

# Housing Lottery

THE OFFICE OF RESIDENTIAL LIFE AND EDUCATION  
INFORMATION PACKET

2017-2018

Room selection is an exciting time on campus as students begin to prepare for the next academic year. For those of you that have done this before, you can attest to the fact that it is essential that you understand the process in its entirety. Every year brings change; this year in particular will be different due to the opening of our Living Learning Commons (LLC) and the variety of opportunities for engaged student learning that are offered here – Residential Learning Communities, a linked classroom and residential experience, to name a few. Additionally, there are other changes in our housing options, building/gender designations, or the availability of medical accommodation rooms, singles or apartments. With that said, please read this booklet carefully as much of it will help inform you on how you choose your room and roommates for next year. If and when changes to room availability/options happen and it's after we've published this packet, we will notify you via e-mail and will do so with reasonable immediacy.

As you begin to think about where you want to live next year, you should think carefully about the people with whom you will live. Your satisfaction depends largely on your roommate(s) and the ability for you to respect and have civility between you. This decision should be a thoughtful one.

It is important to remember that there are a limited number of singles, doubles, triples, quads, and apartments; you may not get your first choice regardless of your room selection number regardless of your lottery number. You should be prepared with a back-up plan in case you are not able to select your first choice and most desired location.

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## Mark Your Calendar: Important Dates for the 2015-2016 Lottery and Room Selection Process

### Room Selection Days/Times:

#### **Thursday, March 30<sup>th</sup>:**

Selection: Apartments of 3 and 5 at 3 pm

Location: RLE Office

Selection: Single Room at 6PM

Location: Sullivan Arena

#### **Saturday, April 1<sup>st</sup>:**

Selection: Apartments of 4 at 9 am

Location: Sullivan Arena

#### **Monday, April 3<sup>rd</sup>:**

Selection: Triples at 5 pm

Selection: Quads at 6 pm

Location: Sullivan Arena

#### **Wednesday, April 5<sup>th</sup>:**

Selection: Double Rooms at 5 pm

Location: Sullivan Arena

### Apartments (3, 4, 5)

### Applications Due:

Friday, March 17, 2017

RLE Office-Alumni, 1<sup>st</sup> floor

By 4:00pm

### IMPORTANT:

Applications received after the 4:00 pm deadline will **NOT** be eligible to participate in Room Selection as an apartment group. Please plan accordingly as to not limit your ability to secure an apartment.

# Steps to Room Selection

- Pay your \$300 Room Reservation Deposit (non-refundable) to the Office of Residential Life and Education **no later than 4:00 pm on Friday, February 10, 2017.**
  - Electronic payments can be made at [www.anselm.afford.com/paynow?storeid=1146](http://www.anselm.afford.com/paynow?storeid=1146).
  - If you would like to pay with cash or use your Saint Anselm account balance, you must go to the Business Office and request a voucher. It is necessary for you to submit the voucher to the Residential Life and Education Office; this is not done by the Business Office.
  - Lottery numbers are assigned AFTER a Room Reservation Deposit is paid to the College.
  - Within the weeks surrounding Spring Break, computerized random numbers will be distributed to all participating students via the College Portal.
- Select the friend(s) that you would like to live with for the next academic year. Often it is not where, but with whom you live that matters most.
- Check your Year of Graduation with the Office of the Registrar.
  - If you find there is a discrepancy with your year of graduation status, please correct with the Registrar's office; it is **your** responsibility to do this. *You should do this immediately and before lottery numbers are assigned.*
- If you will be pursuing an Alternate Housing Process (Medical Accommodation, Substance Free Housing or Residential Learning Community) please follow the directions outlined on page 5 of the packet.
- If you wish to live in an apartment, hand in a completed Apartment or LLC Application to the Office of Residential Life and Education (Alumni 1<sup>st</sup> floor) by **Friday, March 17, 2017 at 4:00pm.**
  - Without a completed Apartment Application, you will not be allowed to participate in those particular selection events
  - Remember to accurately average all numbers to calculate your "Group Lottery Number."
  - Identify one person to be a contact person for your group. This person will be the primary contact with questions or updates.
- Bring your Saint Anselm ID and come to the appropriate Room Selection time (as marked on page one) with at least one representative for your apartment or **all roommates** for a double, triple, or quad to select the room. Regardless of the type of room/apartment you are choosing, we recommend having everyone present to help make the selection.
- All lottery numbers will be verified and room/apartment averages recalculated at Room Selection.
- Select your room/apartment, sign and turn in all Residential Life and Education contracts.

