing (GREAT/Honors/Group Suite) need to complete **a card(s)** and it must be return it on this day. All students on a card **must** be cleared by the Student Account office to participate in further selection processes. **No cards accepted/alterd after this date!**
- February 25, Wednesday **Confirmation Deposit** due to Student Accounts.
It is your responsibility to verify that it has been paid before Electronic Number Draw on March 4th.
- March 2, Monday **Got Skills Drawing**
- March 2, Monday **Deposit Confirmation emails** will be sent out to your Saint Michael’s email address.
- March 4, Wednesday **Same Room Single/Double Only Class of 2010 & 2011 may squat their single/double room within certain residence halls(“Squatting” - See “Same Room Signup” section). This is the only time that you may squat your room.**
Special Needs Housing request must be submitted by 4:00 p.m. (see “SINGLE ROOM” section of this booklet)
- March 4, Wednesday **Electronic Number Draw.** Only student who have been cleared by the Student Accounts Office and have received deposit confirmation will be assigned a lottery number.

Tentative Lottery Numbers for classes:

(subject to change depending on class size)

• Class of ‘10 = 1 - 550
• Class of ‘11 = 551 - 1100
• Class of ‘12 = 1100 -

March 5, Thursday **Lottery Number Notifications** will be sent out to all students who have been cleared by the Student Accounts office to participate in Room Selection. These notices will be sent to your campus box number as well as to your Saint Michael's College email. It is your responsibility to print your lottery number and you must bring your lottery number as well as your completed residential contract to proceed in any room selection events. You cannot swap, trade or alter your lottery number.

March 8, Sunday **Class of 2010 Selection Day**
Townhouse/Apartment Housing lottery process (all must have their residential contract & lottery number or if no lottery number issued, confirmation email) (see Priority list in this booklet)
Alliot Hall

- * **For G*R*E*A*T Group Housing, only groups with 50% or more current G*R*E*A*T students can participate.)**
- * **(For Honors Group Housing, only groups with 50% or more meeting either 1 of 2 criteria: currently living in Honors Housing or currently a member of the Honors Program. In addition, all members on the card must have a minimum GPA of 3.25 or higher to participate.)**
- * **(All roommates (or proxy) must be present to participate and all must have their residential contract, & lottery number or if no lottery number issued, confirmation email at the same time to sign up)**

PRIORITY 1 ONLY—CLASS OF 2010 ONLY

9:30 am - 4-Person Townhouse/EA/Hodson
10:45 am - 8-Person Suites—HONORS, then G*R*E*A*T, finalize with GROUP

PRIORITY 2-4 ONLY—4-PERSON TH/APT. CLASS OF 2010/11

11:00 am - Priority 2: Townhouse/EA/Hodson.
11:20 am - Priority 3: Townhouse/EA/Hodson (if available)
11:30 am - Priority 4: Townhouse/EA/Hodson (if available)

8-Person Suites—Priority 2-8 (no Class of '12)

12:00 pm - Honors by priority
12:10 pm - G*R*E*A*T by priority
12:25 pm - GROUP Suites by priority

Single & Double Room Selection—Class of '10 only

1:00 pm - Single/Double Room Selection—Honors, then G*R*E*AT, then regular.

PRIORITY 5 - 4-PERSON TH/APT.—Class of '11
INVITATION ONLY (if space available)

1:10 pm - 4-Person Townhouse/EA/Hodson

PRIORITY 9 INVITATION ONLY 8-Person Suites

1:20 pm - Honors, Great & Group if available

March 9, Monday **COMPLETION OF 8-PERSON GROUP CARDS (G*R*E*A*T / Honors / Open)**
If there are any 8-person group suites not filled on the Class of 2010 Selection Day in any of these categories (Honors, Great & Group), those groups next in class priority and best number will be notified and contacted to come by the Student Life Office to complete the necessary forms. Actual assignments will be completed by the Student Life Office.

March 10, Tuesday Successful Groups finalizing the 8-Person Group Suites Acceptance Forms/ Contract Due.

March 11, Wednesday **Ambassador Housing** cards due between 1:30 to 4:00 to the Student Life. All groups applying for ambassador housing must submit a 4 or 2 person card to the Student Life Office. At that time, one lottery number will be drawn for the group. Please review "**AMBASSADOR HOUSING PROCESS**" on page 3 for the complete process and information.

