Looking to live on campus next year? Well, here is what you need to know. To live in college housing, all residents must be full-time undergraduate students carrying a minimum of 12 credits. To reserve your spot on campus for next year, you must make a $100 non-refundable deposit and submit a Deposit Intent Form. The deposit will be credited to your fall room and board.

**Housing Selection Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>FEB. 22nd</td>
<td>Lincoln Woods Applications/Interest Due</td>
</tr>
<tr>
<td>MAR. 11th-15th &amp; 18th-22nd</td>
<td>Deposit Days Fitzsimmons Lounge ($100) 10am-1pm</td>
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<tr>
<td>MAR. 11th</td>
<td>Information Session @2pm Fitzsimmons Lounge</td>
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<tr>
<td>MAR. 22nd</td>
<td>Themed Learning Communities Applications Due</td>
</tr>
<tr>
<td>APR 2nd</td>
<td>Proxy Forms &amp; Housing Accommodation Requests Due</td>
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<tr>
<td>APR. 5th</td>
<td>Lottery Letters Delivered to Campus Mailbox (Commuters pick up in ORL)</td>
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<tr>
<td>APR. 8th</td>
<td>Information Session @2pm Fitzsimmons Lounge</td>
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<tr>
<td>APR. 19th</td>
<td>Housing Selection Day:</td>
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<td></td>
<td>- Upperclass Students 10am- Noon</td>
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<td></td>
<td>- First Year Students 1pm-3pm</td>
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**What's Available?**

Currently, the following rooms will be available but subject to change:
- Fournier: 2nd & 3rd floor-singles; 3rd floor doubles/suites
- Fitzsimmons: 4 and 6 person suites, includes shared bath;
- SugarLoaf (Loyola Lodge): double rooms each with private bath:
- Lincoln Woods: 2 and 3 person apartments

To select a room at SugarLoaf Lodge, you must fill a room, meaning you must have a roommate.

To select a room in Fitzsimmons Hall, you must fill a 4 or 6 person suite. If your group does not consist of four or six people to fill a suite, you can wait until the end of the selection process and see if there is a one bedroom (2 person) availability.

To select Fournier Hall, you can select a single or a space in a double (and do not have to have a roommate yet). You may also fill a suite, meaning two people can fill a single suite and four people can fill a double suite, all by pulling one another in.

**Themed Learning Communities (TLC)**

Themed Living Communities (TLC) simply allows students with certain commonalities and interests to live in the same area so they can further share and explore their interests. Programming efforts surround the theme and faculty and/or staff participate in social & educational events. Applications are available on-line and outside ORL.

**Deposit Days & Intent Forms**

Housing Deposit Days will be March 11-15 & 18-22 from 10am-1pm in Fitzsimmons Hall. All current students wishing to participate in the housing selection process must submit a Housing Deposit Intent Form with their $100 housing deposit. These forms will be available on-line and outside the Office of Residence Life. If you applied for an apartment at Lincoln Woods, you must deposit during this process for your application to remain viable.

Payment for deposits may be made by cash, check, or money order. **Credit Cards cannot be accepted.** If paying by a check, please write your CHC ID number and “housing deposit” as your memo line and make the check payable to Chestnut Hill College. Payment may not be made by using an existing credit balance on your student account. This $100
will be applied to your Fall 2013 billing statement. All deposits received after March 22, 2013 will be considered late. Students will be assigned a lottery number after those who deposited on time. To participate in the housing lottery you must have no outstanding financial obligations to the college.

**Learning Communities**

If you are interested in a Living Learning Community, you can indicate that on your Housing Deposit/Intent Form. You will be contacted with further information on selection choices for that LLC.

**Lottery Numbers**

Housing Selection involves a lottery process. All students who deposit will receive a lottery number by their class year. You will select your housing in lottery number order, with rising Seniors selecting first, rising Juniors second and rising Sophomores third. You will receive YOUR lottery number after April 2nd. For example, if 300 students make a housing deposit, then each student will be assigned a number from 1 to 300. Lottery numbers will be randomly generated and assigned by computer to determine eligibility.

