



2015-2016
Wildcat Room Selection
Process Guide
Returning Students

2015-2016 Wildcat Room Selection Process Guide

Contents

Process Overview & Requirements	3
Room Assignment Requirements	
Course Registration & Financial Payment Plan Deadlines	
Room Assignment Cancellation Process	
Process Timeline At-A-Glance	4
February 2015 Calendar	
March 2015 Calendar	
April 2015 Calendar	
New for 2015-2016	5
Changes to Room & Board	
Pet-Friendly Community	
Alcohol at Biscayne Commons	
December Holiday Break	
Other relevant information	
Step 1: Housing Deposit	8
Deposit Period & Deadline	
Online Payment Option	
Paying at Student Financial Services	
Acceptable Forms of Payment	
Bounced Checks	
Step 2: Housing Application	9
Accessing the Application	
Application Deadline	
Step 3: Room, Roommate & Meal Plan Selection	9
Your Room Selection Participation Date & Time	
Assigning Roommates to Your Selected Room	
Living & Learning Community Options for Returning Students	
Gender-Inclusive Housing	11
What is Gender-Inclusive Housing?	
Gender-Inclusive Hall Options	
Guarantee-Me-A-Bed Spaces	11
What is a Guarantee-Me-A-Bed Space?	
How to Secure a Guarantee-Me-A-Bed Space?	
FAQ's	12
Requesting an Assignment Change	
Did Not Secure a Room/Missed the Process	
Spring 2015 Enrollees	
Fall 2015 Internship, Study Abroad & Campus Transfer Students	

Process Overview & Requirements

Overview

The Wildcat Room Selection Process for returning students for the 2015-2016 academic year begins **Tuesday, February 17, 2015** and concludes on **Monday, April 6, 2015**.

Students must complete the following steps by logging on to [jwuLink](#) in order to be eligible to select a room on campus for next year:

1. Make the \$50 housing deposit anytime between **February 17 & March 13, 2015**.
2. Complete the online housing application anytime between **February 18 & March 20, 2015**.

Room selection is based on **random lottery by class year (Class year is determined by the number of credits earned at the time of room selection)** and will take place **March 30–April 6, 2015**. In other words, rising seniors will select first (in random order), rising juniors will select second (in random order) and rising sophomores will select third (in random order). Only students who have completed the steps above will be eligible to receive a timeslot for room selection. Should housing become full prior to a student's opportunity to select a room during their timeslot, they will have the option to select a "guaranteed bed" space when a vacancy occurs on campus.

Room Assignment Requirements

For those who secure a room for the 2015-2016 academic year, the following requirements **must** be met in order to retain your room assignment.

- **Registered for September 2015 term classes by May 18, 2015 (this includes internships).**
 - Failure to register for classes or internship by this deadline will result in the **cancellation** of your room assignment.
 - The only exception is for rising juniors who may choose an optional internship—their registration must be completed by **August 1, 2015**.
- **Meet the payment deadline of August 7, 2015.**
 - 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 2015 term course schedule, AND removal of your housing assignment.** (Room and meal 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 room assignment. If housing is not available, 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), they indicate they understand and agree to all of the terms and conditions in that agreement. Also that they understand the agreement is **BINDING** for the entire 2015-2016 academic year, similar to any other landlord/tenant agreement.

In the event unforeseen circumstances affect a student's ability to live on campus, please send an email to <mailto:MIA.ResLife@jwu.edu> prior to the start of the academic year. Requests for release will be reviewed by the Director of Residential Life upon receipt. It is important to know that termination of the agreement is not guaranteed. **Please note: Moving in with friends/relatives or committing to a lease off campus is not considered grounds for release from your JWU housing contract.**

Process Timeline At-A-Glance

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Housing Deposits BEGIN	18 Housing App OPENS	19	20	21
22	23	24	25	26	27	28

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 Housing Deposits END	14
15	16	17	18	19	20 Housing App CLOSES	21
22	23 Timeslots E-MAILED	24	25	26	27	28
29	30 Room Selection BEGINS	31				

April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Room Selection CLOSES @ 11:59 PM	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

New for 2015-2016!

