

HOUSING SELECTION

2017.2018

OVERVIEW

- ❖ Housing forms will be released **Friday March 3rd, 2017 via email.**
 - ❖ All housing forms are also available in the Student Affairs Office in Perry and online on the Doane website.
 - ❖ Only one complete form is needed per group. Example: If you are hoping to live in Burrage Hall, 8 people will complete one housing form together.
- ❖ Floor plans for each hall and a listing of lottery points will be available in the Student Affairs Office.
- ❖ **Each hall and community has a separate selection track. Please pay attention to the deadlines for the hall or community you plan to live in.**
- ❖ **Students must register for housing (on or off campus). Failure to do so will result in you being assigned a room/roommate based on the discretion of the housing office.**
- ❖ Contact Info:
 - ❖ Email: Doanehousing@doane.edu (Subject Heading: Housing Selection)
 - ❖ Phone: 402.826.6721
 - ❖ Online: www.doane.edu/student-life/residence-life

HELPFUL TERMS

- ❖ **Selection-choosing your room**
- ❖ **Housing Selection Form-the form your group will complete prior to selecting your room. Each building/process has a different form.**
- ❖ **Double Room-a room that holds two people**
- ❖ **Super Double Room-larger double room**
- ❖ **Triple Room-holds three people**
- ❖ **Single Room-holds one person, slightly more cost**
- ❖ **Private Room-double room that is purchased for one person, higher cost**
- ❖ **Double Room Rate-cost of room**
- ❖ **Single Room Rate-cost of room**
- ❖ **Private Room Rate-cost of room**
- ❖ **Spokesperson-person who selects your group's housing choice**
- ❖ **Proxy-available for Frees and Smith if you cannot attend selection**
- ❖ **Lottery Points-how housing selection is determined**
- ❖ **Quad/Suite Group-quad refers to Burrage or Colonial, Suite refers to Hansen**
- ❖ **SAO-Student Affairs Office**
- ❖ **Contract-The housing contract you are bound to for the 2017-2018 school year**
- ❖ **Breakage Fee-Fee for breaking your housing contract**

ELIGIBILITY AND CONTRACT BREAKAGE

In order to be eligible for housing selection, students must meet the following criteria:

- ❖ No business holds-spokespeople will be emailed if a member of group has a hold
- ❖ Housing form submitted and properly completed
- ❖ Your spokesperson must also attend the specific housing meeting of the hall you are hoping to live in. Please refer to housing form for more details about that meeting date, time, and location.

Students should also be pre-registered for Fall 2017. Students not registered by June 1st, 2017 may lose their housing assignment and be placed on a waitlist for housing.

Breaking the contract results in the following breakage fees for Summer 2017 and Fall Semester:

- ❖ Prior to 1 June \$150
- ❖ 1 June – 31 July \$300
- ❖ 1 Aug– 5 Sep \$450
- ❖ After 5 September, no breakage fee will apply, but your housing fee for the semester won't be refunded. Breakage fees for the Spring semester will be posted at a later date.

LOTTERY POINTS

- ❖ Lottery points are the currency for housing selection. Groups with the largest number of housing points choose housing first and it continues down the list based on the total number of lottery points of your group.
- ❖ Lottery points are assigned randomly within each class level, based on credits obtained:
 - ❖ First Year: 1000-1999
 - ❖ Sophomore: 2000-2999
 - ❖ Junior: 3000-3999
 - ❖ Senior: 4000-4999
- ❖ Bonus lottery points: Honors program students may add 1000 points to their total.
- ❖ Lottery points will be posted to www.doane.edu/student-life/residence-life on **March 3rd**. Additionally, lottery points will be emailed and a copy will be placed in the Student Affairs Office.
- ❖ Students should dispute lottery points by emailing doanehousing@doane.edu by **5pm Friday, March 17th, 2017**.
- ❖ Student teachers and those studying abroad may use their lottery points if their intended roommate reserves the room as a private.

SPOKESPEOPLE

- ❖ Spokespeople represent your group during housing selection. They will be the person who attends housing selection to choose your group's room/quad/suite.
- ❖ Spokespeople have a number of important responsibilities – if they make a mistake, they run the risk of losing the suite or quad their group wants, if not missing out on their preferred hall entirely.
- ❖ The spokesperson is the boss – until housing selection is completed, their word is law, meaning group members can be moved around at whim and without notice. Spokespeople will confirm the placement of all members within a suite or quad.
- ❖ Choose wisely.