**Congratulations – by following these steps, you have completed the 2017 Housing Lottery and Room Selection Process!**



# 2017-2018 Housing Options

**Please note:** housing options for men and women are subject to change based on the received number of Housing Lottery deposits. Final housing options will be advertised after the deposit deadline.

## MALES

### Hall/House

Hilary Hall  
Holy Cross Hall North  
St. Mary Hall  
Sullivan House

### Type of Housing

singles, doubles, triples, quads  
singles, doubles  
doubles, triple  
doubles

## FEMALES

### Hall/House

Baroody Hall  
Bertrand Hall  
Breck House  
Holy Cross Hall South  
Rowell House  
Raphael House  
Von dy Rowe House

### Type of Housing

doubles  
singles, doubles, triples,  
doubles  
singles, doubles  
doubles  
quads  
doubles

## MALES/FEMALES

### Hall/House

Brady Hall  
Falvey House  
Holy Cross Hall  
Benedict Court\*  
Father Bernard Court  
LLC

### Type of Housing

singles, doubles, triples,  
Apartments of 3 (two) and 5 (two)  
singles, doubles  
Apartments of 4  
Apartments of 4  
singles, doubles, triples

## First Year Housing (reserved—not part of Lottery)

Joan of Arc                      singles, doubles, triples  
2<sup>nd</sup> and 3<sup>rd</sup> Street              singles, doubles, quads  
Dominic                         singles, doubles, triples, quads

*\*Benedict Court includes the halls of Cohen, Danais, Gerald, Mareski, and Primeau*

**NOTE:** Room availability is subject to change due to student and housing needs such as the following:  
medical needs, substance-free requests, Residential Learning Community participants, NHIOP Student Ambassadors (NHIOP), RA assignments and students in classes with residency requirement



# Alternate Housing Processes

## Medical Accommodations

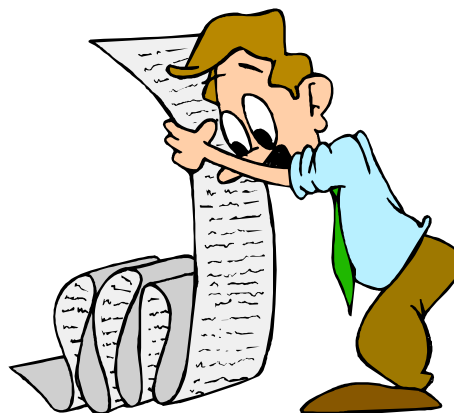
- ~ A student with a special request for medical accommodation should complete a “Special Accommodation for Medical Need” form as well as provide a doctor’s note or similar documentation to support his/her request. All forms are due by **4:00pm on Friday, February 24, 2017**.
- ~ All requests are reviewed in coordination with Health Services, and the Dean of Students. A recommendation is made to the Office of Residential Life and Education for both accommodation approval and placement on campus.
- ~ Requests for medical accommodations include but are not limited to: need for a single, need for an air conditioner\* or other medical equipment, need for a specific location, etc. (\*Note: air conditioners are not supported in Raphael Hall, Saint Mary Hall, and Saint Benedict Court (SBC). If a student wishes to have an air conditioner but chooses to live in SBC he/she declines medical accommodation. Buildings that support the use of an air conditioner are subject to change)
- ~ The Office of Residential Life and Education will send out housing assignment notifications a week after forms are due. If your request is denied, you need to continue to participate in the Housing Lottery/Room Selection process to secure your room.
- ~ If your request has been approved, your housing is secured and you will not be permitted to participate in any other portion of Room Selection. If you choose to **NOT** accept the assignment, you will need to notify us upon receipt of your assignment notification. You will also need to continue through the lottery process if you choose to decline your assignment.

