

ROOM SELECTION: A STUDENT GUIDE

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If you have questions regarding room selection, please contact the Assistant Director of Housing at (320) 363-5312 or via email at sjuhousing@csbsju.edu

I. DATES TO REMEMBER

<u>Date</u>	<u>Event</u>	<u>Location</u>
2/28/2021	Special Accommodation Requests due Link to Accommodation Request: https://www.csbsju.edu/forms/FEF378X600	Forms Manager
4/29/2021	Form Groups/Select Roommates Link will be live from 4/5/2021 through 5/7/2021	Housing Portal – online
4/26/2021	Day 1: SENIOR ONLY Selection I – 8am-4pm Selection time will be afforded to all students in cohorts A1, A2, B1, & B2 Only groups or roommate pairs that are rising seniors will be able to select housing	Housing Portal – online
4/27/2021	Day 2: SENIOR ONLY Selection II – 8am-4pm Selection time will be afforded to all students in cohorts A1, A2, B1, & B2 Only groups or roommate pairs that are rising seniors will be able to select housing	Housing Portal – online
4/28/2021	Day 3: General JR/SR Selection I – 8am-4pm Access times will be provided to room selection numbers 1 – 1000	Housing Portal – online
4/29/2021	Day 4: General JR/SR Selection II – 8am-4pm Access times will be provided to room selection numbers 1001 – 1400	Housing Portal – online
4/30/2021	Day 5: General JR/SR Selection III – 8am-4pm Access times will be provided to room selection numbers 1401 – 1800 No Rising Sophomores (D Cohorts) will be allowed to select housing	Housing Portal – online
5/3/2021	Day 6: General JR/SR Selection IV – 8am-4pm Access times will be provided to room selection numbers 1801 – 2200 No Rising Sophomores (D Cohorts) or groups containing Rising Sophomores will be allowed to select housing	Housing Portal – online
5/4/2021	Day 7: General JR/SR Selection V – 8am-4pm Selection times will be afforded to all students except those in Cohorts D*, D*2, D1 & D2 Groups with Cohorts D*, D*2, D1, & D2 will be allowed to select housing. Groups with Cohorts D1 and D2 will not be allowed to select an apartment.	Housing Portal – online
5/5/2021	Day 8: General Sophomore Selection I – 8am-4pm Selection times will be given to room selection numbers: 2201-2470	Housing Portal – online
5/6/2021	Day 9: General Sophomore Selection II – 8am-4pm Selection times will be given to room selection numbers: 2471-2730	Housing Portal – online
5/7/2021	Day 10: General Sophomore Selection III – 8am-4pm Selection times will be given to room selection numbers: 2731-3000	Housing Portal – online

ROOM SELECTION DATES CALENDAR VIEW

Room Selection April 26 – May 7				
Monday	Tuesday	Wednesday	Thursday	Friday
April 26	April 27	April 28	April 29	April 30
SENIOR ONLY SELECTION I 8AM-4PM	SENIOR ONLY SELECTION II 8AM-4PM	GENERAL JR/SR SELECTION I 8AM-4PM	GENERAL JR/SR SELECTION II 8AM-4PM	GENERAL JR/SR SELECTION III 8AM-4PM
May 3	May 4	May 5	May 6	May 7
GENERAL JR/SR SELECTION IV 8AM-4PM	GENERAL JR/ SR SELECTION V 8AM-4PM	GENERAL SOPHOMORE SELECTION I 8AM-4PM	GENERAL SOPHOMORE SELECTION II 8AM-4PM	GENERAL SOPHOMORE SELECTION III 8AM-4PM

ROOM SELECTION SCHEDULE AND TIMELINE

Room Selection will occur across 10 days between the hours of 8am and 4pm with access times being granted between 8am to 4pm.

WHY SPREAD ROOM SELECTION OUT?

Spreading out room selection across 10 days allows us to reduce the stress associated with a condensed schedule as well as allows our staff to troubleshoot challenges that may arise through the process. This change was implemented last year and the feedback we received with the change was positive.

WHAT DO STUDENTS NEED TO KNOW?

Students will have to take responsibility related to getting their roommates confirmed, creating the correct sized groups, completing the 2021-2022 Campus Housing Agreement, completing the Fall Housing Intent Form, and arranging the correct mix of cohorts within their roommate groups to successfully select housing. This will require students to communicate honestly and openly with each other. It is the student's responsibility to be informed and learn the process much like course selection. While students will be able to select from a larger inventory of units at the beginning of the process, they will need to take the responsibility by managing group formation to meet the different unit/apartment sizes later in the process.

