



College of

Saint Benedict

Residential Life

CSB HOUSING SELECTION 2023-2024 FREQUENTLY ASKED QUESTIONS (FAQ) DOCUMENT

Welcome to the College of Saint Benedict Housing Selection 2023-2024 Frequently Asked Questions (FAQ) document! We hope that your questions will be answered in this document and this document is useful in your preparation for housing selection. If you have any questions that could not be answered in this document, please reach out to CSB Residential Life.

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On-Campus Housing Requirements

What is the Residency Requirement at CSB?

As a four-year residential liberal arts college, all students are required to live on campus. The process to seek exemption to live off campus has already taken place for 2023-2024. If you have not already received a release for the 2023-2024 academic year, you will participate in room selection and reside on campus. For more information about the four year residential experience, please visit the CSB Residential Life [website](#).

Who is eligible to participate in Room Selection?

Criteria to be eligible to select housing:

- Complete your Fall 2023 Housing Intent Form no later than March 1, 2023.
- Register for Fall 2023 classes at least 24 hours in advance of your selection time. You must be registered for Fall 2023 classes to participate in room selection.
- Confirm your living group and make sure you have a full group for fall to select housing at your best time. For example, you must have four people who will be here in the fall and who are registered for Fall 2023 in order to select a four-person apartment.

Only students who need housing on campus for Fall 2023 will participate in room selection. If needed, students who plan to study abroad will be provided instructions for room selection. Students who will be returning to campus for spring 2023 will be contacted later in the fall term regarding their preferences for housing in the spring of 2023.

Who does not need to participate in Room Selection?

Individuals who do not need to participate in room selection are:

- Students granted a qualified exemption who have returned their acceptance of exemption agreement
- Resident Assistants (RAs)
- Community Advisors (CAs) and their roommates

What are the important dates I should know for housing selection?

March 1 – Request for Housing Accommodations through Student Accessibility Services are due.

March 1 – Housing intent forms are due.

March 2 – Housing Selection Times posted on Portal.

March 15 – Intentional Living Community applications are due.

March 15 – Local Living Option eligibility is posted on the housing portal. Ineligibility letters are sent via email.

March 18 – Documentation for Student Accessibility Services are due.

April 11 – Local Living Option Selection for BEST Attendees 9AM to 12PM

April 11 – Local Living Option Selection for Eligible Seniors 1PM to 4PM

April 12 – Seniors Only Four Person Apartment Selection 9AM to 4PM

April 18 – General Junior/Senior Selection 9AM to 4PM

April 20 – Sophomore SUPER Single & Standard Single Selection 9PM to 4PM

April 22 – General Sophomore Double Room Selection 9AM to 4PM

Housing Accommodations through Student Accessibility Services (SAS)

What if I have a documented disability (or suspect I may have a disability) that requires a specific type of housing?

If this is the case, you must complete a [**Housing Accommodation Request Form and provider documentation no later than March 15.**](#) The request and supporting materials should clearly demonstrate how the medical need correlates to the requested accommodation through pre-assignment or assignment of special housing and demonstrate that it cannot be secured on your own through the regular Room Selection process. You will need documentation from a board certified medical/mental health professional as outlined on the Housing Accommodation Request Form.

I have a documented disability and have been approved by Student Accessibility Services (SAS) for housing accommodations. How does that work?

Based on recommendations from SAS, the Department of Residential Life will make you an offer for housing that meets your accommodation needs and is appropriate based on your housing classification.

How is my housing accommodation offer determined?

Prior to general housing selection, you will receive a Housing Accommodation Offer. Housing Accommodation Offers are based on the following criteria:

- Accommodation recommendation from SAS
- Available housing that meets recommendations from SAS and occupancy management needs
- Student's housing classification

Our priority is to meet your accommodation needs. **The housing accommodation offer you receive, may not always be your preferred housing option.**

Example 1: You have been approved for “kitchen access” but this does not mean you will be assigned to an apartment. You may be assigned to a space that is close to a kitchen.

Example 2: You are approved for a space with a bathroom. You may prefer a six-person suite, but you may be offered a double occupancy room with bath instead.