March 12, Thursday **Ambassador Placements made and contact person of group notified of specific suite**
Written notification will follow. Notification sent to Contact person.

March 23, Monday **Ambassador Housing** Acceptance Forms / Contracts due.

March 25, Wednesday **Class of 2011 & 2012 Honors Housing Single & Double Room Selection**
Class of 2011 & 2012 G*R*E*A*T Housing Single & Double Room Selection
Class of 2011 Single & Double Room Selection Process
Alliot Hall

- * (For G*R*E*A*T Double Rooms, only pairs with 50% or more current G*R*E*A*T students meeting the requirements described in the “G*R*E*A*T Housing” section in this book can participate.)
- * (For Honors Housing, only pairs with 50% or more meeting the requirements described in the “Honors Housing” section in this book can participate.)
- * (All roommates (or proxy) must be present to participate and all must have their residential contract & lottery number or if no lottery number issued, confirmation email at the same time to sign up)

HONORS Housing- Pontigny (possibly Founders) - Class of ('10), ('11), ('12)

-see **Priority list in this booklet**

6:10 pm - Single Room by priority ('10), ('11), ('12)(if available).

6:20 pm - Double Room by priority & if available

6:25 pm - Honors Open Room—must meet Honors Housing Criteria & if available

G*R*E*A*T Housing-Cashman or Canterbury Halls, Alumni (possibly Founders) - Class of ('10), ('11), ('12)

-see **Priority list in this booklet**

G*R*E*A*T Single Room Selection

6:30 pm - Class of 2011

6:35 pm - Class of 2012 (if available)

G*R*E*A*T Double Room Selection (Alumni)

6:45 pm Class of 2011

6:50 pm Class of 2012

G*R*E*A*T Open Double Room Selection—IF AVAILABLE

for those pairs with less than 50% of people currently living in G*R*E*A*T Housing. (see “GREAT Housing” section)

7:00 pm by class priority ('10), ('11), ('12)

CLASS OF 2011 SINGLE Room Selection - see “Single Room” section

(you must have your residential contract & lottery number or if no lottery number issued, confirmation email)

Alliot Hall

7:15 pm Class of 2011

CLASS OF 2011 DOUBLE Room Selection

Alliot Hall

7:30 pm Class of 2011

March 30, Monday **CLASS OF 2012—SINGLE & DOUBLE ROOM SELECTION NIGHT** - Alliot Hall
(all must have their residential contract & lottery number or if no lottery number issued, confirmation email)
(both roommates (or proxy) must be present at the same time to participate)

SINGLE Room lottery process - if available

5:15 pm - Single Room Selection

DOUBLE Room lottery process - see “Double Room” section

5:25 pm numbers 1051 - 1175

5:45 pm numbers 1176 - 1299

6:00 pm numbers 1300 - 1424

6:10 pm numbers 1425-

6:15 pm— all other students—(i.e. not paired, without number, etc)

* Some rising sophomore (Class of 2012) students will be placed on a housing waitlist for next year. These students are given priority on spaces that become available following the room selection process. The waitlist is usually worked on from June to the end of August. Students are usually notified of their housing assignment by August 1. Attempts are made to keep roommates together.

April 22, Wednesday **Wishlist sign-up**
8:00 am in the Student Life Office

The Student Life Office will begin to accept wishlist requests. Forms will be available starting at 8:00 a.m. on this day. This list **DOES NOT** guarantee placement, and changes will not occur until late in the semester or during the summer months. The wishlist becomes invalid after the start of the Fall semester. **The waitlist is given housing priority over the wishlist.** Wish list requests are reviewed on a date and time received order.

***CHANGES OR CANCELLATIONS TO THE WISHLIST MUST BE IN WRITING TO THE STUDENT LIFE OFFICE BY MAY 11.**

- * If your roommate does not return to Saint Michael's College for the Fall Semester, plan on receiving a new roommate. Students returning from a leave of absence, moving back onto campus, international undergraduates, and new transfer students will be housed in available spaces during the months leading to Fall opening.
- * Illegal Room Changes will result in a \$50.00 fine and/or the student's return to his/her assignment. There is a room freeze for the first two weeks of every semester to give the Student Life Office a chance to reconcile rosters. However, we retain the right to approve changes at any time.
- * **Advice to class of 2010:** please keep in mind that the less 6-person and 5-person Priority 1 cards submitted, the greater chances of the 4-person Priority 1 cards being bumped outside of the Townhouse 200's, 300's, 400's, 100's, Hodson areas.

