



Housing Selection Information

2017-2018

Housing Options:

Traditional Doubles

Traditional doubles are located in Cassidy, Cunneen, Gingras and Carmel halls. As the name suggests, these rooms accommodate two students. Students who wish to live in a traditional double must fill out the appropriate housing application with their roommate (available in the Office of Residence Life) and drop it off at the Office of Residence Life no later than **Wednesday, April 12**. The housing selection day for traditional doubles is **Thursday, April 27**.

8-Person Suites and Pods

Suite and pod style living is located in Feeney and Currier halls. Each suite and pod in this category holds eight residents and will not be available for incoming freshmen students. Students who wish to live in an 8-person suite or pod must fill out the appropriate housing application (available in the Office of Residence Life) with all of their roommates. Applications that do not have eight names will be considered incomplete and will not be accepted. The application deadline for 8-person suites and pods is **Wednesday, April 12** and selection day is **Wednesday, April 26**. *Any remaining groups on selection day who were not able to obtain an 8-person suite or pod will break down into groups of two and choose a double size room on the next selection day.*

10-Person Pods

10-person pods are similar to the 8-person option above, except there is an extra bedroom in each pod and they are located only in Currier hall. Applications that don't have ten names will be considered incomplete and will not be accepted. The application deadline for a 10-person pod is **Wednesday, April 12** and selection day is on **Wednesday, April 26**. *Any remaining groups who were not able to obtain a 10-person pod will break down into groups of two and choose a double size room on the next selection day.*

Regular Triples

A limited number of regular triples are available in Carmel Hall. Regular triples are spacious rooms at the end of each floor in Carmel. There are four male regular triples and eight female regular triples on campus. Students who wish to live in a regular triple must fill out the appropriate housing application (available in the Office of Residence Life) with each of their roommates and return it to the Office of Residence Life no later than **Wednesday, April 12**. Housing selection day for regular triples is **Wednesday, April 26**.

Singles

A limited number of single rooms may be available on campus. The availability of single rooms depends on the number of students requesting to live on-campus. If space is available, single rooms will be limited to Gingras, Cunneen, and Cassidy Halls. Single rooms will be offered for a fee of \$1,650/semester beyond regular room and board charges. Saint Joseph's College guarantees housing for all interested students, therefore, the number of single rooms available varies from year to year. Because of this, students wishing to live in a single will have to wait until after housing selection to select a room. Students who wish to live in a single room must fill out the appropriate housing application (available in the Office of Residence Life) and return it no later than **Wednesday, April 12**. Students with the highest housing selection score have first choice. Students who are granted a single will be charged for both Fall and Spring Semesters and must complete a Single-Housing Contract. Students unable to receive a single room will receive a housing assignment and their roommate's information during the summer. The Office of Residence Life will work with the student through this process and will do their best to meet the student's preferences.

Medical Accommodations

Accommodations are available for students with disabilities and medical needs that substantially limit their ability to live in traditional Saint Joseph's College housing arrangements. Examples of accommodations Saint Joseph's may provide include (but are not limited to) modifying rooms or assigning first floor rooms to students with physical access needs; installing visual or vibrating fire alarms in residential rooms for students who are deaf or hard of hearing; or, assigning a room in close proximity to a restroom for a student with related medical needs.

On-campus housing is limited at Saint Joseph's College. For this reason, a single room is only granted to students for whom *no other accommodation is deemed reasonable, and only when available*. A medical condition alone does not qualify a student for a single room assignment. Examples of conditions that ordinarily do not warrant a single room assignment include: asthma, allergies, learning disorders/ADHD, insomnia and sleep problems, orthopedic problems, depression, anxiety.

The College will not charge any additional fees to a student who receives any approved housing related disability accommodation. They will be charged the regular room and board rate as set forth by the College, and not the rate of a single room rate mentioned above.

If you have housing accommodation needs due to a documented disability, complete the accommodations application located in the Health and Wellness Center. The application should be returned to the Health and Wellness Center (1st floor Carmel Hall); emailed to healthcenter@sjcme.com; or faxed to 207-893-7865. **In order for your accommodation request to be reviewed in time for the fall housing selection process, you must submit the application by Friday, April 14.**

Step #1: Housing Score

How are housing scores determined?

