



**OFFICE OF RESIDENCE LIFE**

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[www.cbu.edu](http://www.cbu.edu)

**To: CBU Students**

**From: Alton Wade, Director of Residence Life**

**Date: February 12, 2018**

**Re: Returning Student Housing Sign-Up Procedures 2018-2019**

**Returning Housing Contracts must be completed using the online form at the following link:**  
<https://formsrv.cbu.edu/webforms/housing/>

**DATES AND DEPOSIT INFORMATION FOR HOUSING SIGN UP**

The Business Office is open to receive checks, credit card, or cash payments for fall assignments. Please remember The Office of Student Life **CANNOT** accept deposits of any kind. Deposits may also be made online via CashNet. Make sure you check your CBU e-mail (or forward it to a preferred e-mail address) as we will be sending you updates on the Housing Sign-Up.

Please keep a copy of your deposit receipt for your records.

	Capstone Apartments	Living Learning Center	Stritch Hall	Rozier Hall
<b>Non-refundable deposits and completed housing contracts due</b>	<b>\$300</b> Friday, February 23, 2018	<b>\$300</b> Friday, February 23, 2018	<b>\$300</b> Friday, March 2, 2018	<b>\$300</b> Friday, March 2, 2018
<b>I will choose my room on</b>	Wednesday February 28, 2018	Wednesday February 28, 2018	Tuesday, March 13, 2018	Tuesday, March 13, 2018
<b>I will come to</b>	Living Learning Center	Living Learning Center	Living Learning Center	Living Learning Center
<b>At this time</b>	6:00 p.m.	6:00 p.m.	5:00 p.m. (4:30 p.m. *)	7:00p.m. (6:30 p.m. **)

*\*Same room Stritch residents may come 30 minutes early to select his or her same room*

*\*\* Same room Rozier residents may come 30 minutes early to select his or her same room*

Some rooms will be restricted for various reasons: staff spaces, special purpose rooms, and freshman rooms. For those wishing to live in the Living Learning Center next academic year, there is a specific procedure for your sign-up process. Undergraduate students may not sign-up for spaces in the Avery Apartments as that building has been designated as graduate housing.

**Fall contracts are for the full academic year (exception: students graduating in the fall, studying abroad, or students who completely withdraw from the University). Residents who sign a contract will be financially responsible for room & board charges for both the fall and spring semesters. Any deviation from this policy must be approved – in writing – by the Associate Vice President for Student Life.**

If you have any questions, feel free to e-mail me [awade2@cbu.edu] or come by the office to see Wilson or me.

Alton Wade  
 Director of Residence Life



## **ARE YOU SIGNING UP FOR CAPSTONE? (Please read carefully)**

- Please make sure your housing contract has all other roommates listed and your deposit has been made. Once all students in a given apartment have completed the online contract and paid the deposit, you will receive point verification from Alton or Wilson in Residence Life.
- The Capstone Apartment sign up is based on a point system that determines the order in which students choose housing. Groups having the most points – and a complete apartment of four individuals - have first choice, and within each point total the sign-up order is based on randomly drawn lottery numbers. Lottery numbers will be chosen at 12:15pm on February 28, 2018 in Alfonso Dining Hall. Students are welcome to be present as the lottery order is drawn. Lottery results will be posted outside the Office of Student Life at 1:30p.m. with selections beginning February 28th at 6:00pm in the LLC Lounge.
- Points are awarded based on the number of credits at the end of the previous fall term. Class standing is determined by the credit hours listed in the Compass and verified with a list provided by the Office of the Registrar. The determination of the Registrar is final and cannot be contested.
  - Senior..... +4 points
  - Juniors..... +3 points
  - Sophomores.....+2 points
  - Freshman..... +1 Point
  - Past Capstone Resident.....+1 Point

**STUDENTS WILL NOT BE GIVEN AN ASSIGNMENT WITHOUT A DEPOSIT. DEPOSITS MUST BE PAID IN THE BUSINESS OFFICE OR ONLINE VIA CASHNET. BED SPACES ARE A PREMIUM!**

### **THE CAPSTONE PROCEDURE**

1. After deciding roommates for the following year, students may pay the appropriate deposit to the Business Office – or via CashNet – and submit the online housing contract.
2. Once all members of a full apartment or suite have paid, the group should submit receipts to the Office of Residence Life. will receive a confirmation e-mail from the Residence Life Office [Alton or Wilson] by the assigned deadline.

