



# 2012-2013 Room Selection Process Guide

# 2012-13 Room Selection Process Guide

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# Process Overview & Requirements

## Overview

The Room Selection Process for returning students for the 2012-2013 academic year begins in mid-March 2012 and concludes in early April 2012. Students must complete the following steps at <http://link.jwu.edu> in order to be eligible to select a room on campus for next year:

1. Make their housing deposit March 12–March 22, 2012
2. Complete the online housing application March 26–March 29, 2012

Room selection is based on **application completion date** and will take place April 2–April 9, 2012. Only students who have completed steps 1 and 2 above will be eligible to receive a timeslot for room selection, however, because space on campus is limited, housing **cannot be guaranteed** to returning students. Should housing become full prior to a student's opportunity to select a room, that student will be asked if they would like to be wait-listed for any potential vacancies.

## Room Assignment Requirements

For those who secure a room for the 2012-2013 academic year, the following requirements **must** be met in order to retain your room assignment.

- Students who secure a room for 2012-2013 **must** be registered for September 2012 term classes **by May 11, 2012** (this includes internships). Failure to register for classes or internship by this deadline will result in the **cancellation** of your housing assignment. (The only exception is for rising juniors who may choose an optional internship—their registration must be completed by August 1, 2012.)
- Students who secure a room for 2012-2013 **must** meet the payment deadline of **August 10, 2012**. Failure to fulfill financial obligations to the university by this deadline will result in a hold placed on your account, **immediate and permanent deletion of your September 2012 term course schedule, AND removal of your housing assignment**. (Room and board/room charges will still apply.) Once the financial hold has been cleared and you complete a new course schedule, you can contact Residential Life to request a new housing assignment. (Please note: Housing cannot be guaranteed after the assignment is pulled.)
- If housing is not available after a student clears their hold and re-registers for classes, room charges will be removed.

## Room Assignment Cancellation

When a student selects a room on campus and completes the online Room Terms Agreement (or housing contract), s/he understands and agrees to all of the terms and conditions in that agreement.

It is extremely important you understand that once you accept the terms of the assignment, the contract is **BINDING** for the entire 2012-2013 academic year. In the event unforeseen circumstances hinder a student's ability to live on campus, a detailed written request for release from the housing contract can be submitted to [reslife.pvd@jwu.edu](mailto:reslife.pvd@jwu.edu) prior to the start of the academic year. Requests for release will be reviewed by the contract release committee and termination of the agreement is not guaranteed. Please note: Committing to a lease off campus is **not** considered grounds for release from your JWU housing contract.

Process Timeline At-A-Glance

March 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12 Housing Deposits BEGIN	13	14	15	16	17
18	19	20	21	22 Housing Deposits END	23	24
25	26 Housing Application OPENS @ 6:00 AM (EST)	27	28	29 Housing Application CLOSES @ 11:59 PM (EST)	30 Selection Timeslots E-MAILED	31

# April 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Room Selection BEGINS	3	4	5	6	7
8	9 Room Selection CLOSES @ 11:59 PM (EST)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Step 1: Make Housing Deposit March 12 – 22, 2012

**NOTE:** Submitting the deposit **does not** guarantee that rooms will be available during room selection; space on campus is limited and cannot be guaranteed to returning students.

- A \$200.00 deposit is **required** in order to be eligible to apply for on-campus housing. The \$200 will be directly applied to your student account upon receipt and is **non-refundable**.
- The deposit **must** be paid **in full** any time between Monday, March 12, 2012 and Thursday, March 22, 2012. Deposits will not be accepted before March 12 or after March 22.
- An existing credit on the student's account **cannot** be used to make the deposit or for any part of the deposit.
- Students who enroll at JWU **for the first time** during the spring 2012 term do not need to make a deposit. You will be automatically eligible to apply for fall 2012 housing during March 26-29. (Please note: returning students who are re-enrolling or coming back after time away are **required** to deposit.)
- To make a deposit go to <http://link.jwu.edu>. (Please note: this site can only be accessed with student log-in credentials.)
  1. Click on the **Student Life** tab then go the **On-Campus Housing** section.
  2. Click on the **Housing Deposit** link; this will bring you to the Online Housing System.
  3. Select your preferred method of payment: **Pay with Credit Card** or **Pay via EFT** (electronic funds transfer payment).
  4. On the next page, be sure the following criteria is correct:
    - Your name
    - Your student ID number
    - Your campus
    - School year: **2012-2013**
  5. Enter your credit card or checking/savings account information, depending on the method of payment you choose.
- Online deposits can be made using credit or debit card, checking or savings account.
- While the online deposit method is preferred, deposits will also be accepted at the cashier station at an SAFS location during business hours, Mon-Fri 8:30am-4:30pm: in the Friedman Center on the Harborside Campus and in the Student Services Center on the Downcity Campus.
  1. In-person deposits can be made by credit/debit card, check, money order or in cash.
  2. You **must** indicate to the cashier that the deposit is for the 2012-2013 Returning Student Room Selection process so that it can be applied correctly to your account.
  3. Please **do not mail** deposits as on-time delivery cannot be guaranteed.
- Bounced checks will **not** be re-deposited. You **MUST** submit cash, a bank check or a money order within 48 business hours of a check not clearing in order to qualify for the application process.