After paying the \$200 housing deposit (non-refundable) and signing a housing contract, each student receives a housing score. The score is based on three different criteria:

1. Class level (current Junior, current Sophomore, or current Freshman). Class level is determined by the Registrar's office based on the number of completed credits and your expected graduation year.
 - You receive a score based on your class level: Freshmen=1; Sophomores=2; Juniors=3
 - Seniors who will be returning for another year are also assigned a class level score of 3.
2. Grade Point Average (GPA).
 - Your total GPA as it stood at the end of the Fall 2016 semester *(transfer students who do not yet have a GPA from SJC will be issued a place-holder 2.75, only for the sake of the housing selection process)
3. Conduct standing score
 - You will receive a score based on your conduct affairs standing. A score of zero (or "blank" on your housing score card) indicates no infractions. Scores are based on the frequency and severity of infractions of the policies in the student handbook. Only infractions that received sanctions between the date range of March 1, 2016 and March 3, 2017 are taken into consideration.
 - Campus Life staff reserves the right to consider significant policy violations that take place before or after the above dates.

Housing scores are determined by a simple formula based on the criteria above. The formula is:

$$((\text{Class level} \times 3) + \text{GPA}) - \text{Conduct standing score} = \text{Housing Score}$$

Late housing deposits (received after Friday, March 8, 2017) will have a deduction of .25 points from the overall Housing Score.

Step #2: Decide Where You Want to Live

1. Choose your type of housing, i.e. Single, Double, Triple, 8-person suite or pod or 10 person pod
 - See the "Housing Options" page for further details.
2. Choose your roommate(s)

Step #3: Determine Your Housing Selection Number

Example: Jane & Jill would like to be roommates next year, Jane's housing score is 12.63 and Jill's housing score is 7.78. $12.63+7.78=20.41$. $20.41/2=10.21$. Jane and Jill's Housing Selection Number is 10.21.

- Add all roommates housing scores together
- Divide that total by the number of roommates you have
- This will be your **housing selection number**
- On housing selection day, the group with the highest housing selection number chooses their room first.

Step #4: Complete the application

- Pick up an application in the Office of Residence Life, and fill **ONE** application per pair or group
- Submit completed applications by **Wednesday, April 12 before 4:30 p.m.** to the Office of Campus Life
- *Students MUST have registered for fall classes before receiving a housing assignment for the fall.*

Step #5: Selection Day

On the selection day that corresponds to your housing choice, come to the Alford Center Gymnasium by 4:30pm. You and your roommate(s) should be present until your housing selection is made. Be prompt, or you may miss your selection. It is *best* if all roommates can attend selection day (to avoid confusion and miscommunication), but it is only *necessary* for one roommate to be present to make your selection.

If no roommate can be present, a "Proxy Form" must be filled out and presented by a designee in order to complete room selection. You may obtain a Proxy Form from the Office of Residence Life if you think you will need one. A proxy form is only necessary if ALL roommates cannot be present at selection day. If no proxy form is submitted and no roommates are present at selection, then the student forfeits the option to select their housing.

Important Dates:

Friday, March 31st –Housing scores are distributed to campus mailboxes.

Friday, March 31st - Housing applications will be available in the Office of Residence Life.

Wednesday, April 12th – Housing applications are due by 4:30pm in the Office of Residence Life.

Friday, April 14th – Medical accommodation requests due in the Health and Wellness Center

Wednesday, April 26th - Suite/Pod/triple Selection Day at 4:30pm in the Alford Center Gymnasium.

Thursday, April 27th - Doubles Selection Day at 4:30pm in the Alfond Center Gymnasium.

Other Information & FAQs:

***What if I didn't get a housing score?**

If you do not receive a housing score in your campus mailbox, and you think you should have, please call the Office of Campus Life (x6603) or email Mary Dubendris (mdubendris@sjcme.edu). The \$200 housing deposit (or completing the housing deposit deferment form) is required before students receive a housing score. **If you have paid a housing deposit and have decided not to live on campus in the fall, please contact the Campus Life office as soon as possible.**

***What if I can't be present during my housing selection day?**

We strongly advise each person who wishes to take part in housing selection to be present at the appropriate housing selection day so that there are no misunderstandings on the day rooms are selected. If you and your roommate(s) are not able to attend selection day, you must stop by the Office of Residence Life prior to the housing selection day to fill out a proxy form. By completing the proxy form, you are in effect giving your designee the authority to make your housing selection for you. **PLEASE DO NOT SKIP CLASS TO ATTEND HOUSING SELECTION.**

***Can I bring a bar into the Pods or Suites?**

Due to the nature of the items, drinking bars and other apparatus will not be permitted in the residence halls as they do not support the mission and values of the Office of Residence Life or Saint Joseph's College.