## Substance Free Housing

- ~ Students residing in Substance Free Housing are required to refrain from any and all use of tobacco, alcohol, and other drugs, at all times. This requirement includes personal use both in and out of the building by residents.
- ~ Substance Free Housing will be available in designated pods in Holy Cross Hall. The number of rooms used each year is governed by the need seen in the number of applications for this type of housing. There are a few double rooms and a limited number of single rooms in each pod.
- ~ Similar to the medical accommodation housing option, Substance Free Housing has an application process. All applications are due to the Office of Residential Life and Education by **4:00pm on Friday, February 24, 2017**.
- ~ Applications are reviewed and students will be notified via e-mail of their room placement. As mentioned, there are a limited number of single rooms. Students indicating significant need are a priority for this type of housing.

**Substance Free Housing has a contract that occupants are required to sign as a commitment to their understanding and intent to abide by the rules/regulations for the area.**

*All Medical Accommodation, Substance Free, or Residential Learning Community Applications should be submitted to the Office of Residential Life and Education by the deadline of **Friday, February 24, 2017 at 4:00 p.m.***

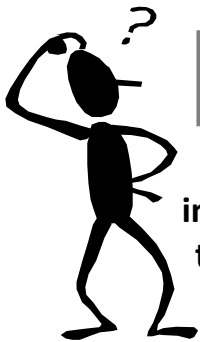


# Residential Learning Communities

## **Residential Learning Communities**

- ~ Residential Learning Communities (RLCs) are a residential educational opportunity designed to provide students with the ability to share talents and pursue common interests through student-led events and projects.
- ~ Groups of four to eight students must demonstrate a common interest and the desire to live and learn together, as well as a willingness to share their experience with the College at-large.
- ~ Each community should work in collaboration with a Faculty Associate who shares in these goals with active participation and facilitation of programs fitting with the theme of the community.
- ~ Students must remain in good academic and judicial standing with the College for their entire residency in the RLC.
- ~ All RLC applications are due to the Office of Residential Life and Education by **4:00pm on Friday, February 24, 2017**. If you are interested in applying for an RLC, please attend an information session or request an application from the Office of Residential Life and Education.

**There will be several RLC Information Sessions scheduled to explain the process of applying. Keep an eye out for flyers in the residence halls and check your e-mail for more information.**



## Frequently Asked Questions

**Here are some questions that you may still have after reading this information packet. If there is a question you still have after reading these do not hesitate to contact the Residential Life and Education Office. Don't worry; we've got your back!**

### **1. How do I participate in Housing Lottery and Room Selection?**

All current residential students planning to live on campus for the 2017-2018 academic year are required to pay a \$300 Room Reservation Deposit. This deposit RESERVES a space on campus for you. It does not guarantee a specific assignment on campus, but does ensure that you have reserved on-campus housing. **The non-refundable \$300 room reservation deposit** must be received by the Office of Residential Life and Education by **4:00pm on Friday, February 10, 2017**.

### **2. What if I don't have the required number of roommates to fill an apartment or I can't find a roommate?**

In order to sign into on campus housing, you must be able to fill each bed in the space with a deposited student. The Office of Residential Life and Education provides opportunities for students to network and meet possible future roommates during a Roommate Social. Students interested in finding roommates can attend the Roommate Social on **Wednesday, March 29<sup>th</sup> at 7pm in the LLC Classroom or Wednesday, April 5<sup>th</sup> at 4pm in the Sullivan Arena**. Please be prepared to discuss various aspects of living such as cleanliness, sleep schedules, study schedules, etc. to allow for a favorable roommate selection.

