

To: All Current Residence Hall Students

From: Office of Housing and Residential Programs

Date: October 27, 2011

It is time to begin the housing selection process for the 2012-2013 academic year. The following information is very important for students who will be Juniors or Seniors during the next academic year (2012-2013). Current first-year students will receive more detailed housing information for the 2012-2013 academic year in January upon their return from semester break.

**All full-time undergraduate students with less than 60 hours attempted are required to live on campus. Students interested in living off-campus must have attempted at least 60 credits or have completed four (4) full semesters (does not include summer or pre-sessions) before they can move off campus, (see exception below).**

All students who will have earned 60 or more credits (junior or senior class standing) or who will have lived in a residence hall four semesters will be given the opportunity to secure on campus housing by making a **\$125 non-refundable deposit by 4:30 p.m. on December 2, 2011.** A student can pay on-line through MAX or at the Bursar's Office.

#### **Additional Information**

- All student who will have earned 60 or more credits **will have priority status** to sign up to live in Shenks Hall, Reighard Hall, Healthy Life Style or Brookwood Courts for 2012-2013. These properties are operated by Student Lodging, Inc. and are located adjacent to the University's campus.
- On **Tuesday, November 15, 2011** from 8:00 a.m. – 4:00 p.m., **3<sup>rd</sup> and 4<sup>th</sup> year students** (as of the fall 2012 semester) can begin reserving spaces in Shenks and Reighard Halls by paying a \$300 security deposit in the Banking Center of the Student Memorial Center.
- On **Wednesday, November 16, 2011** from 8:00 a.m. – 4:00 p.m., **any student** now living in university residence halls, including those living in the halls for their first year as MU students, will be able to reserve a space in Shenks or Reighard Halls. Students interested in doing so should proceed to the Banking Center of the Student Memorial Center to pay a \$300 security deposit. The 60 credit on campus requirement will only be waived for properties operated by Student Lodging, Inc. (Shenks Hall, Reighard Hall, Brookwood, Healthy Life Style apartments).
- Students should check their Marauder email account beginning **the week of November 14** for information regarding the sign up process for Brookwood and Healthy Life Style apartments.
- As a reminder, the Millersville University Housing Contract is for an entire year (fall 2012 and spring 2013).

#### **Exceptions to the 60 credit on campus policy**

- The 60 credit on campus requirement will only be waived for students who commute from their home of record, withdraw from the University, take a leave of absence or secure properties operated by Student Lodging, Inc. (Shenks Hall, Reighard Hall, Brookwood, Healthy Life Style apartments).

We are conducting this process as early as possible to give those students who do not get a space on campus the opportunity to find housing off-campus.

The Department of Housing and Residential Programs also provides a list of off-campus options for students who will be entering the 3<sup>rd</sup> and 4<sup>th</sup> years at Millersville. This packet may be obtained by coming to the Housing Office in Harbold Hall.

If you have any questions regarding this process, please do not hesitate to ask by calling the Department of Housing and Residential Programs at 872-3162.