



Office of Residence Life Housing Selection 2010-2011

**HATP
Room Re-Select
Room Draw**

What is Housing Selection?

Housing Selection is the process by which rising sophomores, juniors, seniors, and super seniors select a room and a meal plan for the 2010-2011 academic year. This guide articulates this process in detail. Materials provided contain the information you need to plan ahead. Important Dates are a reference for deadlines pertaining to all Selection Options. Post Draw Information is included as well. This guide includes:

- [Important Dates](#)
- [Select Your Process: HATP](#)
- [Select Your Process: Room Re-Select or Room Draw Lottery?](#)
- [Understanding Learning Communities / Hall Assignments](#)
- [Building/Hall Availability:](#)
- [Understanding Room Re-Select: Can I keep my same room for next year?](#)
 - [Who is eligible to “re-select”?](#)
 - [What are the rules for “Re-Select?”](#)
 - [How do I successfully “re-select” my room?](#)
- [I can't “re-select” so what's next? Attending Room Draw 2010](#)
 - [Planning for the Draw](#)
 - [When and where...](#)
 - [What to do and expect at Room Draw](#)
- [Additional Important Information](#)

The regulations and procedures contained in this guide will not be waived or revised during the course of the draw. Any student who feels these regulations are being abused may contact the Director of Residence Life. Students who seek unfair advantage in the Housing Selection process will be subject to college disciplinary action and, at the discretion of the Residence Life Department, may lose their right to draw a college residence hall room.

Important Dates

Thursday, March 25, 2010- HATP Applications Available

Thursday, April 1, 2010: 10:00 A.M.- HATP Applications Due to Padua 227

Friday, April 9, 2010: Noon- HATP Applicant Notification

Monday, April 12, 2010 – Re-Select Night: Padua 227: 7:00pm- Midnight

Wednesday, April 14 – Senior/ Junior Room Draw 2010: Torvian Hall

Current Senior– 8:00pm

Current Junior – 8:30pm

Thursday, April 15 – Sophomore/ Freshmen Room Draw 2010: Torvian Hall

Current Sophomore – 8:00pm

Current Freshman – 9:30pm

Friday, April 23rd – Last day to reserve your room.

What is HATP?

HATP stands for House/ Apartment Transition Program. HATP residence units are apartments, townhouses or houses located on campus or within a 3 block radius of campus. As these units are University owned or operated, all units are considered UNIVERSITY HOUSING and as such students must adhere to all Saint Francis University Policies and Procedures. Students living in HATP experience independent living while still enjoying the benefits of being a resident student. As all units have a kitchen, students living in HATP are not required to purchase a meal plan.

Who can live in HATP?

2010-2011 Senior and Junior Students who are in good Academic Standing (QPA of 2.0 or above) and Disciplinary Standing (have not been on Disciplinary Probation since August 1, 2009) may live in HATP

How do I apply for a HATP unit?

Current residents interested must fill out the attached application and return it to the Office of Residence Life Padua 227 by **Thursday, April 1, 2010 at 10:00 AM**. Due to the anticipated high volume of applications, late or incomplete applications will not be accepted.

Applicants will have to provide the following information:

- Name
- Unit Request (if desired. Please note this is only a request of the unit- not a guarantee of assignment)
- SFU ID#
- Earned Credit Hours (this is the amount of total credits EARNED as of March 29, 2010. Do not include current credits taking).
- SFU Box #
- Phone #
- Applicants will also select which type (occupancy) of unit requesting. See second page of application for further information.

How are HATP units selected?

If all applicants meet requirements as stated on application- the following process is done:

- Each group's credit hours is averaged into one number
- Based on what group is applying for, applications are put in order based on the average credit hour beginning with the highest number of credits.
- The number of units will be awarded based upon the highest number of credits.
 - o Example: 7 groups apply for the 5 four person units. The five groups with the highest credit hour average are assigned the units.
 - o In the event of a tie: a blind drawing will be done to determine assignments.

Can we apply for more than one type of unit?

Absolutely! You just need to fill out a separate application for each different unit OCCUPANCY request. (NOTE: If you are only applying for one type of occupancy, i.e. any 3 person unit- you only need one application. But, if you wish to apply for a 2 person and a 4 person occupancy- you must do 2 separate applications.)

I currently live in one of these units now- am I guaranteed to get back in?

There is no room re-select of a HATP unit. All current residents in HATP need to re-apply and are not guaranteed.

When do we find out if our application was accepted?

Results will be posted outside the Residence Life Office (Padua 227) no later than **Friday, April 9, 2010**. Depending on how many units you apply for- it is possible that you may be assigned two separate occupancy units. If so, the Office of Residence Life will award the higher occupancy unit and forfeit the lower occupancy unit. Accepted applicants will be given a HOUSING AND FOOD SERVICE CONTRACT 2010-2011. Residents must sign and return the contract by the specified date in order to retain their assignment. Failure to do so will result in nullification of assignment.

