

## **STEP-BY-STEP INSTRUCTIONS TO ON-CAMPUS ROOM SELECTION 2007/2008 Academic Year**

1. Students with less than 60 credits are required to live on-campus and must pay their non-refundable housing deposit of \$125.00 to the Bursar's Office in Dilworth Building by **12:00 Noon on Thursday, March 1, 2007**. You must submit the Deposit Form enclosed in the timeline booklet with your payment. The Bursar's Office will not accept payment without the form. **No exception will be made to this deadline. Deposits are not covered by financial aid, grants, etc. (this includes AIM/Partnership).**

2. You are guaranteed a room on campus if you pay your deposit by the March 1 deadline. You must go through the room draw (lottery) process. You cannot claim Squatters' Rights and there is not an "In-Hall" Room Selection Process.

3. Bring your MU ID with you when you go to choose your housing assignment.

4. You may only select a roommate/s who has paid their housing deposit on time. **You may not pull in a new admit or someone from off campus.**

5. Check the Lottery Process schedule and the Room Selection Process schedule to determine if you will be able to fit signing up for housing into your class/work schedule. If your class/work schedule prevents you from personally participating in the Lottery Process and/or the Room Selection Process, and you want to room with another returning student/s, you may do so by "proxy", i.e., provide another student with your ID and a written note expressing your housing choice.

If you do not have a roommate preference and cannot attend the Lottery Process or the Room Selection Process, you may provide another student with your ID and a written note expressing your housing choice.

Students sitting alone will be consolidated during the Room Selection Process.

6. Talk to your current roommate/s and find out what they plan to do. Now is the time to find a roommate before being consolidated with another student.

7. Students currently in Theme Area Housing are not guaranteed their current hall/room and must participate in the Lottery Process and Room Selection Process.

8. Vacant rooms may only be selected by students with roommates.

9. If you are interested in a single/single or a room with a private bathroom (Premium Rooms), you may pick up a Premium Room Contract at the Department of Housing and Residential Programs or download a contract from the Department website at <http://marauder.millersville.edu/~housing>.

Students currently in Premium Rooms must also submit a Premium Room Contracts (**this includes students in Premium Rooms with medical housing requirements**).

Premium Room Contracts must be submitted to the Department of Housing and Residential Programs in Harbold Hall by **4:30 p.m. on Friday, March 2, 2007**. No exceptions will be made to this deadline. Premium Rooms will be awarded via telephone on Friday, March 9, 2007.

If you are not awarded a Premium Room, you must go through the Lottery Process.

10. Once you select a space, no housing changes may be made until the **Open Room Change Period (Monday, April 23 - Wednesday, April 25)**. During these dates, you will have the opportunity to change your 2007/2008 housing assignment with the Housing Coordinator in the Department of Housing and Residential Programs from 9:00 a.m. until 4:00 p.m. **After Wednesday, April 25, no changes may be made until September 2007**. Consolidation will occur during this process.

11. If you fail to meet the housing deposit deadline but still want to be considered for housing, you must go to the Department of Housing and Residential Programs in Harbold Hall to have your name placed on a waiting list. Placing your name on the waiting list will not guarantee housing for the 2007/2008 academic year. If you choose not to go on the waiting list, you will not be eligible for housing.