OFF CAMPUS

- ❖ Off campus applications for 2017.2018 are available on the Residence Life website at www.doane.edu/student-life/residence-life. **Application deadline is March 17th by 5pm. Only complete applications will be reviewed. The Off Campus form details more about this process.**
- ❖ Students granted off campus status forfeit their lottery points for housing selection.
- ❖ Students are required to live on campus unless they meet at least one of the following criteria:
 - ❖ 90 credits are completed by the end of Spring 2017
 - ❖ Commuter (living with a legal guardian within 40 miles of Doane...more paperwork is required)
 - ❖ Married
 - ❖ Dependent child who lives with them
 - ❖ Student teaching: Criterion applies only if the student teacher is assigned to a non-Crete school
 - ❖ Students may also apply under extenuating circumstances, but those will be reviewed case-by-case.

THEMED COMMUNITIES

Communities at Colonial and Hansen

- ❖ Purpose-form a group around a common theme and submit a charter
- ❖ Expectations-will be listed in the TC Manual
- ❖ Benefits-Double room at single price
- ❖ Process
 - ❖ Applications available **March 3rd**
 - ❖ Applications due **March 24th**, you will be notified if your group is accepted/denied.
 - ❖ Accepted TC housing forms **due March 31st**
 - ❖ Housing selection on **Monday, April 3rd**

The Guild at Smith

- ❖ Location-Smith 1st Floor
- ❖ Governance & Dues
- ❖ Benefits-unlimited access to the Game Room, programming events on and off campus
- ❖ Process
 - ❖ Applications available **March 3rd**
 - ❖ Applications due **March 24th**
 - ❖ Guild Housing Forms due **April 10th**
 - ❖ Housing selection on **Thursday, April 14th**

BURRAGE AND HANSEN

Burrage-typically holds 8 people. There are 16 quads available in Burrage. BUR 003 only holds 4 people.

- ❖ Quads must be filled to capacity
 - ❖ One person per bed
 - ❖ Private rooms are considered filled (if available)
- ❖ Each group designates a spokesperson
- ❖ Housing Forms available **March 3rd**
- ❖ Housing Forms due **April 3rd by 5pm**
- ❖ Housing selection in **the Student Affairs Office in Perry on Thursday, April 6th at 5pm.**

Hansen-various suite sizes, 4-5 person, 6-7, and 8-9 person suites available. Some suites include single rooms.

- ❖ Suites must be filled to capacity
- ❖ Each group designates a spokesperson
- ❖ Hansen eligibility is granted individually through an application process, and eligibility does not guarantee placement
- ❖ You do not have to be involved in Hansen Leadership Program to live in Hansen Hall.
- ❖ Forms and application available **March 3rd**
- ❖ Applications due **March 31st at 5pm, you will be notified if you are accepted or denied into Hansen via email.**
- ❖ Housing Forms due **April 12th by 5pm**
- ❖ Housing selection in **the Student Affairs Office in Perry on Thursday, April 13^h at 5pm.**

FREES AND SMITH HALLS

- ❖ Triple rooms are available in Frees Hall.
- ❖ Double and super double rooms are available in Smith Hall.
- ❖ Rooms should be filled to capacity
- ❖ Private rooms may be available if space allows, ***but will available to students requiring housing accommodations first.***
- ❖ Forms available **March 3rd**
- ❖ Forms due **April 18th by 5pm**
- ❖ Housing selection in **EA 236 on Thursday, April 20th at 5pm.**
- ❖ Proxies are an option for students who cannot attend the selection meeting

HOUSING CONFIRMATION

Housing Confirmation

- ❖ **April 21**– Emails Sent to spokesperson asking to confirm housing placement or request changes
- ❖ **April 28**– Deadline for Changes

QUESTIONS

- ❖ Website: www.doane.edu/student-life/residence-life
- ❖ Phone: 402.826.6721
- ❖ Email: doanehousing@doane.edu (Subject Line: Housing Selection)
- ❖ Stop by the Student Affairs Office in Perry
 - ❖ Lower Level
 - ❖ Ask for Megan Failor