I did not get an assignment- now what?

Please see the section on Room Re-Select and/ or Room Draw.

SAINT FRANCIS UNIVERSITY RESIDENCE LIFE OFFICE
 House Apartment Transition Program Application 2010-2011
APPLICATION DUE BY 10:00 A.M. THURSDAY, APRIL 1, 2010 TO 227 PADUA HALL

Applicant Information:

Name (Please Print)	Unit Request	SFU ID #	Earned Credit Hours* As of 3/29/10	SFU Box #	Phone Number
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*EACH Applicant must also attach a copy of his/ her transcript

Request: *HATP has 1 five- person house; 5 four-person units; 10 three- person units and 11 two-person apartments for both the males and females. See back side for more details. Please select one of the following options:*

- We are requesting an assignment in a five-person unit. We are requesting an assignment in a three-person unit.
 We are requesting an assignment in a four-person unit. We are requesting an assignment in a two-person unit.

General Information:

- We/I understand that assignments to HATP will be made based on seniority and complete applications.
- We/I understand that we/I will be assigned (or not assigned) to a unit as a group.
- We/I understand that if we/I receive an assignment to live in HATP, we/I will be required to sign a contract designed specifically for apartment living. In turn, we/I understand that any violation of this contract may result in disciplinary action.
- By submitting this application, we/I attest that all of the aforementioned students are current resident students, in good Academic Standing (2.0 QPA), in good Disciplinary Standing from August 1, 2009 until present, have a minimum of 45 earned credit hours, and will be enrolled in the Fall of 2010. We/I understand that any change in the enrollment status of the aforementioned person/people may result in the nullification of this application.
- If this application is approved, we/I understand that we/I will be given the opportunity to accept or decline the offer to live in HATP. We/I understand that if the offer is accepted, we/I will be expected to live in HATP in the Fall of 2010. If we/I elect not to live in HATP, we/I understand that all offers to individuals on the application may be nullified and the offer may be given to another set of applicants.
- We/I understand that we/I will be required to submit a new application with each new assignment process for HATP.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

.....
 Office Use Only

Does Not Meet Qualifications Date: _____ Signature: _____
 Meets Qualifications Status: _____ Assignment: _____

House/ Apartment Units Available:

5 person unit (1): FEMALE

- Spaulding Cottage (house): 3 bedrooms; 2 bathrooms. Located behind Saint Joan Hall on Kelly Drive.

4 person units (5): 2 MALE UNITS; 3 FEMALE UNITS

- 144 St. Peter Street (house)- formerly part of the Multi-Cultural Living Learning Center. 3 bedrooms; 1 bathroom
- 235 St. Joseph Street 2 bedroom; 1.5 bathroom townhouses. Located across from the Honor's House. Units Available:
 - o #2
 - o #3
 - o #4
 - o #5

3 person units (10): 4 MALE UNITS; 6 FEMALE UNITS

- 150 St. Peter Street (house)- formerly part of the Multi-Cultural Living Learning Center. 3 bedrooms; 1 bathroom
- Pine View Townhouses: 2 bedroom; 1.5 bathroom townhouses. Units Available:
 - o #2 (Saint Joseph Street)
 - o #3 (Saint Joseph Street)
 - o #4 (Saint Joseph Street)
 - o Lower #4 (Saint Catherine Street).
- 224 St. Mary Street #1: 2 bedroom; 1 bathroom townhouses. Located on the main street in Loretto. Units Available:
 - o #1
 - o #2
 - o #3
 - o #4
 - o #5

2 person units (11): 3 MALE UNITS; 8 FEMALE UNITS

- East Gate Apartments: 1 bedroom; 1 bathroom apartments. Located at the corner of St. Peter and Saint Joseph Street. Units Available:
 - o #1
 - o #2
 - o #3
 - o #4
 - o #5
 - o #6
 - o #7
 - o #8
- Ave Maria Apartments: 1 bedroom; 1 bathroom apartment suites. Have a full kitchen but are more comparable in size to a suite. Units Available:
 - o #101
 - o #103
 - o #104

UNIT RATES:

All units EXCEPT Ave Maria Apartments are **\$3100.00** per person per semester.

Ave Maria Apartment rate is **\$2853.00** per semester.

Students living in HATP are not required to select a meal plan. However, the following meal plans are available (rates are per semester):

19 meal + \$100 Bonus Money: \$2255.00

14 meal + \$130 Bonus Money: \$2195.00

10 meal + \$160 Bonus Money: \$2107.00

5 meal + \$525 Bonus Money: \$1750.00

Select Your Process: Room Re-Select or Room Draw Lottery?

