

STRESS-FREE HOUSING SELECTION 2013-2014

1. Choose a group
2. Apply for a building
3. Pick your room!

LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

All students (except those residing with parents/guardians or seniors successful in the off-campus lottery process) are required to live in College residences and participate in the Housing Selection Process.

Le Moyne College Housing Policy

All students (except those residing with parents/guardians) are required to live in College residences and participate in the Housing Selection Process. Those who do not will be assigned to housing after the process is complete.

Rules and Guidelines

1. These guidelines apply to both residential and commuter students who will be living on campus. Housing numbers are based first on a student's cohort year (graduation year based on year of entry to Le Moyne College), and second on the number of credit hours accumulated by January 1, 2013. The higher the number, the better it is.

Non-transfer students who entered Le Moyne in:
August 2012 or January 2013 and earlier will have numbers 1-999
(1-500= 14 credits or fewer, 501-999=15 credits or more)

August 2011 or January 2012 will have numbers 5,000-5,999
(5,000-5,500= 44 credits or fewer, 5,501-5,999=45 credits or more)

August 2010 or January 2011 will have numbers 10,000-10,999
(10,000-10,500= 74 credits or fewer, 10,501-10,999=75 credits or more)

Transfer students:

Numbers will be within the ranges above, determined by cohort year based on anticipated graduation date at time of entry to Le Moyne

2. Students will receive their housing number via email (if the number is lost, you can contact Campus Life and Leadership for a reminder), and cannot be changed, exchanged, or altered in any way.
3. All housing must be selected by a complete group (including those selecting a single-occupancy room). In order to select living space, the group must have the appropriate number of people to fill the living space to its maximum capacity.
4. Once a living space has been selected, you will not be permitted to make any changes until after the second week of the Fall 2013 semester.
5. The group with the highest total number (all numbers in the group will be added together), will choose first.

Students with questions about Housing Selection are encouraged to review this packet and attend an information session. If you are unable to attend the information sessions you are welcome to talk directly with your Area/Residence Director or contact Ann Bersani in Campus Life and Leadership (x4520) or by email at formanak@lemoyne.edu. The new system for housing selection should not be stressful or confusing especially if you take the time to prepare yourself and have more than one plan!

Housing Selection Process

STEP ONE-Housing Selection Numbers

Each student eligible to participate in Housing Selection will receive an email with a number based first on their cohort year, and second by their completed credit hours prior to January 1st. Numbers are randomly assigned by a computer based on the criteria listed above. The total group number determines the order of selection; the highest number goes first.

STEP TWO-Group Application

One person from your group must fill out the online form on the Campus Life and Leadership website and list all members' names. After the group is submitted, all group members will receive an email confirming their membership. On the group application deadline date, groups will be notified via email if their group was accepted into their preferred housing based on their housing numbers. The accepted groups will receive an email inviting them to a housing selection meeting for that area so that they can choose the actual room/suite/apartment that they will be living in. Groups that are not accepted will be notified to re-group, and repeat the application process for the next desirable area of housing.

STEP THREE-Room/Suite/Apartment Selection

One person from each group must come to the selection meeting to select a room/suite/apartment. Additional group members can attend the meeting, but one representative will be allowed to make the selection. See schedule below for details.

Important Information

Housing Selection Manipulation

Any student involved in Housing Selection manipulation will be removed from the process (along with his/her group), and will be assigned rooms after the event is complete. Housing Selection manipulation includes, but is not limited to the following examples: submitting false information, misrepresentation (i.e., using someone else's name), selecting rooms with the knowledge that at least one of the group's members will not be returning to Le Moyne, entering Housing Selection with plans to study abroad in the fall semester, selecting rooms with the intention of moving.

No space will be held or guaranteed for a student who takes a leave of absence for any reason; this includes students who are completing internships or are studying abroad during the Fall 2012 semester and returning in the Spring 2013 semester. All students are responsible for informing their roommates and Campus Life and Leadership if they are planning on taking a leave of absence.

Need a group or roommate?

Students looking for groups/roommates may sign up on a list in the Office of Campus Life and Leadership. This list will be available to groups or individuals needing a roommate or needing to fill space. There will be multiple Meet & Greet sessions, and opportunities for students to re-group between the selection periods.

Students returning from a leave of absence

Students returning from a leave of absence are eligible to participate in Housing Selection. They must contact CLL by February 1st to indicate their intent of living on campus and participating in the housing selection process.

Commuter students moving onto campus

Commuter students who are moving onto campus and want to participate in Housing Selection must contact CLL by February 1st to indicate their intent of living on campus and participation in the housing selection process.

Class attendance

Housing Selection is not an excuse to miss class. If no members from your group are able to attend Room/suite/apartment selection, the Associate Director of Campus Life and Leadership will act on your behalf. If you do need the Associate Director to act as a proxy for your group (because no members are able to attend), you must email your specific preferences to AD CLL prior to the selection date for your group.

Housing Selection Schedule Information

The order in which students select their housing is based on the total of all group members' lottery numbers, therefore, groups with seniors will always be ahead of groups without seniors.

Selection Order	Groups applying for:	# in Group	Group application due date:	Apartment/Suite/Room Selection Date (for accepted groups):
1	Singles (Harrison)	1	Thursday February 14, 2013	Monday February 18, 2013
2	Townhouses	6, 7*	Tuesday February 19, 2013	Monday February 25, 2013
3	Le Moyne Heights Le Moyne View	4 3	Tuesday February 26, 2013	Thursday February 28, 2013
4	Le Moyne Heights Le Moyne View	2	Friday March 1, 2013	Tuesday March 12, 2013
5	Foery	6, 8	Thursday March 14, 2013	Wednesday March 20, 2013
6	Harrison/Mitchell/St. Mary's	2	Thursday March 21, 2013	Tuesday March 26, 2013

*Students who would like to electively triple the 'B' room in a Townhouse must talk with the Associate Director of Campus Life and Leadership prior to submitting the request.

Applications to live in the campus houses (for Juniors and Seniors) are available in CLL and must be handed in by Wednesday, February 6, 2013.

Waiting List

If students choose a room that is not their preferred housing choice, they may choose to be placed on a waiting list in the Office of Campus Life and Leadership. The Associate Director will maintain a waiting list throughout the summer and first two weeks of the following academic year to assist students in changing locations if the space becomes available.