Changes to Room and Board

Beginning in the 2015-16 academic year, the University has separated the room and board costs to create more options for students to select from which best fits their chosen lifestyle.

MEAL PLAN: All resident students will be able to select from a range of meal plan options while going through the room selection process. The cost of the plan will be applied to their student account. If eligible, financial aid dollars can be applied toward the cost.

Returning students living on campus will be required to subscribe to the minimum plan of 10 meals per week. They will have the option to upgrade to 14 or 18 meals per week for an additional cost. Included with each plan will be \$50 per term in “flex dollars” or \$150 for the year. “Flex dollars” are cash value which is loaded onto the student’s ID card and can be used at any JWU dining location. This allows students to make smaller purchases rather than utilizing a full meal swipe—for example, buying a beverage at the Cyber Café. The balance will decline as flex dollars are used.

Please note that resident students who want more meals in addition to their plan to use for themselves or possibly guests, can [purchase meal blocks online](#) or at the Chartwells Campus Dining Office.

ROOM RATES: Also new for this year, the North Miami campus has adopted the University tiered pricing structure for housing which factors in amenities, room size, number of roommates, and facilities in the set costs.

Since many room rates have changed as a result of separating the meal plan cost, the total room & board charge will be based on which room and board plans you choose. Be reminded that all resident students will be required to select a board (meal) plan. The charts below will provide an outline of what the different housing and meal plan combinations will cost per year.

2015-16 North Miami Campus Room And Meal Plan Options			
Tier 1 Rooms: Emerald Lake Hall, Arch Creek Place, Palm Gardens, Lakeside Tower – 2 Bedroom Apts. Room Cost: \$8,889			
Meals Per Week	Flex Dollars	Total Cost of Plan	Available to
10	Term: \$50 Year: \$150	Term: \$2,751 Year: \$11,640	All Returning Students
14	Term: \$50 Year: \$150	Term: \$3,150 Year: \$12,039	All Returning Students
18	Term: \$50 Year: \$150	Term: \$3,549 Year: \$12,438	All Returning Students

Tier 1 Room: Biscayne Commons Room Cost: \$8,889			
Meals Per Week	Flex Dollars	Total Cost of Plan	Available to
10	Term: \$50 Year: \$150	Term: \$2,751 Year: \$11,640	All Residents
14	Term: \$50 Year: \$150	Term: \$3,150 Year: \$12,039	All Residents
18	Term: \$50 Year: \$150	Term: \$3,549 Year: \$12,438	All Residents

Tier 2 Room: Lakeside Tower – 1 Bedroom Apt. Room Cost: \$7,950			
Meals Per Week	Flex Dollars	Total Cost of Plan	Available to
10	Term: \$50 Year: \$150	Term: \$2,751 Year: \$10,701	All Returning Students
14	Term: \$50 Year: \$150	Term: \$3,150 Year: \$11,100	All Returning Students
18	Term: \$50 Year: \$150	Term: \$3,549 Year: \$11,499	All Returning Students

Tier 2 Room: Tropical Pointe Room Cost: \$7,950			
Meals Per Week	Flex Dollars	Total Cost of Plan	Available to
10	Term: \$50 Year: \$150	Term: \$2,751 Year: \$10,701	All Freshman Students
14	Term: \$50 Year: \$150	Term: \$3,150 Year: \$11,100	All Freshman Students
18	Term: \$50 Year: \$150	Term: \$3,549 Year: \$11,499	All Freshman Students

Tier 3 Room: Flamingo Hall Room Cost: \$6,990			
Meals Per Week	Flex Dollars	Total Cost of Plan	Available to
10	Term: \$50 Year: \$150	Term: \$2,751 Year: \$9,741	All Residents
14	Term: \$50 Year: \$150	Term: \$3,150 Year: \$10,140	All Residents
18	Term: \$50 Year: \$150	Term: \$3,549 Year: \$10,539	All Residents

Pet-Friendly Community

For the 2015-16 academic year, Residential Life will pilot a small pet-friendly community for upperclassmen in Arch Creek Place. Types of animals permitted will be dogs* (up to 40 pounds and at least 1 year old), domestic cats (over 1 year old), small caged mammals (cage no larger than 16 sq. ft.). **No more than one**

approved pet per person is allowed. *Restricted breeds: Pit bulls, Akitas, German Shepherds, any wolf hybrid, or any breed not permitted by city or county ordinances.