Room Re-Select – The SFU Residence Life Department defines “Room Re-Select” as the action taken by current students to reserve the room they currently occupy. Current Juniors and Seniors living in buildings on ELIGIBLE hallways are able to “re-select.” (see “Understanding Room Re-Select”)

Room Draw Lottery –The SFU Residence Life Department defines the “Room Draw Lottery” as the action taken by all returning students who wish to reside in a Saint Francis University residence hall. (see “Planning for the Draw”)

Understanding Learning Communities / Hall Assignments

First Year Learning Communities – Hallways reserved for incoming students. Upperclassmen will not be able to “re-select” or select a room on these hallways.

Intensive Study Floors –are designed to be supportive of students who want to make the most of their SFU experience. They support a healthy and realistic focus on academics while maintaining a community that is inviting to all.

- Intensive Study Floors are available for men in Saint Louis Hall
- Intensive Study Floors are available for women in Saint Joan and Saint Elizabeth Halls
- Intensive Study Floors observe a 24 hour Quiet Hour Policy

House/ Apartment Transition Program- Units based mostly off campus designed for Juniors/ Senior students. HATP housing is by a separate application process.

Special Interest Housing- Units reserved for specific group housing.

General Learning Communities – Hallways available for any returning student.



Building/Hall Availability

First Year Learning Communities: (No Room Re-Select)

- Giles Hall (MALE)
- Saint Agnes Hall (MALE AND FEMALE)
- Saint Clare Hall (FEMALE)

Amici Hall: (MALES)

- 1st Floor – General Learning Community
- 2nd Floor– General Learning Community
- Note: Suites Available

Ave Maria Hall:

- Ground Floor- Special Interest Housing
- 1st floor- House Apartment Transition Program
- 2nd floor- General Learning Community (PRIVATE ROOMS- FEMALE)
- 3rd floor- General Learning Community (PRIVATE ROOMS- MALE)

Christian Hall:

- 1st floor– General Learning Community- FEMALE
- 2nd floor (210-226) – General Learning Community- MALE
- 2nd floor (228-242) – General Learning Community- FEMALE
- 3rd floor (310-326) – General Learning Community- MALE
- 3rd floor (328-342) – General Learning Community- FEMALE

Note: Suites and Triple Rooms Available

Saint Elizabeth Hall: (FEMALE)

- 1st floor main– General Learning Community
- 1ST floor wing – Intensive Study Floor
- 2nd floor– General Learning Community
- 3rd floor– General Learning Community

Saint Francis Hall: (Faith Based Housing)

- 2nd floor– Intensive Study Floor- MALES
- 2nd floor– Intensive Study Floor- FEMALES

Saint Joan Hall: (FEMALE)

- 1st floor main– General Learning Community
- 1ST floor wing – Intensive Study Floor
- 2nd floor main– General Learning Community
- 2nd floor wing– General Learning Community

Saint Louis Hall: (MALE)

- 1st floor main– General Learning Community
- 1ST floor wing – General Learning Community
- 2nd floor main– General Learning Community
- 2nd floor wing– Intensive Study Floor

Room Rates (Per person/ per semester)

Residence Halls

Single Room/ Honor's House:	\$2907.00
Double Room:	\$2278.00
Triple Room:	\$2045.00
Suites:	\$2853.00

Christian Hall

Single Room:	\$3810.00
Double Room:	\$2563.00
Triple Room:	\$2260.00
Suites:	\$3138.00

HATP & Theme Housing	\$3100.00
----------------------	-----------

Meal Plan Rates (Per person/ per semester)

19 meal + \$100 Bonus Money:	\$2255.00
14 meal + \$130 Bonus Money:	\$2195.00
10 meal + \$160 Bonus Money:	\$2107.00
5 meal + \$525 Bonus Money:	\$1750.00

Understanding Re-Select: Can I keep my same room for next year?

Q: Who is eligible to “Re-Select?”

A: Current Juniors and Seniors living in buildings on **ELIGIBLE** hallways are able to “Re-Select.” (see Building/Hall Availability above).

Q: What are the rules for “Room Re-Select?”

A: The rules are as follows:

- Both people in a DOUBLE room must re-select or if one person wishes to remain in the room, the other roommate must waive their right to the room. The returning roommate must find another roommate to fill the empty space prior to “Room Re-Select.”
- In order for the one existing person in the double room to Re-select that room, the other person must sign a waiver relinquishing his/her claim to that room. This waiver must be presented along with your Housing Agreement.
- If both people in the double room want to re-select that room but they do not wish to be roommates, neither person can keep the room.
- In order to Re-select a 3 person TRIPLE- at least 2 members must return to the triple. In order to Re-select a 4 person SUITE- at least 3 members of the suite must return to the suite. Only one person may waive their right to the triple or suite.
- The Office of Residence Life reserves the right to assign a student to any vacancy at any time.