**Pulling Students In:** Students with eligible lottery numbers may be “pulled” into a residence hall room or suite by someone with a lower, eligible lottery number participating during their designated date and time. For example, the student with lottery number 25 may pull in students with lottery numbers 200 and 300 to fill a room or suite. Your roommates must have deposited ON TIME to be pulled in or pull others in. It’s important that everyone in your group deposit by March 23rd.

**Proxy/Stand-in:** If you are not able to attend your Housing Selection Day time due to class or another obligation, you may fill out a Proxy Form. The Proxy Form gives another student permission to come and select for you. If you are looking to room with someone in particular, and they are able to come and you aren’t, fill out the Proxy Form and turn it into the Office of Residence Life by April 2, 2013.

**Housing Selection Day!**

You will be assigned a time frame to attend selection day based on your lottery number. This is FRIDAY, APRIL 19th. When you come at your assigned time to select your room, you will need:

- Your Campus ID card
- Completed Housing Application and Agreement and the Agreement of anyone who has selected you as his/her proxy.

There will be staff present to organize you into lottery number order before each time period, to check that all forms are filled out correctly and that only eligible lottery numbers are participating in the process at the designated times.

**Have a Plan:** Prior to selecting a space, plan alternative choices for yourself and roommates. Ensure you have thought about all options before your designated time. Discuss alternatives with potential roommates in the event you are not able to sign up for the room you desire. Understand that if you are required to split a group into smaller groups, only the group with a lottery number for the current time will be allowed to sign up. The other group will have to come back during their designated time. We will help you through this process.

**Roommates:** The Housing Selection process has been designed to accommodate your roommate requests whenever possible. You are encouraged to select a roommate(s) prior to the process and discuss potential issues before selecting a space. Roommates may utilize the lowest eligible lottery number among the group in order to select at the earliest possible time on Housing Selection Day. If, after the conclusion of the selection process, any resident is still without a roommate, the open space will be assigned.

Need to find a roommate? “Resident without Roommates” is a binder in the Office of Residence Life that you can list your name in search of a roommate. You can look at the list and make contact and hopefully find a match prior to selection.

**Study Abroad/Co-Op Student:** Students currently on study abroad during the Spring 2013 semester may participate in the Housing Selection process. Students will be assigned random lottery numbers determining their eligibility. Study abroad/co-op students will need to submit a proxy form to the Office or Residence Life or fax a signed letter indicating their proxy designee in order to participate by April 8, 2013. You will then receive your housing lottery number via CHC email. **Commuter Student:** Students currently commuting are welcome to participate in the Housing Selection Process. They are required to deposit during the Deposit Days as stated above and will receive a lottery number like all other deposited students.

**Housing Agreement Terms of Occupancy**

Once you have selected a space, you are contractually and financially obligated for the full 2013-2014 academic year. Housing Application and Agreement becomes a binding agreement for the full 2013–2014 academic year. It is like signing
a lease—you cannot simply cancel it. Designated Break Periods are not included in the housing contract. See Break Periods below for more specific information. **DO NOT SELECT HOUSING AND EXPECT TO BE RELEASED FROM YOUR CONTRACT FOR ANY REASON.**

**Break Periods:** As designated by the Housing Application and Agreement, Thanksgiving, Winter, Spring and Easter Breaks are not included in the terms of occupancy. Residents that reside more than four (4) hours away/300 miles from their permanent place of address may request to stay during Thanksgiving, Spring Break and Easter only. Applications will be available during the semester and additional housing charges may apply if approved to stay for the break. In addition, residents may be asked to relocate to remain in housing for the break period.

**Meal Plans:** All residents receive a 19 meals-per-week board plan. Students residing in Lincoln Woods may opt out of a meal plan or select a 100 meal block plan.

**Health & Special Need Requests:** Any students requesting special accommodations for medical reasons must submit appropriate documentation by April 2, 2013 for consideration. It is necessary to submit requests and documentation each year for review. This is done through the Housing Accommodations Form. Requests based on medical reasons must be documented and supported by a licensed doctor and indicated on official letterhead with contact information. Students who receive housing accommodations may be assigned to a space on campus and may not have the option to select during the selection process or be able to select a roommate of their choice.

_Housing Selection details subject to change._