

**DEAN OF
STUDENTS
OFFICE
ROOM SELECTION
PROCESS
2011-12**

The room selection process is designed to enable students to have a diverse set of choices in their living community. This booklet is constructed to help you make informed decisions as you choose where you will be living next year. Your participation in this process is crucial, and you are encouraged to think carefully about your selection of roommates, space and community before finalizing your decision.

Reminder for 2011 – Students selecting a room cannot place themselves in a double room alone. They will have to choose a roommate that they will pull into the additional bed space at the time they make their room selection.

Room rates when available will be listed on the front page of the On Campus Housing web page.

What living options are available to upper-class students?

- ATO 2nd floor, Fayerweather Hall, Glendale Apartments, Harmar House, McCoy Hall, Parsons Hall, and Pioneer House.

What Small Group Housing is available to upper-class students?

- Arts & Humanities House, Honors House(McCoy 4 S), Fraternities & Sororities.

What is the timeline for the Room Selection Process?

- **Information Sessions in Freshmen Residence Halls:**
 - Dorothy Webster – Monday, February 21 @ 7:30 PM in Lobby.
 - Marietta Hall – Tuesday, February 22 @ 7:30 PM in Lobby.
 - Russell Hall – Wednesday, February 23 @ 7:30 PM in Lobby.
- **Information Session for Small Group Housing Presidents**
Thursday, February 24 @ 4:00 PM, Andrews Hall – Room 113.
- **February 28** Applications Due for upper class students wishing to move off campus by 5:00 PM (Limited number will be selected based on credit hours).
- **March 1 & 2** Educational session for students wishing to live off campus – **must attend 1 session** at 7:30 PM McCoy Hall – Cafe.
- **March 4** Pre-registration deposit of \$200.00 due to Business Office.
- **March 14** Applications due for Campus Apartments by noon.
- **March 14** Notification given to students approved to move off campus.
- **March 21** Approval notifications for Campus Apartments.
- **March 28** Small Group, Fraternity and Sorority Housing bed rosters due by 9:00AM.
- **April 13-15** Online Room Selection (ORS).

- **April 25-29** Room selection for Summer Housing 9AM-4PM Andrews Hall – Information Desk.

Resident Assistants, college apartments, Sorority/Fraternity Houses and Small Group Housing (Honors – McCoy 4 S and Arts and Humanities Houses):

- Your room assignment will already be entered into the ORS system. You must complete the “Housing Agreement” to have your room assignment confirmed. You also must have paid your \$200.00 pre-registration deposit by March 4 to the Business Office.

When Will Online Room Selection (ORS) Happen?

- ORS will begin at 10:00 a.m. on Wednesday, April 13 and is scheduled to be completed by 6:00 p.m. on Friday, April 15, 2011.
- The process will begin at 10:00 a.m. each day and run through 6:00 p.m. with 50 minute time slots.
- Students will be assigned a time slot based on the number of credit hours completed as of the end of the Spring ‘11 semester.
- Your housing agreement must be completed prior to selecting a room.
- You can visit the ORS site beginning **Monday, April 11, 2011.**

Who can participate in ORS?

- Undergraduate, full-time students who have paid their \$200 pre-registration deposit by Friday, March 4, 2011 and have completed the housing contract on line. You must complete the housing agreement prior to the time you select your room (ORS will not allow you to select your room until the contract is completed and you have registered for Fall semester 2011 classes). You can sign your contract beginning on Monday, April 11, 2010.
- Graduating seniors, graduate students, and commuter students will not be able to log into ORS or select a room.
- If you are currently a commuter student and want to live on campus, you must contact Leslie Yetter, Assistant Dean of Students, at lay001@marietta.edu prior to March 4, 2011 in order to have your residency status changed to live on campus.
- Undergraduate students who do not pay the \$200 pre-registration deposit by **March 4, 2011** cannot select their room through this process or be pulled into a room or suite.
- Pre-registration payments received after March 4, 2011 will result in your selection time placed at the end of ORS.