Space in this community is limited and not all applicants are guaranteed a space. Not all residents are required to have a pet in order to live in a pet-friendly community—individuals are permitted to pull in roommates without pets, as long as roommates agree to live there and understand and abide by the rules and policies for the community. **For those with approved pets, the following will be required by August 1st:**

- Proof animal is fully licensed in accordance with state and local law.
- Documented proof of all required vaccinations.
- If pet is a dog or cat, it must be spayed or neutered and documentation of that procedure must be submitted
- Signed Pet-Friendly Community Agreement, outlining the rules and policies of the community.
- Non-refundable fee of \$250 paid to the university to cover the cost of cleaning and repairing the room to a state where there is no evidence of the pet's presence in the room once the pet leaves housing.

Students interested in the pet-friendly community should indicate “yes” to the pet-friendly question in the housing application. By selecting “yes” you are interested, you will be able to search for pet-friendly rooms during selection.

Alcohol at Biscayne Commons

Biscayne Commons will join Lakeside Tower in allowing students who are 21 years of age or older to **possess and consume alcohol** on the property provided they participate in a required alcohol education workshop and sign an agreement.

December Holiday Break

Beginning the 2015-16 academic year, **all of the campus residence halls** will be **open during the December-January winter break**. Students wishing to stay on campus during this time will be required to receive approval from the Director of Residential life prior to the start of break. Please note students who will be staying in the halls during this time will not be permitted to have guests. Also be aware that food service will not be offered over the break period and that most campus offices will be closed. Campus Safety & Security will remain open 24 hours a day, 7 days a week and may be reached at 305-892-7011. Additionally, front desks at Biscayne Commons, Flamingo Hall, Lakeside Towers and Tropical Pointe will be staffed. All campus policies will continue to be in effect.

Other Relevant Information about the halls

Lakeside Tower will continue to offer the **Hospitality Living & Learning community** for returning students.

Biscayne Commons will continue to offer living opportunities for both freshman and upperclassmen students within the **Wellness Living & Learning community**.

Here is how to participate...

Step 1: Make Housing Deposit – Feb. 17 – Mar. 13, 2015

Please be aware that the date you submit your deposit **does not** determine your timeslot for room selection. Submitting the deposit **does not** guarantee that rooms will be available during room selection as space on campus is limited.

- A \$50.00 deposit is **required** in order to be eligible to apply for on-campus housing. The \$50 deposit will be directly applied to your student account upon receipt (it is treated like a payment) and is **non-refundable—even if you decide not to reside on campus or do not return to the university.**
- The deposit **must** be paid **in full** any time between **Tuesday, February 17, 2015 and Friday, March 13, 2015.** Deposits will not be accepted before **February 17** or after **March 13.**
- An existing credit on the student’s account **cannot** be used to make the deposit or for any part of the deposit; however students can utilize their JWU source card.
- Online deposits can be made using credit, debit or JWU source card, checking or savings account.
- Students who return to JWU or enroll at JWU **for the first time** during the spring 2015 term do not need to make a deposit. They will be automatically eligible to apply for fall 2015 housing during the application period: **February 18-March 20, 2015** and will receive an email with instructions on how to apply.
- To make a deposit log on to [jwuLink](#). (Please note: this site can only be accessed with student log-in credentials.)
 1. Click on the **Student Life** tab then go to the **On-Campus Housing** section.
 2. Click on the **Housing application and room selection** link; this will bring you to the Wildcat Housing System.
 3. Select “Make Your 2015-2016 Housing Deposit Here.”
 4. On the next page, be sure the following criteria is correct:
 - Your name
 - Your student ID number
 - Your campus
 - School year for which you are applying: **2015-2016**
 5. Enter your credit/debit/JWU source card or checking/savings account information, depending on the method of payment you choose.
- While the online deposit method is preferred, deposits will also be accepted at the Student Accounts window during business hours, **Mon-Fri 8:30am-3:30pm located next to the ATM on the first floor of the University Center building.**
 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 2015-2016 Wildcat 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 – Feb. 18 – Mar. 20, 2015

Please be aware that the date you submit your application **does not** determine your timeslot for room selection. Completing the online housing application **does not** guarantee that rooms will be available during room selection as space on campus is limited.

