



Lincoln University Office of Residence Life

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Room Selection For Fall 2008 Shield Your Home with A Room Deposit

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- ### Important Dates
- **3/21/08:** RA notification
 - **2/18-3/7/08:** Payment of room deposits
 - **3/7/08:** Single/ASL Housing Application Due
 - **3/20/08:** Pick-up priority card with priority number.
 - **3/18/08:** Room Selection for Singles & Apartment Style Living
 - **3/26-27/08:** Room Selection for all other residence halls.
 - **4/7/08:** Late deposits can be paid.
 - **4/16-25/08:** Housing assignments for late deposits.

The Lincoln University Room Selection process for the upcoming 2008-2009 academic year is scheduled for March 25, 26, & 27, 2008. The Office of Residence Life will be utilizing the Priority Card system as the process for room assignments for currently enrolled students.

This process is believed to be the most equitable way to offer room selection to all resident students. However, it is important to read the instructions carefully and pay attention to all deadlines for all required information. Any questions concerning Room Selection for Fall 2008 can be directed to the Office of Residence Life.

Who is Eligible to Participate?

All students currently enrolled for the Spring 2008 semester are eligible to apply for on-campus housing during Room Selection. Those students not planning to reside on-campus for the 2008-2009 academic year are not required to participate in the Room Selection process. However, students choosing to be commuters and non-returning students are required to contact in writing the Registrar's Office in Lincoln Hall.

What are the general requirements?

In order to participate in Room Selection, the following general requirements must be met:

1. Students must have a balance of less than **\$2500** or be current with their AMS or TMS payment plan to pay the **\$75** room deposit beginning **February 18, 2008**

NOTE: *Current balance must be zero by August 1, 2008, in order to check-in to the residence halls for Fall 2008.*

2. The \$75 room deposit must be paid by the deadline date of **Friday, March 7, 2008**. Receipt of payment must be provided at Room Selection.
3. Student must have filed the FAFSA with the Office of Financial Aid. The first fifty to have FAFSA transmitted and processed will have their room deposit waived.
4. Participating students must have Lincoln University student ID present at the time of Room Selection.
5. Priority card with priority number must be presented at time of Room Selection.
6. Students will be required to sign a **Housing Assignment Confirmation Form** upon selecting their room.

For those students applying to reside in the Apartment Style Living (ASL) residence hall, the following additional requirements must be met along with those previously listed general requirements:

1. **ASL applicants whose balance is not zero by May 1, 2008, will be reassigned to another residence hall.**

2. Students must have completed at least 15 credit hours at the end of Fall 2007.
3. Students must have a cumulative GPA of 2.5 or higher.

NOTE: **Students currently residing in ASL that do not meet the GPA requirement will not be able to apply for ASL during the Room Selection process.**

4. Students cannot have any judicial sanctions from the previous academic year.
5. Presidential and 21st Century Scholarship recipients choosing to reside in ASL must pay for housing directly. It will not be covered by your scholarship.

Room Selection *for* Fall 2008:

DEFINITIONS

Traditional Singles/Apartment Style Living

A. Squatters

If you, and your current roommate/suitemate(s) are really happy and comfortable with your present living arrangement, you may be able to continue living there for the 2008 - 2009 academic year. Squatter Rights are available to students who are interested in staying in their rooms and who meet the necessary requirements. Squatting in First Year student residence halls is not allowed.

- **Traditional Singles (Traditional Residence Hall)**

1. Must apply by completing the Traditional Single/Apartment Style Living Housing Application.
2. Must be same room where you currently reside.
3. If squatting, the student or appointed proxy with all required documentation, must be present at designated Room Selection date/time for Squatters.

- **Apartment Style Living (ASL)**

1. Must apply by completing Traditional Single/Apartment Style Living Housing Application.
2. Must be the exact same room in a suite **and** the exact same suitemates that you are currently residing with in the suite.
3. All suitemates must fulfill the requirements of ASL.
4. If squatting, all roommates, or appointed proxy with all required documentation, must be present at designated Room Selection date/time for Squatters.

NOTE: Medical documentation does not guarantee a single room. If you are in violation of any University policies, you could forfeit your single room. A single room application must be completed each year.