How do I access ORS?

- Visit ORS - go to the Marietta College Website under Current Students/Living On Campus/Housing (there you see a link for ORS) and become familiar with the screens before your selection time. **Plan to visit the website several times before room selection.**
- Any computer connected to the Internet can access ORS. This now allows students studying abroad to select their room while off-campus.

If you are planning on studying abroad for the 2011-2012 academic year please contact Leslie Yetter, Assistant Dean of Students, at lay001@marietta.edu or (740) 376-4532.

How will I know when to log on to select my room?

- You should receive an email prior to Monday, April 11, 2011.

- You should plan to log onto ORS and check your selection time beginning Monday, April 11, 2011 and you can complete the housing contract at that time.

What about summer housing?

- Students wishing to live on campus during the summer may sign up April 25-29, 9:00 a.m.- 4:00 p.m. in the Dean of Student Office – Andrews Hall room 113. Summer housing will be in the A&H House and ATO House this summer.

What if I am living in an apartment, sorority/fraternity house or small housing unit or if I am a Resident Assistant? (Your name is already on a house roster).

The following group of students will already be assigned a room in the ORS system. If you are one of these students, you still need to complete a housing contract. Please check your Marietta College e-mail account regarding your housing contract. You will have access to ORS and we encourage you to log on and verify your room assignment.

- Students serving as Resident Assistants.
- Students in college apartments, Honors –(McCoy 4 S), and A&H House.
- Students in Alpha Tau Omega, Delta Tau Delta, Lambda Chi Alpha, Sigma Kappa and Alpha Xi Delta Chapter Houses.
- Students in Alpha Xi Delta & Sigma Kappa Houses need to complete housing contracts for a meal plan only by logging onto ORS.
- Members of Chi Omega who plan on living in the chapter house for the 2011-2012 academic year do not have to access the ORS system.

How long will I have to select a room?

- ORS allows you a fifty minute time period to select a room. If you are unavailable during this time slot, you must contact Leslie Yetter, Assistant Dean of Students at (740) 376-4532.
- You will **not** be allowed to select a room if you have not completed the “Residency Agreement” online and registered for Fall semester classes.
- ORS will **not** allow you to select a room outside of your designated selection time.

What does it mean to be “pulled in?”

- Being “pulled in” means the person with the highest credit hours selects you and/or others to live in a suite or room together.
- You will need to provide the student pulling you in with your Marietta College ID number. **DO NOT** give your ID number to anyone but the student pulling you in.
- Failure to complete your housing contract or registering for Fall semester 2011 classes prior to your time of your room selection will result in loss of your time slot.
- Make sure you have various rooms/suites in mind before entering ORS so that if the room you want is not available you can select another one before your time slot closes.

Other very important information:

- Once you begin the process of selecting a room, **DO NOT** exit the system until you reach the “**Congratulations Screen.**” If you exit the system while selecting a room, not only will that room go off-line you also will be locked out from selecting a room for the 2011-2012 academic year.
- **DO NOT** share your Marietta College ID number with anyone unless you want to live with them.
- It is important to remember that all Marietta College students are guaranteed housing for the 2011-2012 academic year.

- You may contact the Dean of Students Office, Resident Director, or a Resident Assistant if you have any questions. Please contact Leslie Yetter, Assistant Dean of Students, lay001@marietta.edu or (740) 376-4532 if you have any questions regarding the Online Room Selection process.

Can I have an air conditioner in my room?