Example 3: You are a rising junior who wants to live with two rising senior roommates. Your offer will be based on housing that is appropriate for your accommodation needs and your housing classification and not for the two seniors in your living group.

If I have been approved through SAS for housing accommodations, what about my roommate(s)?

Once you accept your housing offer, you will be asked to provide roommate information to the Department of Residential Life before general housing selection. If you accept your housing offer, your roommates do not need to go through the general housing selection process.

What if I decline my Housing Accommodation Offer?

If you decline your housing offer, you and your roommates will need to go through the general housing selection process. It is important to note that if you decline your housing accommodation offer, there is no guarantee that you will receive housing that meets your accommodation needs. We encourage you to carefully consider your needs before declining your housing accommodation offer.

What if I have an Emotional Support Animal (ESA) or need air-conditioning?

If your only housing accommodation is an ESA or air-conditioning, you will go through the general room selection process. When going through general housing selection, make sure your roommate is aware of your space needs. For example, if you need to let an animal out or it is challenging climb stairs, it may be best to select a space on the first floor or ground level instead of higher floors.

If you have additional housing accommodations, you will receive a housing accommodation offer before the general selection process.

Students with ESAs will also receive an “Animal Addendum” form they will be required to complete prior to the start of the following semester.

Special Circumstances

What if I plan to study abroad for FALL 2023?

You will not need to go through housing selection. You will receive information before the end of this academic year regarding your preferences and requests for spring housing.

What if I am studying abroad in SPRING 2024?

You will go through room selection as usual for the 2023-2024 academic year. In the fall of 2023, *you will be asked to cancel your housing for spring 2024 semester no later than November 1st, 2023.* Email notices will be sent from the Residential Life Office regarding this information. You will also receive information from our office next fall regarding designating a proxy and room selection for the 2023-2024 academic year.

I want to live off-campus. What should I do?

Please refer to the “Local Living Process” section of the FAQ.

Housing Pre-Selection – Coming March 2nd

What is pre-selection?

There are spaces on campus that allow students be part of unique learning and living communities. Residential Life assigns residents to these spaces before opening the general selection process.

Living Learning Communities

What are living learning communities?

Living Learning Communities are for students who choose to live in a specific area, hall, or floor for a specific reason and purpose. There is an academic course a student will enroll for once they are accepted into the community. Specific RAs and CAs are assigned to support these communities throughout the year.

For 2023-2024, CSB will offer a Benedictine Values Living Learning Community. Go to the website to find out more information.

Students who are interested in living in this type of housing understand that the Department of Residential Life & Housing will assign them to their space and location for the following academic year.

How do I apply to be a member of the Benedictine Values Living Learning Community?

Students interested in the Benedictine Values Living Learning Community must complete an application process (BLLC Application: <https://www.csbsju.edu/forms/QCH2NGYCKW>). Applications are due Monday, February 14, 2023.

How are applicants for the Benedictine Values Living Learning Community selected?

Applications are reviewed by a committee and will be selected based on the quality of the application materials and the availability of the housing style.

Can I live in the community, but not take the INTG 103B: Benedictine Living & Learning Community course?

No. Students who apply and accept the invitation to participate in the community also agree to register for the course.

Intentional Living Communities

What are intentional living communities?

Intentional Living Communities are for students who choose to live together for a specific reason and purpose. Creating an intentional living community is a collaborative process focused on transformational change for ILC members and enhancing the residential experience at CSB through service. Intentional Living Communities re-apply each year they would like to be active.

Examples may include, but are not limited to the following:

- *Environmental* - Students for Sustainability, Renewable Energy, etc.
- *Language* - Spanish Speaking Community, Study of Welsh Language Community, etc.
- *Academic* - Literary Community, Study Abroad Alumnae, etc.

- *Social Justice/Service* - Women in Politics, Students Against Domestic Violence, Students in Military Service, etc.
- *Identity Groups* - Q+, Indigenous Women, Students for Accessibility, etc.
- *Interests* - Breast Cancer Awareness, Crafting, Bad Movie Lovers, etc.

What are the requirements for intentional living communities?

ILC members are expected to meet with a Residential Life Staff member twice per semester as a group to discuss what they have learned as an intentional community. Additionally, ILCs are expected to engage in two campus outreach efforts each semester.