**Please Note: It is recommended that all students have their parent or guardian read the housing contract. When the housing packet is returned the points are verified and a point group is given to the students. Point verification is strongly recommended before February 26<sup>th</sup>. Residence Life strongly recommends that each group reviews its point total. Concerns should be addressed BEFORE students turn in their completed applications. Students will not be able to dispute their point total after MONDAY, the 26<sup>th</sup> of February .**

3. Come on February 28, 2018 for the lottery in Alfonso Dining Hall at 12:15pm to receive your number in the housing lottery.
4. Beginning at 6:00p.m. on February 28, 2018 in the LLC Lobby, you will be able to pick your particular suite or apartment based on the lottery results.

### **GUIDELINES FOR CAPSTONE HOUSING SIGN-UP**

- Residence Life strongly urges students to find roommates and to have a complete group, as Residence Life assigns all incomplete groups over the summer. In addition, incomplete groups will be assigned additional roommates to fill vacancies.
- All complete four-person capstone groups will have the opportunity to select an apartment, before any incomplete groups.
- Any group caught deliberately falsifying information in their housing packet, including, but not limited to, forging signatures or reporting inaccurate housing points, may be placed at the end of the lottery, regardless of their group's point total.
- Preferred housing is limited. Groups with the most points sign up first.
- Any student not receiving housing during the housing sign-up process may complete a contract online and submit their deposit electronically or in person to the Business Office. You will receive correspondence from Residence Life within 72 hours.

**Make sure you check your CBU e-mail (or forward it to a preferred e-mail address) as we will be sending you updates on the Housing Sign-Up.**



Some rooms will be restricted for various reasons: staff spaces, special purpose rooms, and freshman rooms. Undergraduate students may not sign-up for spaces in the Avery Apartments as that building has been designated as graduate housing.

### **ARE YOU SIGNING UP FOR LLC? (Please read carefully)**

- *Non-refundable Deposits and completed housing contracts Due Friday, February 23rd*
- Pay the Housing Deposit in the Business Office or online through CashNet.
- Submit your online housing contract by or before the LLC application due date. On it, be sure to identify your 1st and 2nd preferences for Learning Communities for which you can meet the admission requirement and expectations (Sustainability, Business, Honors, or Science & Engineering), any roommate preferences, and room type 1st and 2nd preference (Single, Double, or Triple). The number of bed types and the number of spots allocated for upperclassmen on each LLC floor is limited.
- Please send Dr. Ben Jordan an advance email at [bjordan1@cbu.edu] about which Learning Communities you are interested in, your major, if you are in the Honors Program, or Dr. Jordan's HUM 210 Fall Sustainability class so I can verify if you are eligible to be considered for the Community you selected. If you can't fit any of these 4 Communities, please contact Dr. Ben Jordan.
- Priority in LLC dorm assignment for the limited spots designated for returning students will be given first to current LLC residents whom their specific Learning Community's Director deem to have been highly active participants thus far this school year in its professor-led activities. The next criteria is determined by this year's semi-active Learning Community participants and applicants new to the LLC dorm, and lastly by current LLC dorm students whom have not been active in their Learning Community's professor-led activities this school year. Then, date of housing application/deposit and room type and gender availability on each Community's floor will determine the specific order of placement within each priority category.
- Each Learning Community will be grouped together on 1 floor of the LLC dorm. Preference for roommate assignment will be given to those who prefer someone in that same Community. We will work to accommodate students wanting to live with a roommate from another Learning Community, but it will be on the floor that has available space
- Then bring a printed copy of your completed Housing Application form, the receipt for the deposit, and any roommates you prefer to the Living Learning Center table at the LLC Housing Day Sign-Up event.
- If you have done all the above and the LLCs Director can confirm that you fit the requirements of your chosen Learning Community, then you will be informed at the LLC Sign-Up Day table if you will have a spot reserved in the dorm.
- Each Community's floor location and precise room numbers for each student can't be set until after incoming freshmen are confirmed in their Learning Community designations during summer Orientation sessions, so specific Living Learning Center dorm room number assignments won't be sent out until August 7 by email.