NO STUDENT, OR THEIR PROXY, MAY SELECT A ROOM WITHOUT CLEARANCE FROM STUDENT ACCOUNTS.

All students/proxies must present the residential contract & lottery number or if no lottery number issued, confirmation email at time of selection event.

**CHECKLIST FOR A SUCCESSFUL
ROOM SELECTION EXPERIENCE**



- Have you read this entire brochure?
- Do you have a plan? back-up plans?
- Have you taken care of your student account?
- Have you verified your class standing?
- Have your potential roommates taken care of their student accounts and verified their class standing?
- Have you looked at spaces in which you may be interested and talked to current residents?
- Relax.



Please review Channel 4 or check the Student Life website for possible revisions to this book. Also we will notify by staff members, Saint Michael's email and voicemail, and/or table drops in the Green Mountain Dining Room.

It is your responsibility to regularly access all Saint Michael's communications.

Notes & Game Plan

ROOM SELECTION 2009 OVERVIEW

Week of January 28th	Room Selection Books Available (given out at Meetings below)
Wednesday, January 28	Class of 2010 Mandatory Information meeting ~ McCarthy Arts Center 6:15—8:00 pm
Thursday, January 29	Class of 2011 & 2012 Mandatory Information meetings —McCarthy Arts Center 6:15 p.m. Class of 2011 7:00 p.m. Class of 2012 7:30 p.m. Breakout sessions for Ambassador, G*R*E*A*T, and Honors
Thursday, February 5	Class of 2010 ONLY — 6 & 5 Person Lottery cards due & number draw. Student Life Office, Alliot 1:30 - 4:30 pm
Monday, February 9	6 & 5 Person Decisions Posted and contact person of each group is notified
Wednesday, February 11	6 & 5 Person Acceptances and forms due to Student Life
Thursday, February 12	4 Person Townhouse/Apt/G*R*E*A*T/Honors/Open Group Suites Lottery cards available at the Student Life Office
Tuesday, February 24	4 Person Townhouse/Apt/G*R*E*A*T/Honors/Open Group Suites Lottery cards due by 4:00 pm to the Student Life Office.
Wednesday, February 25	Confirmation Deposit due to Student Accounts
Monday, March 2	Got Skills Lottery Number Drawing
Monday, March 2	Confirmation Emails sent to SMC email addresses.
Wednesday, March 4	Same Room Sign-Up - see page 5 “Same Room/Double/Single Sign-up” Medical Requests/Needs must be submitted by this date
Wednesday, March 4	ELECTRONIC Number Assignment
Thursday, March 5	Lottery Number Notifications sent to SMC email/box addresses - it is your responsibility to print your lottery number and you must bring your lottery number as well as your completed residential contract to proceed in any room selection events.
Sunday, March 8	Class of 2010 Room Selection Process and Invited class of 2011 Groups (4-person Townhouse/Apt., Suites, Single & Double selection) - Vermont Room, Alliot 9:15 - 2:00
Monday, March 9	Completion of 8-Person Group Cards (G*R*E*A*T / Honors / Open)
Tuesday, March 10	8-Person Group Suites Acceptance Forms/Contracts Due
Wednesday, March 11	Ambassador Housing Cards due & number draw Student Life Office, Alliot 1:30 - 4:30 pm
Thursday, March 12	Ambassador Housing Decisions Posted and contact person of each group is notified
Monday, March 23	Ambassador Housing Acceptance Forms/Contracts Due
Wednesday, March 25	Honors & G*R*E*A*T Single & Double Room Selection Process - Class of 2011 & 2012 Please see schedule in book. Vermont Room, Alliot 6:00-7:00 pm
Wednesday, March 25	Class of 2011 - Regular Single & Double Room Selection Process Please see schedule in book. Vermont Room, Alliot 7:15 pm
Monday, March 30	Class of 2012 Single/Double Room lottery process ~ Please see schedule in book. Vermont Room, Alliot 5:00—8:00 pm
Wednesday, April 22	Wish list sign-up begins.

NO STUDENT, OR THEIR PROXY, MAY SELECT A ROOM WITHOUT CLEARANCE FROM STUDENT ACCOUNTS.