## Frequently Asked Questions Continued

### 3. How is my Lottery number generated? How do I find out what my Lottery number is?

All selection numbers are randomly generated by the Office of Information Technology. Your Year of Graduation (YOG) determines your class (*i.e.*, rising senior, junior, sophomore) and thereby your Lottery number/grouping. Each student will receive his/her own selection number via the College Portal the Monday immediately following Spring Break. In addition, lottery numbers will be available at the Residential Life and Education Office—Alumni Hall after students return from Spring Break 2017.

### 4. Why didn't I receive a Lottery number via the College Portal? Why am I not on the list for Room Selection or ineligible to live on campus?

Only students who currently reside on campus and have paid the Room Reservation Deposit on time will be allowed to participate in Room Selection and given a Lottery number. If your name does not appear on the list, your deposit was not received by the Office of Residential Life and Education **by the deadline of 4:00pm on Friday, February 10, 2017** or you are ineligible for on campus housing.

### 5. Where can I live?

You and/or your roommate(s) will be able to choose from all spaces appropriate to the number of people you will be living with, your gender, and room availability at the time your selection number is called. However, there will be buildings and spaces that you will not be allowed to select from due to medical, substance free, and RLC housing placements. Additionally, Joan of Arc, Streets, and Dominic Halls are reserved for incoming first year students, exclusively.

### 6. Will there be Substance Free Living available? How do I select a Substance Free room?

*Substance Free Living* requires residents to refrain from any and all use of tobacco, alcohol, and other drugs at all times. Substance Free Housing will be available in some pods of Holy Cross Hall. The number of rooms and/or pods of substance free are determined by the number of applications for this type of housing.

*Substance Free Living* applications are due to the Office of Residential Life and Education by **Friday, February 24, 2017 by 4 pm**. Applications will be assessed and you will be notified directly as to your acceptance and room placement.

**NOTE:** Substance Free Living occupants are required to sign a contract indicating their understanding and intent to abide by the rules/regulations for the area.

### 8. What if I want to live in a single room? Can I live by myself?

The Office of Residential Life and Education estimates about 60 singles in Holy Cross Hall, 26 singles in the LLC and an additional 30 singles scattered across campus in other residence halls will be available for student housing this year. Some singles will be occupied by students requiring medical accommodations and some are reserved for RA staffing. The Room Selection night for single rooms will be on **Thursday, March 30, 2017 at 6 pm**. Numbers will be called in order from the lowest to the highest until all singles are filled. After that, a singles wait list will be established in number order—male/female.

**NOTE:** The cost for living in a single room is higher than in a double room. If you are choosing this housing option, it may be appropriate for you to discuss first with family before signing into the space during room selection.

### 9. Where can I live if I need an Air Conditioning Unit?

Some students may need to use an AC unit for health reasons. Most of our buildings can support the use of an AC unit however, the following buildings do not: Joan of Arc, Raphael Hall, and Saint Mary Hall. If a student chooses to live in these areas he/she must understand an AC unit may not be used.



## Frequently Asked Questions Continued

**10. Can I live in an incentive triple or apartment?**

In the past, we have allowed to students to live in volunteer or incentive spaces to accommodate all of our students. This year, we will continue to not need any volunteer spaces or intentionally offer any incentive spaces. With the addition of the LLC, we will not need the additional space that a volunteer or incentive space previously created. Requests to voluntarily live with two other students in a double room or as a group of five in an apartment designed for four will be reviewed on a case by case basis.

**11. What if I cannot attend the Room Selection night that I'm assigned? What if I or one of my roommates cannot attend or is studying abroad?**

If you cannot attend Room Selection day/night, you will need to fill out a Housing Proxy Form IN ADVANCE to designate someone to select a space in your absence. This signed proxy form should be brought to the Residential Life and Education Office in Alumni Hall prior to the date of the appropriate room selection. Those who have completed the required Apartment or LLC Application are NOT required to have a proxy form. One individual can be a representative for an entire 3, 4, or 5 person apartment without a proxy form. Anyone studying abroad or participating in an out-of-area credit-bearing internship should have filled out a Housing Proxy Form before leaving campus. If not, he/she should do so prior to Room Selection.