B. Priority Numbers with Suitemates

1. Must apply by completing Traditional Single/Apartment Style Living Housing Application.
2. All suitemates must fulfill requirements of ASL.
3. All suitemates, or appointed proxy with required documentation, must be present during designated date/time.
4. Suitemate with the lowest priority number determines selection order.

C. Priority Numbers without Suitemates

1. Must apply by completing Traditional Single/Apartment Style Living Housing Application.
2. Assigned based upon priority number being serviced.
3. No suitemates have been identified or selected, or the suite is not filled to capacity with desired suitemates.
4. Specific Priority card determines what date/time to be present for Room Selection.

All Other Residence Halls

A. Squatters

1. Must be same room and same roommate from current year.
2. If squatting, must be present, or appointed proxy with required documentation, at Room Selection date/time designated for Squatters.

B. Priority Numbers with Roommates

1. All roommates, or appointed proxy with required documentation, must be present during designated date/time for Room Selection.
2. Roommates with the lowest priority number determines selection order.

C. Priority Numbers without Roommates

1. Assigned based upon priority number being serviced.
2. No roommates have been identified or selected therefore a roommate can be assigned at random.
3. Priority number determines selection order.

Room Selection for Fall 2008: Process

All students will be provided a Fall 2008 Room Selection process brochure via their campus mailbox and campus e-mail. The process will be explained at floor meetings that take place in all of the residence halls. The floor meetings will explain the process in detail, as well as give students the opportunity to ask questions about the process. Within the brochure will be two forms: 1) the **Traditional Single/Apartment Style Living Housing Application** and 2) the **Proxy Form**. The Traditional Single/Apartment Style Living Housing application is to be completed by all students choosing to apply for a single room in one of the Traditional Residence Halls or if applying for any room within the Apartment Style Living residence hall. The completed Traditional Single/Apartment Style Living Housing Application is due in the Residence Life office by Friday, March 7, 2008 by 4PM—NO EXCEPTIONS.

If you would like to reside on campus for the 2008-2009 academic year but cannot be present at Room Selection, then you would need to complete the **Proxy Form**. This allows a designated student to represent you in your absence. A Proxy must be a currently enrolled Lincoln student. By completing the **Proxy Form**, permission is given to the Proxy to represent you during Room Selection and make all necessary decisions. This will also apply to current study abroad students who need campus housing for Fall 2008. Your designated Proxy must bring 5 items which include: 1) The Proxy's valid Lincoln ID; 2) your valid Lincoln ID; 3) your room deposit receipt; 4) your **Priority Card**; and 5) your **Proxy Form**. You are responsible for ensuring that your proxy understands their responsibility while representing you for Room Selection. NO special consideration will be given if a proxy is absent during the scheduled Room Selection date and time.

March 25, 2008

Apartment Style Living (ASL) ONLY

MANUEL RIVERO GYM

Doors open at 6PM

Priority Numbers 1 - 1000 with suitemates

7:00PM—10:00PM

Priority Numbers 1 - 1000 without suitemates

10:00PM—11:00PM

March 26, 2008

ALL OTHER RESIDENCE HALLS

MANUEL RIVERO GYM

Doors open at 6PM

Squatters

7:00PM—9:00PM

Priority Numbers 1 - 500 with roommates

9:00PM—11:00PM

March 27, 2008

ALL OTHER RESIDENCE HALLS

MANUEL RIVERO GYM

Priority Numbers 501 - 1000 with roommates

7:00PM—9:00PM

Priority Numbers 1 - 1000 without roommates

9:00PM—11:00PM

Room Selection will be held in **MANUEL RIVERO GYM (main gym) on March 25, 26, & 27**, with doors opening at 6PM each day. However, students applying & selected for Traditional Singles & ASL 1-party rooms/Squatters will not need to be present for the Room Selection process. These students will be contacted via phone informing them of the specific housing assignment. It will be necessary for those students to complete the **Housing Assignment Confirmation form** at the Office of Residence Life on **Thursday, March 20, 2008 from 10AM—3PM**.