Annually we have a number of students who enter into groups with no intention of living together for the following academic year. Students have fraudulently referred to this as giving their pick away or selling their room selection number. When this occurs, other well-intended students who enter the process under good faith, are disenfranchised from selecting into an apartment or their ideal community. This behavior will not be approved and **students who enter into the process in bad faith by forming fraudulent groups and select a housing assignment in bad faith may forfeit their apartment or room selection for the following academic year and be re-assigned to different housing.**

II. ROOM SELECTION: THE BASICS

WHO IS ELIGIBLE TO PARTICIPATE?

Any student (currently enrolled at Saint John's, abroad in a consortium program, participating in an academic program or internship at another institution, or on a leave of absence), who is registered for fall semester classes and intends to live on-campus during the fall semester, is eligible to participate in room selection, as long as, he has completed the necessary room selection registration form.

Returning students **are required to be registered for Fall courses** in order to participate in the on-campus room selection process. All students who wish to select on campus housing must be registered at least 24 hours in advance of the date on which the Room Selection Process they will participate in takes place.

The reason for this change is due to an increasing number of students who participate in room selection but delay registering for classes due to academic holds, financial holds and other reasons. These delays create difficulties for the institution in terms of planning for enrollment and retention. In addition, new federal guidelines require CSB/SJU to report students who are not registered in a timely fashion, thereby eliminating the opportunity for leniency that we have given students in the past. We must comply with the federal laws or risk losing financial aid funding for students.

Our goal is to work with all students to ensure housing selection goes smoothly for you and your roommates and to eliminate the problems that occur when students are not registered for classes. It is the student's responsibility to inform his roommates if there may be potential challenges with their registration. It is also the student's responsibility to proactively work with Student Accounts and Housing to address account holds and help make selection go smoothly.

COMPLETE YOUR 2021-2022 CAMPUS HOUSING AGREEMENT

All St. John's students who plan to participate in Room Selection will need to complete the 2021-2022 Campus Housing Agreement. The Campus Housing Agreement outlines your relationship to our institution as both a student and a resident. Students are expected to know and understand the Campus Housing Agreement. The software will not allow you or your Mutually Requested Roommates to select a space if the Campus Housing Agreement is not completed. This means that if just one Mutually Requested Roommate has not completed their Campus Housing Agreement, the group may lose out on selecting the unit they intended.

FALL HOUSING INTENT / ROOM SELECTION REGISTRATION FORM

The Fall Housing Intent Form is the way we will collect information about those who plan to live on campus and participate in the Room Selection process. All students must complete Fall Housing Intent Form. (Those who are studying abroad, living off campus, or graduating will simply indicate such on the survey and will not be issued a selection time). Students need to complete the form at least 24 hours prior to room selection.

WHAT IF I DON'T COMPLETE MY INTENT FORM ON TIME?

If you complete the form late, then your housing selection and your intended roommate (s) may not be able to get the housing your desire.

SPECIAL ACCOMMODATION SPACES

What if I have a special medical condition or other special need that needs a specific type of housing? If this is the case you must complete a housing accommodation request form, <https://www.csbsju.edu/forms/FEF378X600>, for Student Accessibility Services no later than February 28, 2021 explaining your need, what your housing will require, and explaining how that housing is required by the condition. You will also need a letter of support from a physician that clearly supports your need for the specific housing assignment.

If you currently have a special accommodation space and would like to be considered for one next year, you **need to reapply**. If you currently do not have one, but would like to be considered for one next year, you also need to apply. Applications are due **no later than February 28, 2021** for consideration. Provider materials are due by March 9, 2021. Neglecting to meet these deadlines limits one's ability to receive an accommodation. It is your responsibility plan accordingly to meet these deadlines. **Do not wait until the last minute and be certain you fully understand the process. There are no guarantees that you will be eligible for an accommodation.**

III. LIVING OPTIONS

HOW DO I KNOW WHAT SPACE IS AVAILABLE?

Available spaces will be made available through the student housing portal no later than April 8, 2021. This online function updates in real-time, so you will be able to have plans in place to consider all the options.

WHY SHOULD I HAVE A BACKUP CHOICE 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 a number of different choices ready for rooms in the event you are not able to pick your first choice.

For example, if you are a rising sophomore, and you are looking at suites, you may want to consider how you will break up a 3-person group, and where you would want to select double rooms in the event you do not get a suite.

WHAT IF THE PERSON THAT I WANT TO LIVE WITH NEXT YEAR IS TRANSFERRING HERE FROM ANOTHER SCHOOL?