What are some examples of campus outreach efforts?

ILCs are created for a wide variety of reasons, and we recognize outreach efforts will not be the same. Examples may include, but are not limited to the following:

- Writing and getting published an opinion piece for the record.
- Hosting an open house for your community members outside of your ILC.
- Partnering with a student organization to sponsor speakers coming to campus.
- Leading a book club
- Sending members to a conference and submitting a plan to Residential Life about how you plan to share this knowledge with the community.
- Hosting a program for your residential community (a movie night, crafting activity, etc.)
- Regularly updating a bulletin board in your residential community.
- Decide to mentor a first-year floor.
- Create care packages for students outside of your ILC.
- Volunteer to host students during break periods for meals, take them shopping, etc.

To support campus outreach efforts, ILCs will have access to \$300 year through the Residential Life programming funds.

Is there a minimum/maximum of members we need to apply for an ILC?

Yes. The minimum number of members for an ILC is eight. The maximum number is 12.

How does my group apply to create an intentional living community?

Below are the steps to apply for an intentional living community:

- Complete the intentional living community form: <https://www.csbsju.edu/forms/1LCP1XRTFT> by March 15, 2023.
- Present your intentional living community to the review panel the week of March 20 -24. **All ILC members are asked to participate in this presentation.**

What needs to be included in the ILC presentation?

Review panelists will be looking for an overview of the community and campus outreach efforts, dates and times for the two semesterly check-ins with Residential Life, dates and times when campus

outreach efforts will be completed, signed letters of intent, and a finalized roster of the community with roommate pairings.

How are intentional living communities selected?

Application materials and presentations are reviewed by a Review Panel comprised of Residential Life and Student Development Staff. ILCs will be selected based on the quality of the application materials, alignment with departmental and intuitional learning goals, and overall feasibility of the intentional living community.

If our ILC is selected, where will we live?

ILCs will be assigned housing based on ILC application materials, presentation, feasibility, housing classification, and roommate pairings. If there is a mix of housing classifications within the group, the group will be assigned to a space where all ILC members are eligible to live.

Example 1: rising Sophomores, rising juniors, and rising seniors apply for an ILC. They will be assigned to a space in Lottie, Margretta, or Brian. This is because sophomores are not eligible to live in apartments.

Example 2: rising Junior, rising senior, or mixed junior/senior group apply for an ILC. They may be assigned to a shared bedroom apartment or private bedroom apartment.

What if I want to be part of the ILC, but don't want to live where the ILC is assigned?

The ILC program is intended to be a transformational experience for students and requires additional commitments to serve the CSB residential community. It is important for students to consider what they are looking for out of the upcoming year's residential experience before developing/joining/applying to be part of an ILC. If the housing type/location is a very important factor of your residential experience, we encourage you to consider participating in the housing selection process.

Selection Times & Housing Classifications

What is a housing classification?

Housing classification is what Residential Life uses to note how many semesters students have lived on campus. Classifications are not based on credits earned.

Number of Semesters on Campus:	Housing Classifications:
Rising Sophomores - 1 or 2 semesters on campus	CSB – Returning – Not Apartment Eligible
Rising Junior - 3 or 4 semesters on campus	CSB – Returning – Apartment Eligible
Rising Senior - 5 or 6 semesters on campus	CSB – Returning - Seniors Only Selection
Rising SR+ - 7 or more semesters on campus	CSB – Returning – 5+ Senior

What should I do if my housing classification is listed as “New Transfer?”

Contact CSB Residential Life. Residential Life will work with you to place you in a “returning” classification status before housing selection. CSB Residential Life may request a copy of unofficial transcripts to assist with the classification process.

How are selection times determined?

Room selection times are based on your housing classification. Within each classification, individuals are assigned random selection times using a random generator in our housing software program.

Senior Only Selection Process

What is the Senior Only Selection Process for campus apartments?

Living groups where all members are part of the rising senior housing classification will be able to select housing in advance of “General Junior/Senior” room selection. This allows the seniors, those who have been at CSB longest to have access to their first preferences for housing in their last year at CSB.

What if only part of my living group are seniors and the rest are juniors?