All room deposits can be paid from **February 18, 2008 to March 7, 2008** in the Bursar's Office in Vail Hall from 9AM—3:30PM. Based upon all deposits paid by the **deadline date of March 7, 2008**, those students will be assigned a random priority number based on the total number of credits earned at the end of the Fall 2007 semester. Those students with the most credits earned will be given the lower priority numbers. For example, rising seniors will be assigned the lower priority numbers.

- ◆ 90+ Credits = Rising Seniors
- ◆ 60 - 89 Credits = Rising Juniors
- ◆ 30 - 59 Credits = Rising Sophomores
- ◆ 15 - 29 credits = Freshmen

Once the priority numbers have been assigned, a **Priority Card** with the assigned priority number will be provided to all deposit paid students on **Thursday, March 20, 2008**, in the **STUDENT RESTAURANT/CAFETERIA** from **10AM—3PM**. The **Priority Cards** will be color coded enabling students to determine what day to appear for Room Selection. Therefore, understand that students will only be allowed to enter Room Selection with the appropriate **Priority Card** for that day, a valid Lincoln student ID and the room deposit receipt. Remaining priority cards will be available in the Office of Residence Life on Monday, March 24, 2008 from 10AM—3PM if not picked up on March 20, 2008.

- **NOTE:** The potential suite/roommate with the lowest priority number determines what date all roommates should attend.

Room Selection *for* Fall 2008: Policies & Residence Halls

HOUSING ASSIGNMENT CONFIRMATION FORM

Students will be required to sign a **HOUSING ASSIGNMENT CONFIRMATION FORM** which serves as written documentation identifying which room was selected by the student. A Housing Contract will be signed at check-in for Fall 2008. Cancellation of your room assignment after August 1, 2008, will result in the forfeiture of the \$75 room deposit.

Once a student accepts a housing assignment he/she must take occupancy on or before the first day of classes or obtain approval from the Office of Residence Life to move in after the this date. Failure to comply with this requirement gives the University the right to reassign the space to another student.

POLICIES

For those students unable to participate in Room Selection due to not paying the room deposit by the deadline date, Late Deposits will be accepted April 4 - 14, 2008 in the Bursar's Office. Those students paying deposits during these dates will be housed starting April 16 - 25, 2008. Students will be allowed to select housing based upon available spaces. The Office of Residence Life can be contacted between the hours of 10 AM—3PM to receive a housing assignment.

Students that are placed on academic suspension at the end of the Spring 2008 semester will forfeit their housing assignment. If that action is taken, the student will not be re-assigned until academically cleared by the Committee on Admissions, Academic Standing and Financial Aid. **NOTE:** It is the responsibility of the student to contact the Office of Residence Life when clearance status is obtained. You may not be reassigned to same room you selected during Room Selection.

The Office of Residence Life does maintain the right to re-assign housing if it is deemed necessary. If such an action is required, you will be notified prior to your return to the University. **NOTE:** It is the responsibility of the student that all contact information be current and correct.

Students that cancel their housing assignment after **August 1, 2008** will forfeit their \$75 room deposit.

AVAILABLE RESIDENCE HALLS for FALL 2008

The University is committed to offering smoke-free facilities, and to limiting the places where alcohol is permitted. Also, rooms are designated as either male or female. The University prohibits co-ed rooms or cohabitation of any kind.

Apartment Style Living

This is a 405-bed co-ed upper-class residence hall with lounges on each floor, lobby area, laundry room and apartment-style rooms. Each suite has either 1, 2, 4 or 5-bedrooms; a livingroom with a love seat, table with 5 chairs, and an end table; a kitchenette with a sink and cabinets; 1-2 bathrooms; and air-conditioning. Smoking, tobacco, illegal drugs and alcohol use is prohibited in the residence hall.

Living Learning Center - North

This is a 162-bed upper-class male Student Athletes and Band member's residence hall with a lounge/kitchenette area and community bathrooms. Smoking tobacco or illegal drugs is prohibited in the residence hall. Students 21 years of age assigned to the 1st floor of LLCN are allowed to consume 7 ounces of alcohol in their rooms only.