**12. What if I would like special consideration for a particular room/apartment on campus or have a medical condition that would possibly require a living space accommodation?**

Students requesting special consideration or a medical accommodation should fill out the appropriate paperwork as outlined on page 5 of this packet. Medical and special accommodation requests that are approved (as well as those approved for Substance Free Housing) will be assigned spaces by the Office of Residential Life and Education BEFORE Room Selection. Housing assignment notifications will go out the week after applications are due.

Unless you contact the Office of Residential Life and Education by **4:00pm on Friday, March 17, 2017**, we will assume your assignment is complete and you will be assigned that room in our housing system. You will not be permitted to submit any more Room Selection applications or attend more Room Selection nights. If you choose to NOT accept the assignment and do contact us appropriately, you will need to continue to participate in the Lottery/Room Selection process and select a room.

**13. What if I will not be here in the Fall semester? I plan to study abroad. Can I hold a space in a room until Spring semester?**

No, you may not hold a space in a room while you are not residing there. Every attempt will be made to accommodate your room request when you return in the Spring semester. You should contact the Office of Residential Life and Education during the Fall semester to make arrangements for your return to housing.

**14. What if I think I will be transferring or not returning to campus housing?**

In order to reserve a space for the 2017-2018 academic year you must provide a deposit by the deadline. Deposits are non-refundable. If you are unsure of your plans for next fall, we recommend securing on-campus housing during the Lottery.

**15. What if I want to change my room after selection?**

We expect that the room you select during Housing Lottery will be the room you move into in August. Students interested in a room change may contact the Office of Residential Life and Education after the completion of the Room Selection process. Room changes may be accommodated on a space available basis prior to August opening.

# I've got questions. Where can I find answers?

All students interested in participating in the Housing Lottery and Room Selection process should read through this packet in its entirety.

You may also contact the Office of Residential Life and Education in Alumni Hall, e-mail: [residencelife@anselm.edu](mailto:residencelife@anselm.edu), or you may call 603.222.4006 to schedule an appointment.

Follow us on Twitter @AnselmianLife and on Facebook at Anselmian Life

***You can attend any of the following Information Sessions.  
These sessions will be an opportunity to ask clarification questions.***

Wednesday, January 25, 2017- LLC at 8pm  
Tuesday, February 7, 2017- Joan of Arc at 7pm  
Thursday, February 16, 2017- Dominic at 7pm  
Tuesday, March 14, 2017- LLC & Tours at 8pm



**Important  
DATE!**

## **Lottery Deposit and Room Due:**

**Friday, February 10, 2017** RLE Office-Alumni, 1<sup>st</sup> floor  
[www.anselm.afford.com/paynow?storeid=1146](http://www.anselm.afford.com/paynow?storeid=1146).

## **Room Selection Days/Times:**

### **Thursday, March 30<sup>th</sup>:**

Selection: Apartments of 3 and 5 at 3 pm  
Location: RLE Office  
Selection: Single Room at 6 pm  
Location: Sullivan Arena

### **Saturday, April 1<sup>st</sup>:**

Selection: Apartments of 4 at 9am  
Location: Sullivan Arena

### **Monday, April 3<sup>rd</sup>:**

Selection: Triples at 5 pm  
Selection: Quads at 6 pm  
Location: Sullivan Arena

### **Wednesday, April 5<sup>th</sup>:**

Selection: Double Rooms at 5 pm  
Location: Sullivan Arena

**Still looking for a roommate?  
Attend one of our Roommate Socials.**

**Wednesday, March 29, 2017- LLC**  
Classroom at 5:00pm

**Wednesday, April 5, 2017- Sullivan Arena**  
Conference Room at 4:00pm

## **Apartments (3, 4, 5)** **Applications Due:**

**Friday, March 17, 2017**  
**RLE Office-Alumni, 1<sup>st</sup> floor**  
**By 4:00pm**