Q: How do I successfully “Re-select” my current room?

A: To successfully Re-select your room, follow the steps below:

- Complete the following forms which will be available from your Resident Assistant; Area Coordinator or on the Residence Life Website
 - Room Re-Select Form (1 per room)
 - Room Re-Select Waiver (if applicable)
 - Housing Agreement (1 per person)
2. Bring your completed forms to Padua 227 on **Monday, April 12th from 7:00pm until 10:00pm.**

IN THE EVENT OF A CONFLICT

If you cannot attend “Room Re-Select Night” because of a conflict, you may send a friend on your behalf. **Your designee must have all the above mentioned completed forms.** Otherwise your forms will not be accepted and you will forfeit your Re-Select Option.

I can't "Re-Select" so what is next? Attending Room Draw 2010

Planning for the Draw

When and where?

Q: What date should I mark on my calendar?

A: **Current Seniors and Juniors: Wednesday, April 14th**
Current Sophomores and Freshmen: Thursday, April 15th

Q: Where do I need to be?

A: **Torvian Dining Hall**

Q: What time should I be there?

A: If you are a:
Current Senior – 8:00pm on Wednesday, April 14th
Current Junior – 8:30pm on Wednesday, April 14th
Current Sophomore – 8:00pm on Thursday, April 15th
Current Freshman – 9:30pm on Thursday, April 15th

IMPORTANT:

If two roommates are in 2 different academic classes (i.e. one is a freshman and one is a sophomore) you will show up for the sophomore time but the freshman will not get to draw a number for the lottery.

Q: Should I come early?

A: You should plan to arrive 10-15 minutes early. Limited accommodations will be available for those who are late to any section. Please make this a priority to be on time.

Q: Do I have to have a roommate?

A: In order to participate in room draw for a double, triple or suite, you must have a roommate(s) pre-selected. **If you do not have a roommate, you may come to the Residence Life Office on Friday, April 16 to reserve your space.**

What to Do and Expect at Room Draw

Prioritization during Room Draw is based on class standing and a random number draw within class. The following step-by-step procedure for Room Draw will be helpful for everyone attending Room Draw this year. This information reflects the process that will be used during each section of Room Draw.

1. A representative from the Residence Life Office will verify your class standing on the Registrar's roster.

Class standing	Minimum completed credit hours by March 29	
Seniors	96	
Juniors	60	
Sophomores	28	
Freshman	less than 28	(continued)

Once class standing is established, each participant of Room Draw will receive a ticket stub. Seniors will receive an orange ticket, Juniors will receive a blue ticket, Sophomores will receive a red ticket, and Freshman will receive a yellow ticket. **HOLD ON TO YOUR TICKET STUB!!**

2. Fill out your Housing Agreement and your Roommate form. Proceed to the Room Draw area with your ticket stub & completed forms.
3. When your number is called please proceed to the residence hall table of your choice. **PLEASE MAKE SURE YOU HAVE A FIRST, SECOND AND THIRD CHOICE OF HALL AND ROOM IN MIND.**
4. At the table you will indicate your room choice to the Room Draw worker. *Please note- only those students who indicated on their housing survey cards a desire to live on an intensive study floor or faith based hall will have the opportunity to select those areas.*
5. **Once your name is on the roster, you cannot change your room assignment until Room Draw is completed.**

IN THE EVENT OF A CONFLICT

If you cannot attend Room Draw because of a conflict, you may send a friend through Room Draw for you. **Your designee must have your Housing Agreement, Roommate Form and your housing preferences in writing.** Otherwise, your forms cannot be accepted and you forfeit the Room Draw Option.

Additional Important Information

What if I miss Room Draw?

Students who do not attend Room Draw should come to the Residence Life Office by Friday, April 23rd to complete this process. Students who do not contact the Residence Life Office before June 1, 2010 will be assigned a room without regard for class standing.

Changes After Room Draw

Once names have been entered on the housing rosters, no changes will be made until the entire process is finished. If you would like to switch after Room Draw, you should go to the Residence Life Office by Friday, April 23rd.

Furniture Removal

As stated in the Housing Agreement, all furniture must remain in the room even for those students selecting a private room. Storage space for extra furniture will not be available. Please keep this in mind as you consider what furnishings to bring next year.

Wall Hangings

Nothing is to be nailed, screwed, or bolted to the walls, woodwork, or ceilings of the room and residences.

Housing Agreement

By accepting a room assignment, you are contractually obligated to that room for the entire academic year.

Special Assistance, Accommodations, or Questions

Medical Privates: Students requesting a private room for medical reasons should have their physician fill out the "Special Housing Accommodations" request and return it to our office as soon as possible. Should you require special assistance, or if you have any questions or concerns regarding this process, please contact the Residence Life Office as soon as possible at extension 3029.