All other combinations of seniors and junior in living groups will participate in General Junior and Senior Room Selection.

Local Living Process

What is the Local Living Process?

Rising Seniors who are interested in living in an apartment off campus (St. Joseph or surrounding area) can participate in a process called “Local Living.”

Who is eligible to participate in the Local Living Process?

In addition to meeting housing selection criteria, **students must meet the following to be eligible to participate in the local living process:**

- Have the “Returning – Seniors Only Selection” classification
- Have a 2.5 cumulative GPA or higher
- Be in good standing with the institution (not currently disciplinary and/or academic probation, and/or no significant conduct history)

Residential Life & Housing will review all rising seniors’ eligibility to participate in the process.

How will I know my eligibility/ineligibility status?

On March 15, 2023, rising seniors will be able to check the housing portal to see their eligible/ineligible status for the local living process. In addition, those who are ineligible will receive a letter in their CSBSJU email stating the reason(s) why they are ineligible.

Can my eligibility change?

In the event you are placed on academic and/or disciplinary probation, your eligibility will be rescinded. If this occurs before housing selection, you will be required to live on-campus and participate in the on-campus housing selection process. In the event you do not meet the eligibility requirements after housing selection, you may be assigned to on-campus housing, which may include a meal plan.

Is there an application process for the Local Living Process?

No.

How many group members need to attend the BEST Curriculum training to receive the incentive for the Local Living Process?

We encourage all members of your group to attend BEST training as a way to help our community minimize the risks of violence in our community. To receive the incentive, only one member in your group needs to attend.

I attended the BEST Curriculum training; where can I confirm you received my attendance?

Your attendance will be visible to you on the housing portal.

I attended the BEST Curriculum training; how do I participate in the Local Living Process?

Eligible Rising seniors will participate in the local living housing selection process that will take place on April 11, 2023 through the housing portal. This process will be similar to selecting on-campus housing, except you will select “local living” as your living group’s housing assignment for the upcoming academic year. Those who attended the BEST training will be assigned an earlier timeslot for the Local Living Process between 9AM and 12PM on April 11th. During that time, you will select “local living” as your living group’s housing assignment for the upcoming academic year.

I did not attend the BEST Curriculum training; how do I participate in the Local Living Process?

Eligible Rising seniors will participate in the local living housing selection process that will take place on April 11, 2023 through the housing portal. Those who did not attend BEST training will be assigned a timeslot that begins 1PM and 4PM on April 11th. This timeslot will start after all students who did attend have an opportunity to select. If any remaining local living spots are available, you will select “local living” as your living group’s housing assignment for the upcoming academic year.

If I participate in the Local Living Process, am I guaranteed to be released to live locally?

No. At each institution, there is a limited number of rising seniors who will be able to select “local living” as their housing assignment for the upcoming year. Rising seniors should explore which on-campus housing options will fit their lifestyle for the upcoming year.

Will living locally impact my financial aid package?

Maybe. If you select “local living” as your housing assignment for next year it might result in a reduction to your financial aid. **Check with the financial aid office prior to participating in the local living process.**

If I can select local living as my housing assignment, is there anything else I need to do?

Once you have selected “local living” as your housing assignment, you can tour apartments, sign leases, etc. Residential Life & Housing will send an email asking you to provide your address. If you choose a local living housing assignment, you are obligated to share your address with the institution. This information will be used to update records and communicate with you if there is information you need to know.

What if my group doesn't find a place to rent? What are our options?

We will work with you to identify a housing option. However, it may not be your preferred housing style/building as availability may be limited. Options may include residence halls.

I was not able to select local living during my selection time. What are my options?

If you were not able to select local living during selection time, you can place your name on the local living waiting list. Please see the "Wait List" section for more information.

Local Living Roommates

How many people can be in my living group for the Local Living Process?

Living groups of four will be able to select a local living housing assignment.

If I am by myself or am in a group of two, can I select "local living" as my housing option?

No. As with all housing selection options, groups must be "full for fall." This means living groups need to have the exact number of members for the space to participate. Please see "[How many people can be in my living group for the local living process?](#)" for more information.

What if I am rising 5th year senior who wants to live locally? Do I need to participate in the local living process?