Living Learning Center - South

This is a 186-bed upper-class female residence hall with a lounge/kitchenette area and community bathrooms. Smoking tobacco or illegal drugs is prohibited in the residence hall. Students 21 years of age assigned to the 1st floor of LLCS are allowed to consume 7 ounces of alcohol in their rooms only.

Alumni Hall

This is a 17-bed upper-class female residence hall with a kitchen, laundry area and community bathrooms. Smoking tobacco or illegal drugs and alcohol use is prohibited in the residence hall.

Room Selection *for* Fall 2008: Roommate Tips

Amos Hall

This is a 15-bed upper-class co-ed residence hall (Application Only) with community bathrooms for students who are residing on campus for 12 months. Smoking tobacco or illegal drugs and alcohol use is prohibited in the residence hall.

Cresson Hall

This is a 54-bed upper-class female residence hall with a laundry room and community bathrooms. Smoking tobacco or illegal drugs and alcohol use is prohibited in the residence hall.

Lucy Laney Hall

This is a 136 bed upper-class Athletic and Band female residence hall with a computer lab, lounge area, laundry room and community bathrooms. Smoking tobacco or illegal drugs and alcohol use is prohibited in the residence hall.

Houston Hall

This is a 44-bed upper-class male residence hall with community bathrooms. Smoking, tobacco and alcohol use is prohibited in the residence hall.

McCauley Hall

This is a 48-bed upper-class female residence hall with community bathrooms. Smoking tobacco or illegal drugs and alcohol use is prohibited in the residence hall.

Tips for Choosing A Roommate

Here are some tips on selecting a roommate which will go a long way to ensuring that you and your roommate(s) have a quality living experience together:

1. Discuss study habits and the expected study environment.
 - a. Do you like to study with background noise?
 - b. Would you mind small interruptions when studying?
 - c. Do you prefer to study in the room or another location?
2. Discuss social habits and guests in the room.
 - a. How often do you like to have friends over?
 - b. Do you like to have an open door policy for your friends and hall mates?
 - c. How do you feel about guest sleeping over?
3. Discuss cleaning habits or preferences, including sweeping, dusting, cleaning up messes, doing dishes, cleaning the bathroom, etc.
 - a. Do you prefer a spotlessly clean room or is neat and tidy your preference?
 - b. Do you do laundry on a regular basis or only when you are completely out of clothes to wear?
4. Be careful that you and your roommate(s) have the same idea of your relationship; are you looking for a best friend, someone to do things with on weekends, or just a roommate?
5. Discuss how you plan to handle disagreements or misunderstandings when they happen. Stick to your agreement; avoidance and/or gossip is never the way to resolve a conflict.
6. Discuss how you feel about sharing personal property, including food, clothing, and electronic equipment.
 - a. Do you prefer your roommate(s) ask before eating your food, borrowing your clothes or using your computer?
 - b. Is it okay to share and what is off limits?

