

# Room Selection 2008-2009 Important Facts

The room selection process is designed to enable students to have a diverse set of choices in their living community. This booklet is designed 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.

**Room rates when available will be listed on the front page of the Residence Life Web page.**

## **What living options are available to upper-class students?**

- McCoy Hall, Parsons Hall, Pioneer House, Harmar House, ATO 2<sup>nd</sup> floor, Fayerweather Hall and Glendale Apartments

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

- Arts & Humanities House, Honors House, Fraternities & Sororities

## **What is the timeline for the Room Selection Process?**

- **Information Session for Small Group Housing Presidents**  
February 25 @ 4:00 PM, Fireplace Lounge – Andrews Hall.
- **Information Sessions in Freshmen Residence Halls:**
  - Dorothy Webster – Monday, February 25 @ 7:30 PM in Lobby
  - Marietta Hall – Tuesday, February 26 @ 7:30 PM in Lobby
  - Russell Hall – Wednesday, February 27 @ 7:30 PM in Lobby
- **March 7** Applications Due for upper class students wishing to move off campus by 5:00 PM
- **March 21** Applications Due for Campus Apartments by Noon
- **March 28** Approval notifications for Campus Apartments
- **March 21** Applications Due for Fayerweather Hall by Noon
- **March 28** Approval notifications for Fayerweather Hall
- **April 9** Small Group Housing bed rosters due by 9:00AM
- **April 23-25** Online Room Selection (ORS)
- **May 5-8** Room selection for Summer Housing 9AM-4PM

## **RAs, McCoy Apartments, Glendale Apartments, Fayerweather, Sorority/Fraternity Houses and Small Group Housing (Honors and Arts and Humanities House):**

- Your room assignment will already be entered into the ORS system. You must complete the “Housing Agreement” to have your room assignment confirmed. Also make your selection of a meal plan at this time.

## **When Will Online Room Selection (ORS) Happen?**

- ORS will begin at 10:00 a.m. on Wednesday, April 23 and is scheduled to be completed by 6:00 p.m. on Friday, April 25, 2008.
- The process will begin at 10:00 a.m. each day and run through 6:00 p.m. with one-hour time slots.
- Students will be assigned a time slot based on the number of credit hours completed as of the end of Spring 08 semester. The housing agreement must be completed prior to selecting a room.
- You can visit the ORS site after **April 18, 2008.**

## Who can participate in ORS?

- Undergraduate, full-time students who have paid their \$200 pre-registration fee by March 17, 2008 and have completed the housing contract on line. You must complete the agreement prior to the time you select your room (ORS will not allow you to select your room until the contract is completed). You can sign your contract beginning on Friday, April 18, 2008.
- 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 the housing officer at X4736 or [seel@marietta.edu](mailto:seel@marietta.edu) prior to March 17, 2008 in order to have your residency status changed to live on campus.
- Undergraduate students who do not pay the \$200 pre-registration fee by **March 17, 2008** cannot select their room through this process or be pulled into a room or suite.

## How do I access ORS?

- Visit ORS - go to the Marietta College Website under Student Life/Residence Life (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 2008-2009 academic year please contact Linda See, Housing Officer, at X4736 or [seel@marietta.edu](mailto:seel@marietta.edu)

- To best view ORS, your computer should be equipped with the latest version of Internet Explorer.

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

- You should receive an email prior to April 23, 2008.
- You should plan to log onto ORS and check your selection time beginning April 18, 2008 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 May 5-8, 9:00AM- 4:00PM at the Information Desk in Andrews Hall (X4736). Summer housing will be in the Glendale Apartments 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 and select a meal plan. Please check your Marietta College e-mail account regarding your housing contract and meal plan. 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 McCoy Apartments, Glendale Apartments, Honors House, Fayerweather Hall 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 2008-2009 academic year do not have to access the ORS system.

## How long will I have to select a room?

- ORS allows you a one-hour period to select a room. If you are unavailable during this time slot, you must contact a Residence Life staff member at X4736.
- You will **not** be allowed to select a room if you have not completed the "Residency Agreement" online.
- 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 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 2008-2009 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 2008-2009 academic year.
- You may contact the Director of Residence Life, Resident Director, or a Resident Assistant if you have any questions. Please contact Linda See, Housing Officer, at X4736 or seel@marietta.edu if you have any questions regarding the Online Room Selection process.

### Can I have an air conditioner in my room?

- An air conditioner is permitted once you have obtained permission and Physical Plant has made arrangements for installation. Application forms are available on-line or at the Residence Life Office in Andrews Hall. You must submit a doctor’s excuse with the application.

### **Small Group Housing & Fraternity/Sorority Agreement Understandings:**

Your organization must be able to fill the space to capacity. The Office of Residence Life 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 Fee before March 17, 2008 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.

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 and select a meal plan during the ORS selection process. Please check your Marietta College e-mail account regarding your housing contract and meal plan. 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 Bruce Peterson at X4531 or petersob@marietta.edu

## Application to Live Off Campus 2008-2009

Applications for living off campus will be made available on February 25, 2008. 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 semester living in campus housing and credit hours. Applications must be submitted to Bruce Peterson, Andrews Hall Room 113 by **March 7 at 5:00 PM.** Students will be notified by March 17<sup>th</sup> 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 – 2008/09**

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 17, 2008.
- 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 social standing with the College.
- Only full groups will be considered. Groups must remain together throughout the academic year (Fall & Spring Semesters 2008-2009). 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. 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. If you plan on being on the College's dining plan you will have to select a meal plan.
- Credit hours are based on the number of hours completed as of the end of Spring Semester 2008.
- 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 will be assigned a room over the summer by the Department of Residence Life.**