No. The local living process is designed specifically for residents with the "Returning – Seniors Only Selection" classification. If you will be a 5th year student, specifically a student who will be over the age of 23 on the first day of the fall 2023 semester or who have attended 8 or more semesters as a full time college student following high school graduation, please complete the qualified housing exemption request process: <https://www.csbsju.edu/forms/YMCX6QHTZW>

Roommate & Single Room Questions

What if the person that I want to live with next year is transferring here from another school?

You may select them as a roommate, but to do this you and the transfer student must contact the Residential Life Office (in writing – email is fine) **no less than 1 week (7 days) in advance of your selection time** and tell them that you will be living together. The incoming transfer/readmitting student also must be enrolled for Fall 2023 prior to selection (not just admitted) for you to hold a space for her in campus housing. Your transfer student roommate will not receive a housing classification in the process, but you will be able to bring them in as a roommate provided you have contacted us a week prior to your selection time and she is enrolled. Call our office or stop by to visit if you have any questions.

What if rising juniors/seniors want to live with a rising sophomore?

Rising juniors and seniors will have priority for the apartments. Upper class students who want to have a rising sophomore (right now a current first year student) in their living group will be unable to select an apartment during the general selection process.

You will still be able to select the most desirable option available to you in Lottie/Margretta/Brian at your best selection time.

How can my group select a suite?

There are limited suites available in Lottie and will be part of the pre-selection process. Pre-selection information is available in this FAQ.

What if I don't have a roommate?

- Attend a "Roommate Mixer" Event!
- Use the "Find a Roommate" function in the Housing Portal.
- Try a Super Single! Super Singles are double rooms in the upper-class residence halls (Lottie, Margretta, Brian) that have been converted to single rooms. Please be aware the cost for a super single is higher than a traditional single room.
- Let us know! Talk to your RA, RD, or stop by the central Residential Life & Housing Office in the lower level of the Academic Services Building so that we know who you are and can do our best to connect you with those who are also looking for a roommate.

We will do our best to help you and connect you with others as we are able, but you also need to be an active participant!

What if I don't have a roommate, but I want a double room?

You must have a full group for fall to select. This means you will need to pick a roommate or choose a single room. See more information "What if I don't have a roommate?" and "What if I want to live in a single residential hall room or SUPER single room?" to help you decide what option will be best for you.

What if I want to live in a single residential hall room or SUPER single room?

If you are a RISING JUNIOR OR RISING SENIOR: you can select a single room during the General Junior/Senior Room Selection Process.

If you are a RISING SOPHOMORE: Single Room Selection is just like room selection in that it is based on the housing classification you will receive for room selection. If you are not able to select a single room, then you will need to look for a roommate and select housing in the sophomore Double Room Selection process. Try to have another living plan in mind so you can adapt if you aren't able to select a single.

What happens if I am not able to pick a Single Room?

There will be a single room waiting list available for those not able to select a single in the Single Room Selection Process. However, there is no guarantee that additional singles will become available.

If you don't obtain housing in the Single Room Selection Process you will be able to participate in the Double Room Selection process, however you will need to identify a roommate for a double room to pick at your best time.

Meal Plan Questions

Do I have to be on a meal plan?

Students who live in Lottie, Margretta, and Brian are required to be on a continuous meal plan. Students who reside in apartments with a kitchen are not required to be on a meal plan. You may still choose to have a meal plan if you live in an apartment.

Where do I go to find out more about meal plan options?

Contact Culinary Services or visit <https://www.csbsju.edu/csb-culinary-services/campus-meal-plans> for more information about meal plans.

Housing Selection Preparation

What if I did not complete my housing intent form before the March 1st deadline?

If you did not complete your housing intent form, **you not receive your housing selection time.**

What if I am not registered for fall at least 24 hours in advance of my group's selection time?

You won't be eligible for to participate in the selection process and your roommates can't include you successfully in their living group.

Living groups must be full for fall – they must have enough eligible living group members to fill as space. If they are not a full group (if they are short roommates or if member(s) of the group are ineligible) they cannot pick housing during their selection time.

We urge you to communicate with your planned living group if you are not able to register prior to room selection and plan as needed for housing for the coming year.

Why should my group have more than one plan for housing?