***I am a current Junior and I want to live with a current freshman, is this possible?**

Absolutely. Other than designated freshman housing (St. Joe's, O'Connor, & Standish) and designated RA rooms, all rooms and same-gender roommate groups are fair game on housing selection days.

***What if my roommate decides to live off campus (or transfer/withdraw) between room selection and move in day in the fall?**

Because of the limited number of rooms available on campus, the Office of Residence Life reserves the right to adjust residents' housing assignments to conserve space when extenuating circumstances happen. Care will be given to communicate with any student whose housing situation changes because of a change in their roommate's housing status.

***Are housing deposits refundable?**

Housing deposits are not refundable. Students that selected a housing deposit deferment will be responsible for paying the deposit if they choose to live off-campus.

***I've heard that only upperclassmen get suites, is that true?**

No, that's not true; however, the chance of getting a suite improves dramatically as you rise in class level (the higher your housing score, the better your chance at getting the housing you prefer). In addition to grade level, GPA and conduct status also factor into your housing score.

***What do I need to know about the "singles"?**

The specific number of rooms available for singles will be determined by the Office of Residence Life and will depend on overall bed availability to *accommodate* student housing demand on campus. Singles cost an additional \$1650 per semester. Students who are granted a single will be charged for both Fall and Spring Semesters. Singles will not be available in Currier, Feeney, or Carmel Hall. Any student who was unable to obtain a single because of the limited availability is invited to put his or her name on the singles waiting list in the Office of Residence Life. The Office of Residence Life will work with the student over the summer to assign them a room and roommate.

***Are medical accommodations available this year?**

Students with documented disabilities who would like to apply for a medical accommodation(s) must visit the Health and Wellness Center and fill out the appropriate application and provide all required documentation. All accommodated room assignments are reviewed annually, *so students with current accommodations must also renew their request*. The deadline for requests to be approved through the Health and Wellness Center before housing selection is April 14th. Applications submitted after April 14th (or anytime during the year) are still reviewed; however, students who submit complete applications received after April 14th *will not have the opportunity to choose their room for the fall in the April Housing Selection Process*. Rather, the Office of Residence Life will work with these students on a case-by-case basis to assign them appropriate housing.

***If I'm approved for a medical housing accommodation, do I have to pay additional fees?**

No. The College will not charge additional fees to a student who has an approved housing accommodation.

***What if I can't find a roommate?**

The Office of Residence Life will have a list for students who are having trouble finding a roommate. Any student who wants to add their name and contact information to the list will be permitted to have access to the other names on the list. See the Office of Residence Life for more details.

***8-person Pod vs. 8-person Suite...?**

When you fill out your housing application, you are indicating the number of people you are living with, not where you will be living - anyone who fills out an application for 8-person living, has the possibility on selection day to live in either an 8-person suite or pod. Anyone who fills out an application for a double has the opportunity to live in Carmel, Gingras, Cunneen, or Cassidy.

***What if there are too many groups who want suites and pods?**

Any remaining groups that weren't able to select a pod or a suite on Suite/Pod selection day should break down their group of eight or ten and visit the Office of Residence Life to complete a doubles application for doubles selection on the following day.

***I don't understand the "conduct standing score" that I received...can you explain how this score is determined?**

Generally speaking, anyone who is found responsible for violating the student code of conduct and has been issued sanctions will receive a score in points for each incident, depending on the severity of the incident. If you are interested in how your particular score was determined, please contact the Area Coordinator who is in charge of your building - they will be happy to assist you with your inquiry!

***I heard there is summer storage this year, what are the details?**

Details and availability of this program are still being finalized for this year. Keep your eyes on your campus mailbox for details!

***Other Questions?**

Please email an Area Coordinator in the Residence Life Office (jdisalvo@sjcme.edu, cnardini@sjcme.edu, or kbrague@sjcme.edu)