- In order to access the online housing application students must submit their housing deposit between **February 17 & March 13, 2015** (step 1).
- The application will open on **February 18** and will be available to students whose \$50 room selection deposit has been received. You will receive an email at your JWU email account when the application is open to you on [jwuLink](#).
- Searching for and selecting roommates is **OPTIONAL**. You do not have to have a preferred roommate in order to participate in room selection.
- The profile questionnaire will allow you to answer questions about your living habits, hobbies and preferences so that if you do not already have a roommate in mind, the system can suggest matches (choose the **Roommate Match** feature). Potential roommates can also view your answers to your profile questions to see if you might be compatible as roommates. Use the **Send Message** feature to communicate with them and get to know them better prior to selection.
- 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 2015-2016 in order for you to request them or vice versa.
- 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 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 halls.**
- To accept a roommate request a student must log into their application, go to the “Roommate Preference” section and then click “Accept.” Please understand that any student has the right to decline or disregard a roommate offer.
- You can continue to search for, request, and accept roommates up until the application closes on **March 20th**.
- You are not obligated to live with any roommates the system has matched you with or even those you have accepted as preferred roommates.

Step 3: Select Room, Roommates & Meal Plan - Mar. 30-Apr. 6, 2015

- **One** student will select a room on behalf of the other(s), provided the other(s) has/have agreed to reside with that student.

- The online housing application must be completed in its entirety **by 11:59 pm (EST) on Friday, March 20** in order for students to be eligible to receive their room selection date and time on **Monday, March 23** in their JWU email account.

NOTE: Completing steps 1 and 2 **does not** guarantee that rooms will be available during room selection as space on campus is limited.

- **On March 23**, 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 into [jwuLink](#) to select a room and roommates.

- Your selection date and time is the *precise* moment you can log into [jwuLink](#) to select a room, roommates and meal plan.

- **Selection dates and times (timeslots) are assigned according to your rising class year (your classification noted on the screen in the Wildcat Housing System will reflect your class year for room selection)—rising seniors will select first, then rising juniors, then rising sophomores. Timeslots will be assigned randomly within each group.**



- Your student classification for room selection is determined by the number of credits you have earned at the time you select your room.

2015-16 Classification	Earned Credits as of Room Selection
Senior	118.49 or more
Junior	Greater than 74.99, less than 118.50
Sophomore	75 or less

- Once the selection time begins, the student has until the last day of selection, **April 6, 2015 at 11:59 PM (EST)** to choose a room, assign roommates—provided space is available—and choose a meal plan. Students are encouraged to select a room **as soon as their selection time begins** since housing fills quickly.
- **New for the 2015-16 Academic Year on the North Miami campus:** students will now be able to select specific spaces in a number of rooms on campus. For example, a student who wants to live in a Lakeside Tower 2 bedroom apartment will be able to select 1 of the 4 spaces in the room as follows: 2 spaces in the large bedroom, 1 space in the small bedroom or 1 space in the front room. In a 1 bedroom apartment in Lakeside, a student would be able to select a space from one of the 2 spaces in the bedroom or 2 spaces in the front room.

Also new for this year, all of the 2 bedroom apartments in Arch Creek, Palm Gardens and Emerald Lake Halls have been reduced in occupancy from 4 students to 3 students with the set up being 2 students in the large bedroom and 1 student in the small bedroom.

Residents in Tropical Pointe will be able to select a space from within either the left or right bedrooms, which house 2 students in each.

- 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.