You may select him as a roommate, but to do this you must contact Residential Life and Housing - <https://www.csbsju.edu/forms/2M65IUYTBW.aspx> – by April 20, 2021, and let us know of the name of the transfer student that you would prefer living with next year. The incoming transfer student must have applied for admission to be included in the Room Selection process. This transfer student must be accepted to Saint John's and pay his enrollment deposit by July 1 to hold his space in housing; otherwise, another student will be assigned to that room.

IV. PROXY

WHAT IS A PROXY?

If a student is unable to log in and participate in online room selection, he **MUST** utilize a proxy. A proxy can be any current student (e.g. your anticipated roommate). You can do this by filling out a proxy form. The proxy form is available online in the Student Housing Portal

<https://housing.csbsju.edu/webpatron/Login.asp?TargetPage=Default.asp>

If you utilize a proxy, be certain the person you ask to be a proxy fully understands your preferences.

[Proxy Instructional Video](#)

V. STUDY ABROAD

WHAT IF I AM PLANNING TO STUDY ABROAD NEXT YEAR?

Fall 2021: To troubleshoot potential study abroad cancellations due to Covid-19, we expect all Fall 2021 study abroad participants to participate in the room selection process. This will allow, those students to secure housing and avoid the stress of finding housing in-case of a cancellation.

Once Residential Life and Housing receives confirmation from the Center for Global Education that the student abroad experience is confirmed, Residential Life and Housing will change the student's housing assignment and meal plan to Study Abroad. Students returning from study abroad will be assigned housing and should expect their housing assignment to be made in January prior to classes beginning.

The exception would be a student who is willing to create a "room swap". For example, if you are planning to study abroad in the fall and know someone who is going abroad in the spring, you may want to 'pair up' with that person and select a space.

NOTE: If two students set up a room swap and then the fall semester resident does not go abroad, the spring semester student will need to find a new assignment.

Spring 2022: Any student studying abroad for the Spring 2022 semester is eligible to participate in Room Selection. These students may wish to develop a "room swap" arrangement with someone studying abroad for Fall 2021.

VI. COHORTS, SELECTION NUMBERS, & SELECTION TIMES

HOW ARE ROOM SELECTION NUMBERS AND COHORTS ASSIGNED?

Cohorts are assigned by number of college semester completed post high school graduation and NOT by the number of credits completed with an enhanced * designation for students who are older than the traditional aged college student. Please see the table below to see how we assign Cohorts and Room Selection Numbers to students.

HOW ARE ROOM SELECTION TIMES DETERMINED?

Room Selection numbers will be assigned to students within their respective cohort groups. We then assign times in ascending order of the room selection numbers.

Your cohort group is the group of students who began college in the same year. For example, the rising senior cohort group will be comprised of all students who began college in the fall of 2018, the rising junior cohort group will be comprised of all students who began college for the

first time in the fall of 2019 and the rising sophomore group will be comprised of the students who began college for the first time in fall 2020.

Cohort Code	Description of Cohort	Possible #'s	Possible Room Selection Participation Days
A1, A2	Seniors with more than 6 semesters of college post high school graduation	1 – 700	4/26, 4/27, 4/28, 4/29, 4/30, 5/3, & 5/4
B1, B2	Seniors with 5 – 6 semesters of college post high school graduation	701 – 1400	4/26, 4/27, 4/28, 4/29, 4/30, 5/3, & 5/4
C*, C*2	Juniors with 3 – 4 semesters in college post high school graduation, non-traditional aged	1401 – 1500	4/28, 4/29, 4/30, 5/3, & 5/4
C1, C2	Juniors with 3 or 4 semesters in college post high school graduation	1501 – 2200	4/28, 4/29, 4/30, 5/3, & 5/4
D*, D*2	Sophomores with 1 or 2 semesters in college post high school graduation, non-traditional aged	2201 – 2300	5/4 (Pulled into Group ONLY), 5/5, 5/6, & 5/7
D1, D2	Sophomores with 1 or 2 semesters in college post high school graduation	2301 – 3000	5/5, 5/6, & 5/7
A cohort designation of "2" (i.e. A2, B2, C2, D2, D*2) in indicates that you are still part of the letter cohort, BUT you submitted your forms after the deadline for this form.			
Semesters of college for cohort assignment are semesters of college after high school graduation.			

RANGE OF TIMES:

All access times will range between 8am- 4pm.