## Step 2: Complete Online Housing Application March 26–29, 2012

**NOTE:** Completing the online housing application **does not** guarantee that rooms will be available during room selection; space on campus is limited and cannot be guaranteed to returning students.

- In order to access the online housing application students must submit their housing deposit March 12–22, 2012 (step 1).
- The application will open at **6:00 AM (EST)** on March 26. You will receive an email at your JWU email account as a reminder that the application is open. Go <http://link.jwu.edu> to access the housing application.
- If you wish to live with a particular student, you can search for that student within the housing application. That student must have made a deposit and completed their housing application for 2012–2013 in order for you to request them or vice versa.
- The student whom you have requested to be your roommate **must** accept your request in order for you to be able to select a room together. Please note that not all students are eligible for the same rooms or residence halls.
- To accept a roommate request a student must log into their application, click on the “Roommate Preference” section and then click “Accept.” Please understand that any student has the right to decline or disregard a roommate offer.
- **One** student will select a room on behalf of the other(s), provided the other(s) has/have agreed to reside with that student.
- If you do not have a particular roommate in mind you can search through student profiles to find a compatible roommate then message them to determine if you would like to room together.
- The online housing application must be completed in its entirety **by 11:59 pm (EST) on Thursday, March 29** in order for students to be eligible to participate in room selection.
- Your application is **not complete** until you complete the **Application Agreement** step.
- You can continue to search for/request roommates up until you select your room.
- Students who complete the online housing application by March 29 will receive their room selection participation date and time **on Friday, March 30** in their JWU email account.

## Step 3: Select Room & Roommates

### April 2–9, 2012

**NOTE:** Completing steps 1 and 2 **does not** guarantee that rooms will be available during room selection; space on campus is limited and cannot be guaranteed to returning students.

- **On March 30**, room selection participation dates and times will be emailed to all eligible applicants (those who have completed steps 1 and 2) to their **JWU email accounts**, along with instructions on when to log on to <http://link.jwu.edu> to select a room and roommates.
- Your selection date and time is the *precise* moment you can log into <http://link.jwu.edu> to select a room and roommates, provided space is available.
- Selection dates and times are assigned according to the date and time you submitted your **completed application**.
- Once the selection time begins, the student has until the last day of selection, April 9, 2012 at 11:59 PM (EST) to choose a room and pull in roommates, provided space still remains available. You are encouraged to select a room **as soon as your selection time begins** since housing fills quickly.
- Once you select a bed you will have **5 minutes** to reserve it. If you fail to accept the bed within that time, the space will expire and you will need to search again.
- Students who have accepted roommates in their housing application can utilize the group's **best selection time** to pull the others into the same room. If space does not exist to accommodate a roommate, that roommate must select their own space during their assigned selection time. Please note that not all students are eligible for the same rooms or residence halls.
- Once a student has been assigned to a room by their roommate, they **must** complete the online Room Terms Agreement (housing contract) during their assigned selection time in order to lock in the assignment. Failure to complete the agreement could result in **removal of the assignment**.
- Students who decide not to participate in room selection **cannot** transfer/given their selection date and time to another student.
- **Room assignments are NOT locked in until the Room Terms Agreement (housing contract) has been submitted.** This final step is **CRITICAL** to securing a space on campus.
- 2012-2013 Residence hall options are as follows. Please be aware that you must earn a minimum of 90 credits by the end of spring term in order to be eligible to reside in Harborside Village.

#### **RISING SENIORS**

Harborside Village (**no meal plan**)\*  
The Cove (**no meal plan**)\*

#### **RISING JUNIORS**

Harborside Village (**no meal plan**)\*  
The Cove (**no meal plan**)  
Renaissance Hall (**no meal plan**)\*  
Harbor View

## RISING SOPHOMORES

The Cove (no meal plan)\*

Harbor View

Imperial Hall

Renaissance Hall (no meal plan)\*

Snowden Hall

Xavier Hall (4<sup>th</sup> floor will be a 24/7 quiet floor.)

\*Block meal options will be available for purchase.

- **Room and board/room rates for 2012-2013**

- Tier 1      \$12,000/year;  
                  \$4,000/term

- Tier 2      \$10,728/year;  
                  \$3,576/term

- Tier 3      \$9,750/year;  
                  \$3,250/term

- **Tier 1 options include:** singles in Cove (no meal plan), Imperial and Xavier; Snowden Hall; Imperial 2<sup>nd</sup> & 3<sup>rd</sup> floor doubles
- **Tier 2 options include:** doubles and triples in Cove (no meal plan), Imperial 1<sup>st</sup> floor, Renaissance Hall (no meal plan); Harbor View; Harborside Village (no meal plan)
- **Tier 3 options include:** triples and quads in Imperial