The reality of room selection is that not everyone will be able to get their first choice of housing. It is important to have several different choices ready for rooms in the event you are not able to pick your first choice.

Not all seniors will live in apartments with private bedrooms (Luetmer/Centennial Commons)	Some seniors will live in Old East or West Apartments.
For 2023-2024, it is very likely we will be able to house all juniors in apartments.	Please still come prepared with Lottie, Margretta, and Brian housing options. If juniors need to select residence hall options, we will work with these students throughout the summer on their placement.
Not all sophomores who want one will be able to select a suite or a single room.	Most sophomores live in double rooms.

If you are a **rising senior** wishing to select an apartment with private bedrooms:

- Centennial Commons offers 116 beds (all are 4 bedroom units)
- Luetmer Apartments offers 136 (mostly 4 bedroom, and some 2 person units)

These (and all campus apartments) will be available as part of Senior Only Selection. **Not every senior living on campus will be able to select Centennial Commons or Luetmer.** It is wise to discuss alternative choices with your living group. ***Discuss what your plan would be if Centennial Commons and Luetmer are no longer available at the time you select housing: be ready to choose housing in McDonald, Wirth, or Zierden (also part of the East Apartments) or in the West Apartments if you would prefer.***

If you are a **rising junior**:

- Be aware that housing in Centennial Commons and Luetmer will almost certainly be full.
- Your living group should make plans to select housing in McDonald, Wirth, or Zierden (on the East Side of Campus near the HCC) and/or in the West Apartments.
- Make plans for a living group of 4 as 2-person apartment will likely be selected by seniors.
- While most juniors will live in apartments, there is not requirement nor is there any guarantee that all juniors live in apartments. ***Consider that it is possible, and even likely, that apartments will fill prior to your selection time and you may be selecting housing in Lottie, Margretta or Brian.***
 - Would you want to be in a suite? Would you want to select a double with a private bathroom or one of the large corner rooms in Margretta?

If you are a **rising sophomore**:

- If you are hoping to select a suite, you will want to consider where you would want to select double rooms and who your roommate will be in the event that you do not get a suite (remember all suites are part of the suite selection process for sophomores).
- There are only 51 beds in suites and approximately 500 rising sophomore students, ***not everyone will be able to select a suite.***
- ***If you plan to select a suit, remember that each living group member must attend a Room Selection 101 workshop to be eligible for suites!***
- ***Not every rising sophomore will be able to select a suite. There are fewer suites than rising sophomores so even if you prefer a suite, you and your roommates should have plans for selecting a double room or single room just in case.***

What happens if our group doesn't have the exact amount of people for the housing option we want?

YOU MUST HAVE THE EXACT NUMBER IN YOUR GROUP FOR FALL SEMESTER IN ORDER TO SELECT HOUSING. If you are not a full group (if you are short roommates, have too many roommates, or if member(s) of the group are ineligible), your group will not be able to select housing you want in the online process.

You will still want to select some type of housing in Lottie/Margretta/Brian however as there are no guarantees your group will be able to move off the waiting list and into an apartment. We will work with groups on the waiting list as space allows.

You will have to **be flexible** about your plans. You cannot select certain types of housing, like apartments/suites, if you are not a full group. And remember, even if you are a full group you always need to have a plan A, B and C in mind when preparing for selection (*see previous section “Why should I have more than one choice for housing”*).

If you have your heart set on a suite/apartment but are short roommates or if you are looking for a living group, you may use the Find a Roommate function in the Housing Portal.

What happens if I am unable to log in at my designated time?

If you are not able to get to a computer at your selection time, assign a proxy. See “**Error! Reference source not found.**” for more information. If you are having difficulty logging in or getting timed out, try a different computer or browser. If you are still having trouble, contact CSB Residential Life & Housing to get help.

Proxy – Coming March 15th

What is a Proxy?

Residential Life is implementing new housing software! We are working on the proxy process and will provide updated information on March 15th.

Wait List – Coming March 15th

What is a wait list?

Residential Life is implementing new housing software! We are working on the waiting list process and will provide updated information on March 15th.

I Still Have Questions!

I still have questions.

Contact us at 320-363-5580 or housinginfo@csbsju.edu.