Room Selection *for* Fall 2008: Frequently Asked Questions

Frequently Asked Questions

- ◆ ***What if I cannot attend my scheduled Room Selection date & time?***
While it is best to be present to select your room assignment at the designated time, you can have a **Proxy** select a room for you if you cannot be present. Choosing a proxy should be done carefully since you will be entrusting this individual to make a decision on your behalf, which will determine where you reside for Fall 2008. If the **Proxy** does not have all necessary 5 items, your **Proxy** will not under any circumstances be allowed to serve in your capacity. Blank **Proxy** Forms will be available in the Office of Residence Life office 306 Lincoln Hall.
- ◆ ***What if I arrive late for my scheduled Room Selection date & time?***
You are encouraged to arrive at least 15 minutes prior to your scheduled time. Once the doors are closed, you will not be allowed to gain access until after the last group for Room Selection.
- ◆ ***What are the methods of payment for paying my Room deposit?***
The room deposit can be paid through the Bursar's Office with cash, a credit card, a debit card with a Visa/Master card logo and utilizing any credit on your student account.
- ◆ ***What if I pay my room deposit after March 7, 2008?***
Students paying after March 7, 2008 will not be able to participate in Room Selection. However, you can still be assigned housing. Late deposits will be accepted starting April 7, 2008 thru April 25, 2008. From April 16—25, 2008, students will be able to select from available spaces. Room deposits paid after April 25, 2008 will result in students being randomly assigned to remaining available spaces by the Office of Residence Life.
- ◆ ***Will I be able to remain in a freshmen residence hall?***
No. All freshmen residence halls will be reserved for the incoming 2012 class. Those residence halls include Lorraine Hansberry, Ashmun, Rendall Frederick Douglass and McRary.
- ◆ ***Who can apply to be in the Apartment Style Living residence hall?***
Any student having completed 15 credit hours as of Fall 2007, and meeting the general/ASL requirements outlined previously. So, current freshmen meeting these criteria are eligible to apply for the Apartment Style Living residence hall.
- ◆ ***Where and when will the Fall 2008 Room Selection Process be held?***
The Fall 2008 Room Selection Process will take place in the **Manuel Rivero Gym (main gym)** on March 25, 26 & 27 from 7PM to 11PM. Doors will open at 6PM each day.
- ◆ ***How will I know what day to be present for Room Selection?***
The date and time that you should be present for Fall 2008 Room Selection will be indicated on your **Priority Card**. You will need your Priority card along with your Lincoln ID and room deposit receipt to enter.
- ◆ ***Where and when do I receive my Priority Card?***
Priority Cards can be picked up on Thursday, March 20, 2008 from 10AM—3PM in the lounge area of the student restaurant/cafeteria. All remaining cards will be available on Monday, March 24, 2008 from 10AM—3PM in the Office of Residence Life, 306 Lincoln Hall.
- ◆ ***After selecting a room but my balance is not zero upon check-in for Fall 2008, will I be allowed to check-in?***
NO.
- ◆ ***What do I do if I plan to be a commuter?***
If a student plans to be a commuter, it will be necessary to check-out of your current room assignment by returning your room keys and laundry card to your Residence Hall Coordinator. You will also need to notify the Residence Life Office, Student Affairs & Enrollment Management (SAEM) office, the Financial Aid office and the Registrar's office, which are all located in Lincoln Hall.
- ◆ ***If I do not plan to return or will withdrawal from the University, what steps do I take?***
Contact the Registrar's office on the 2nd floor of Lincoln Hall & the Office of Residence Life in 306 Lincoln Hall. Upon check-out of your current room assignment, you must return your room key(s), mail room key and ID/Laundry card.
- ◆ ***Who do I contact with other questions?***
Your Residence Hall Coordinator should be able answer any questions that you may have. However, you can contact the Office of Residence Life during regular office hours of 9AM - 5PM with any questions at extension 7226 or reslife@lincoln.edu.

Office of Residence Life
ROOM SELECTION for FALL 2008
Traditional Single/Apartment Style Living Housing Application
DUE FRIDAY, MARCH 7, 2008 at 4PM

Date: _____

SSN#: _____

Last Name _____ First Name _____ MI _____

City _____ State _____ Zip _____ Home Phone # _____ Alternate Phone # _____

Cell Phone # _____ E-mail Address _____

Classification: SR JR SO FR (circle one) **Cum GPA:** _____ **Sex:** Male Female

Current Room # & Residence Hall: _____ SMR#: _____ Current Ext. #: _____

Reason for single room request? Medical Non-Medical

If medical, 2008 updated documentation from a physician must accompany this application.

Briefly explain:

Are you currently residing in a single? Yes No

If no, which are you applying for: **Traditional Single** **Apartment Style Living** **Both**

Will you accept an assignment in Apartment Style Living if a traditional single is unavailable? YES NO

TRADITIONAL SINGLE

Preferred Residence Hall & Room #:

APARTMENT STYLE LIVING

Preferred Suite Type: 5-party 4-party 2-party 1-party

Suitemate Choices: 1. _____

2. _____

3. _____

4. _____

STAFF ONLY

Priority Number: _____

Selected for: Traditional Single Apartment Style Living Room Assignment: _____

Date, Time & Location to appear for Room Selection: _____

Staff Signature _____ Date _____

***NOTE: Medical documentation does not guarantee a single room. If you are in violation of any university policies, you could forfeit your single room. Also, you must complete a single room application each year.