## Gender Neutral Housing

- Gender neutral housing is an on-campus housing option that places no restriction on the gender of roommates. This means that students can live in the same room or suite with a person(s) of a different biological gender. Gender neutral housing will be offered alongside traditional housing in the following halls:
  - Harborside Village building L
  - The Cove
  - Harbor View
  - Snowden Hall
- JWU has created this option to help create an environment which acknowledges, appreciates and respects the diverse nature of the JWU student body, while giving students more flexibility in finding a roommate who is truly compatible.
- Residing in gender neutral housing is a choice; no student will be assigned to a gender neutral living situation without applying for that option.
- Interested students must indicate in the housing application they are interested in Gender Neutral Housing (select “Yes” in the Special Interest Housing section).
- On **March 30**, applicants who have applied for gender neutral housing will receive an email confirming their interest in this housing option. Applicants will **only** be able to select a gender neutral room during their room selection timeslot.
- Students who **NO LONGER** desire to live in gender neutral housing must contact Residential Life to cancel their request prior to the start of room selection. Please note: rooms will fill quickly. If you wait to adjust your preference, you risk losing housing options.
- **Please note that there are a limited number of gender neutral rooms available.** If more students apply for gender neutral rooms than may reside in the available space, then students will be chosen at random from the applicant pool for the available gender neutral rooms and the remaining students will need to select from traditional housing.

## Stand-by Spaces

- Should space become full in the hall of your preference during room selection, you could have the opportunity to opt for a "stand-by" space in that hall. (Please note: stand-by space is **limited** and available on a first-come, first-select basis.)
- When you choose a stand-by bed, you will be immediately placed on a wait list for a space in that hall and room and board/room charges will be assessed to your student account for fall 2012.
- As soon as a permanent space becomes available in that hall, you will be notified. Please note: Once you are placed in your permanent assignment the Room Terms Agreement takes affect for the entire academic year.
- Roommates cannot be pulled in to stand-by spaces.
- Residential Life will make every attempt to place you in the hall of your choice; however, if we are unable to honor your stand-by hall request, you will have the option to cancel your housing contract. Consequently room and board/room charges will be removed without penalty.
- Limited "general" stand-by spaces will also be available; these spaces will be for ANY available housing (not in a particular hall).
- Please note by selecting a general stand-by space, you are agreeing to live in ANY housing accommodation: anything from a traditional student room to a temporary space, including but not limited to: a recreation or study room, an RA room, an upsized student room.
- **Do not** select a stand-by space unless you are sure you want to live on campus. Once you are placed in an assignment, the Room Terms Agreement is binding for the entire academic year.

**Q: I made my deposit, completed my online housing application, received a room selection participation time but could not select a room because housing was full. Can I still get on-campus housing?**

A: Should spaces fill before you get the chance to select a room, you will be asked if you would like to be placed on the wait list for housing. Students who opt to be wait-listed will be contacted via JWU email regarding availability. (Housing is not guaranteed.)

**Q: What happens to my \$200 deposit if I do not get a room?**

A: Your \$200 deposit is applied directly to your student account as a credit. The deposit cannot be refunded; however, it will automatically be applied to whatever balance you have.

**Q: I made my deposit but did not finish the application process. Can I still get on-campus housing?**

A: If you made a deposit but did not complete the rest of the application process you are not eligible to select a room during the regular selection process. If you would like to be considered for the wait list you can fill out a housing request form at <http://link.jwu.edu> starting on March 26, 2012. Students will be accommodated provided they are registered for classes for the housing term specified, have made appropriate financial arrangements with the university and if space is available. If space becomes available, you will be contacted by JWU email regarding the availability. (Housing is not guaranteed.)

**Q: I did not make a deposit for housing for next year. Is there a wait list I can join?**

A: You can apply to the wait list starting on March 26, 2012 by visiting <http://link.jwu.edu> and completing the housing request form. Please note, housing is not guaranteed to wait-list students. Students will be accommodated provided they are registered for classes for the housing term specified, have made appropriate financial arrangements with the university, and if space is available. If space becomes available you will be contacted by JWU email regarding the availability.

**Q: What if I enrolled during the spring 2012 term? Do I still have to participate in this process to secure a room on campus for next year?**

A: Yes, if you enrolled for the first time during the spring 2012 term, you must participate in this process if you wish to apply to live on campus for next year. Students who enroll at JWU **for the first time** during spring 2012 term **do not need to make a deposit**. You will be automatically eligible to apply for fall 2012 during March 26-29, 2012. Returning students who are re-enrolling or coming back after time away are **required** to submit a deposit.

**Q: What if I think I might have internship or study abroad for the fall 2012 term? Should I participate in this process?**

A: Students who plan on participating in internship or Study Abroad for the September 2012 term should still participate in the room selection process. Once internship or Study Abroad has been approved and **confirmed** (and the internship placement is not local), you must notify Residential Life so that room and board/room charges can be removed for that term. Upon returning to the university for the subsequent term the housing contract will take effect. You must request a new housing assignment by completing a housing request form at <http://link.jwu.edu>. The original assignment is not guaranteed.

**Q: What if I plan to transfer to another JWU campus for the fall 2012 term? Should I participate in this process?**

A: Yes, if you are considering transferring to another JWU campus for the September 2012 term, you should still participate for Providence campus housing until a campus transfer has been officially approved.