- **Air conditioners are not permitted to hang from windows where security screens have been installed for the safety of the residents. You may obtain permission for units that are meant to be placed inside a room and vented through the window. Physical Plant will not remove security screens. If an air conditioner is permitted where a security screen is not located the Physical Plant will complete the installation. Application forms are available on-line or at the Dean of Students Office in Andrews Hall room 113. You must submit a physician's verification letter with the application. You must make a request each year but you only need one note from your physician. Physician's notes are currently on file in the Dean of Students Office, Andrews Hall room 113.**

Small Group Housing & Fraternity/Sorority Agreement
Understandings:

Your organization must be registered in the Office of Student Activities and must be able to fill the space to capacity. The Dean of Students Office will take the liberty to fill all bed spaces not filled by the organization. *There are to be no single rooms, unless the room is a designated single.*

Individuals on the list must have paid their \$200.00 Registration Deposit before Friday, March 4, 2011 and be enrolled for classes during the Spring 2011 semester to be eligible for housing. Any student found on the list that has not paid their pre-registration fee will forfeit their room assignment and be removed from the list. The organization's president will be contacted if there is a problem.

Those individuals who select a room in small group housing/fraternity & sorority house and change their mind will not be eligible to take part in the ORS process until all students on campus have been assigned a bed space.

Each individual participant of your group must sign a housing contract during the ORS selection process. Please check your Marietta College e-mail account regarding your housing contract. You will have access to ORS and we encourage you to log on and verify your room assignment.

If you have any questions or concerns please contact Leslie Yetter, Assistant Dean of Students, lay001@marietta.edu or (740) 376-4532.

Application to Live Off Campus 2011-2012

Applications for living off campus will be made available on February 14, 2011. By completing this application you are only indicating that you are interested in moving off campus. Completing this form does not guarantee that you will be given permission to move out of College owned housing. You should contact the Office of Student Financial Services to determine if moving off campus will affect your financial aid. Only students who have lived on campus for two academic years (4 semesters not including summer

school) are eligible to apply to move off campus. Selection will be based on the number of semesters living in campus housing, credit hours, and attendance at an Educational Program scheduled for Tuesday, March 1 and Wednesday, March 2 at 7:30 PM in the McCoy Hall Cafe. Applications must be submitted to Dean of Students Office, Andrews Hall Room 113 by **February 28, 2011 at 5:00 PM**. Students will be notified by March 14, 2011 if they have permission to move off campus.

Students who live off campus should they choose to return to campus will be placed at the end of the credit hour list used for ORS.

Apartment Application – 2011/2012

General information concerning apartments:

- To be considered for an apartment all students must have paid their \$200.00 pre-registration deposit in the Business Office by March 4, 2011.
- Apartments are for single-sex housing only.
- Apartment occupancy is two (2) students in Fayerweather; four (4) students in Glendale; six (6) students with the option to expand to eight (8) in McCoy.
- All rooms in the apartment are to be occupied as doubles. No single rooms will be allowed in apartments.
- All group members must be in good academic standing (2.00 CGPA) and good conduct standing with the College.
- Only full groups will be considered. Groups must remain together throughout the academic year (Fall & Spring Semesters 2011-2012). If members do not return to campus either semester the group is in jeopardy of losing their housing assignment. It is the primary responsibility of the group to find a replacement(s) if a vacancy occurs. If you know someone is staying for half the year, turn in the name of the person who will be living in the apartment the second semester.
- Application must be completed in full and accurately for consideration.
- **Person with the highest credit hours will pull others into an apartment. If the individual who pulled in others to the apartment withdraws from the apartment, the apartment will be forfeited.**
- Members of the apartment have the option to remain on the MC Dining Program. Once assigned an apartment you will need to indicate your preference.
- If selected for an apartment, students listed on the application will not be permitted to go through Online Room Selection. However, you still will need to complete a housing contract.
- Credit hours are based on the number of hours completed as of the end of Spring Semester 2011.
- Applicants should be aware that Judicial Records are taken into account when Apartment Applications are reviewed.

Students who do not participate in the room selection process and have selected classes for Fall Semester will be assigned a room over the summer by the Dean of Students Office.

Students who have paid their \$200.00 pre-registration deposit and have selected a room but have not selected classes for Fall Semester will have their room assignment canceled on Friday, April 29, 2011.