Gender-Inclusive Housing

Gender-inclusive housing (formerly called 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-inclusive housing will be offered in the following halls:

- Emerald Lake Hall
- Arch Creek Place
- Palm Gardens
- Biscayne Commons

JWU offers 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-inclusive housing is a choice; no student will be assigned to a gender-inclusive living situation without applying for that option.

Interested students must indicate in the housing application they are interested in Gender-Inclusive Housing. By selecting "yes" (you are interested), you will be able to search for gender-inclusive rooms during selection.

There are a limited number of gender-inclusive rooms available. If you are searching for a gender-inclusive room but none are available, please contact Laurie Doherty, Student Housing Coordinator, at Laurie.Doherty@jwu.edu to discuss potential options.

Guarantee-Me-A-Bed Spaces

Should space become full on campus during room selection, you could have the opportunity to opt for a "guarantee me a bed" space. By selecting this option, this means you are **guaranteed** bed on campus provided that you are registered for fall 2015 classes by **May 18, 2015** and the financial payment deadline of **August 7, 2015** has been met. These spaces will be for ANY available housing (not in any one particular residence hall). Please note: guarantee me a bed spaces are **limited** and available on a first-come, first-select basis.

When selecting a guarantee me a bed space, you will be immediately placed on a wait list for a space on campus. Room charges will be assessed to your student account for fall 2015. You will also need to choose your meal plan option. You will be notified as soon as a permanent space becomes available.

Roommates cannot be pulled in to guarantee me a bed spaces.

By selecting a guarantee-me-a-bed 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: an RA room or an upsized student room. Guarantee-me-a-bed students are assigned as bed spaces become available over the summer.

Once you are placed in an assignment, the Room Terms Agreement is binding for the entire academic year.

Should all of the guaranteed spaces be filled when you apply for housing, you will be placed on a wait list. A space on the wait list does not guarantee you a space in housing. If you have not been issued a placement by the move in date of the fall term, you would be responsible for securing your own housing. To be placed on the waitlist you must contact **Laurie Doherty, Student Housing Coordinator** at Laurie.Doherty@jwu.edu.

Room Selection FAQs

How can I request a change to the room assignment I selected?

To request a change to the room you selected for 2015-16 email [Laurie Doherty](mailto:Laurie.Doherty@jwu.edu).

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?

Should spaces fill before you get the chance to select a room, you will be able to select a guarantee-me-a-bed space (see page 13 for details). You will be contacted via JWU email once a space becomes available.

What happens to my \$50 deposit if I do not get a room?

Your \$50 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.

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

Yes. To be considered for on-campus housing, email [Laurie Doherty](mailto:Laurie.Doherty@jwu.edu).

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

You can apply to the wait list starting on **March 13, 2015** by emailing [Laurie Doherty](mailto:Laurie.Doherty@jwu.edu).

What if I enrolled for the first time during the spring 2015 term or just returned to JWU? Do I still have to participate in this process to secure a room on campus for next year?

Yes, if you enrolled for the first time during the spring 2015 term or you returned to campus after time away, you must participate in this process if you wish to apply to live on campus for next year. **You do not need to make a deposit.** You will be automatically eligible to apply for fall 2015 during the application period, **February 18-March 20, 2015**. You **MUST** complete your application during this time in order to be eligible to receive a selection timeslot.

What if I think I might have internship or study abroad for the fall 2015 term? Should I participate in this process?

Students who plan on participating in internship or Study Abroad for the fall 2015 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 meal charges can be removed for that term. Prior to returning to campus, you must request a new housing assignment by emailing [Laurie Doherty](#).

What if I plan to transfer to another JWU campus for the fall 2015 term? Should I participate in this process?

Yes; students considering transferring to another JWU campus for the fall 2015 term should still participate for their current campus process until a campus transfer has been officially approved.

Can I be placed on a waitlist for a specific building or property?

Yes; as long as you have already secured a space elsewhere on campus (not including the guarantee me a bed spaces), you can be placed on a waitlist for a specific property. To do so, email [Laurie Doherty](#).