Times are issued to all students participating in room selection in order of room selection number. Not all time slots will be utilized by students because when roommate pairs or groups are formed, the roommates use the best selection time among all of the groups' members.

SELECTION VS. PARTICIPATION:

Students are assigned access times in order of room selection number. The access times are assigned over the course of multiple days. This means that some students will gain access to select housing on one day and other students will gain access to select housing on a different day. How then can we say that student will be able to participate on a day that they will not gain an access time to select housing? This is because students can form into groups or roommate pairs to select into rooming units. When the person with the best room selection number selects into a space, all the member of the group will be pulled into the unit and assigned housing. While the other group members did not select housing, they were able to participate in the room selection process at a time different from their access time because their group member with the earliest access time selected for the group.

WHAT IF I DO NOT HAVE ENOUGH PEOPLE TO FILL THE ROOM I WANT?

All rooms must be filled to capacity for you to be able to select them. Example: 3 people may not select a 4-person room/apartment.

ARE ROOM SELECTION NUMBERS AND TIMES TRANSFERRABLE?

No. Times are only valid when used by the person they are issued to or by an approved proxy. There are no exceptions. Students will be required to live with the students that they selected the space with and **room changes between units after selection will NOT be allowed**. Students who participate in an unapproved room switch will be charged a \$25 fee plus an additional \$25/day fee for the duration of the unapproved room switch as outlined in the Campus Housing Agreement.

VII. ROOMMATES

WHAT IF I DON'T HAVE A ROOMMATE?

Students without roommates, who are not selecting or are unable to secure a single room, will select a room once all others have done so. Residential Life and Housing will work with all these students to find a roommate pair and select a space that was not chosen during Room Selection.

In the meantime, you can try to find your own roommate now! Utilize the “Find A Roommate” search tool on the student housing portal:



WHAT IF I WANT TO LIVE WITH SOMEONE OUTSIDE OF MY CLASS?

If you are a rising junior and want to live with a rising senior, for example, you will use the rising senior's number.

VIII. APARTMENT SELECTION

APARTMENT SELECTION

Apartment selection is designed for those students in the senior and junior cohorts that desire to obtain an apartment in the one of the following areas:

- Flynttown Apartments
- Maur House
- Metten Court
- Placid House
- Vincent Court
- Virgil Michel House

New Flynttown Apartments, Maur House, Placid House and Vincent Court apartment areas are Senior Majority Housing options. Only senior majority group members will be allowed to retain their selection of these spaces. **In the event that a non-senior majority group selects into either new Flynttown Apartments, Placid House, Maur House, and Vincent Court, Residential Life and Housing reserves the right to cancel their housing assignments and make the group select a different space to accommodate senior majority groups.** Seniors may bring in students in the junior cohort as roommates in the apartments provided that the students meet the apartment eligibility and senior majority requirements. Groups containing rising sophomores (D1 & D2 cohorts) will be restricted from selecting an apartment space as sophomores are not allowed to live in campus apartments.

Apartment Eligibility:

Apartment eligibility is based on the following criteria:

- On the Senior Only, only groups comprised of A and B cohort members will be able to select housing.
- Senior Majority requirements must be met in New Flynttown Apartments, Maur House, Placid House, and Vincent Court.

- All members of the Junior or Senior cohort are eligible to live in campus apartments as inventory allows.
- Sophomores are not allowed to live in campus apartments.
- First-year students are not allowed to live in campus apartments

IX. AFTER SELECTION

WHAT ARE THE WAITING LISTS?

There will be waiting lists available during the room selection process. If you are not able to choose the space you wanted during room selection, be sure to place your name on the waiting list. You are advised to choose a space even if it is not your preference. If, during the summer, vacancies arise, names will be selected from the waiting lists to fill those vacancies based on indicated preferences and room selection times.

The available waiting lists are:

- Apartments (1-person, 2-person, 3-person, 4-person, 6-person options)
- Singles
- Doubles
- Fill – willing to consider an open bed space in a multi-person unit (2-person thru 6-person units)

Note: You must resubmit the [online form](#) for each waiting list that you would like to join.

WHAT IF I WANT TO CHANGE MY ROOM SELECTION?

Once you have made your selection you will not be permitted to make changes until 10 days after the start of the Fall semester (September 11, 2021). For this reason, choose your room and roommate(s) carefully.

X. RATES

ROOM AND BOARD

Room and board rates for the 2021-2022 academic year can be found online through SJU Student Accounts once they are determined by the SJU Board of Trustees:

<http://www.csbsju.edu/SJU-Student-Accounts/Educational-Costs.htm>.