### **ARE YOU SIGNING UP FOR STRITCH?**

- Students wishing to live in Stritch must pay the appropriate deposit to the Business Office – or via CashNet – and submit the online housing contract.
- Please have your housing confirmation receipt available beginning at 5:00p.m. on March 13, 2018 in Living Learning Center Commons. Returning Stritch residents may request their same room between 4:30pm-5:00pm, IF and only if, your deposit has been made and your contract completed.
- New Stritch Residents may sign up for housing between 5:00pm and 5:30pm, IF and only if, your deposit has been made and your contract completed.
- Some rooms will be restricted for various reasons: staff spaces, special purpose rooms, and freshman rooms. For those wishing to live in the Living Learning Center next academic year, there is a specific procedure for your sign-up process. Undergraduate students may not sign-up for spaces in the Avery Apartments as that building has been designated as graduate housing.

### **ARE YOU SIGNING UP FOR ROZIER?**

- Students wishing to live in Rozier must pay the appropriate deposit to the Business Office – or via CashNet – and submit the online housing contract.
- Please have your housing confirmation receipt available beginning at 7:00p.m. on March 13, 2018 in the Living Learning Center Commons. Returning Rozier residents may request their same room between 6:30pm-7:00pm, IF and only if, your deposit has been made and your contract completed.
- New Rozier Residents may sign up for housing between 7:00pm and 8:00pm, IF and only if, your deposit has been made and your contract completed.



## **GENERAL POLICIES ON DEPOSITS, CANCELLATIONS, AND CONTRACTS**

### **LIVE-IN REQUIREMENT**

Freshmen and sophomores are expected to live on campus. Exceptions may be granted based on marital status, child custody, veteran status, domestic care responsibilities, demonstrable financial need, a relevant documented medical condition or being older than twenty-two. All requests for exemption to this rule must be made in writing and submitted for approval to the Admission Office.

### **ROOM DEPOSIT**

A non-refundable \$300.00 room deposit is required annually to secure housing for the next academic year. If the student remains in housing, the deposit will be applied to the overall fall balance. Should the student subsequently cancel housing, the deposit will be forfeited. After August 1, the student will be responsible for the room and board charges for the academic year unless he/she completely withdraws from the University or graduates.

### **BREACH OF CONTRACT (PLEASE NOTE)**

**Fall contracts are for the full academic year (exception: students graduating in the fall, studying abroad or students who completely withdraw from the University). Residents who sign a contract will be financially responsible for room & board charges for both the fall and spring semesters. Any deviation from this policy must be approved – in writing – by the Associate Vice President for Student Life.**

### **GENERAL POLICIES ROOMMATE CONSOLIDATION**

Residence Life makes every effort to assign each resident to his/her preferred room configuration. However, if a resident is currently being billed for a double room assignment and does not have a roommate, or the roommate moves out, he/she may receive a roommate with little to no notice provided. Residents living in the Apartments may be consolidated to other apartments comparable to their current one when the number in that apartment falls to two residents or less.

### **CONTRACTED PERIODS AND SPECIAL RATES**

The residence halls are operated primarily for use by CBU full-time Day students. Fall assignments/contracts are for the full academic year (both fall and spring semesters). The academic year begins the first day of the Day Program Orientation and ends the last day of final examinations for the Day Program spring semester. The contract does not include housing for fall, Christmas and spring breaks. Special living arrangements during these periods are possible and charges may apply. Please contact the Director of Residence Life about eligibility and pricing.

### **FALL AND SPRING BREAKS ----- 2018/2019**

- **FALL BREAK DORM CLOSURE (OCTOBER 12 AT 6:00PM - OCTOBER 21<sup>ST</sup> AT 10:00AM)**
- **SPRING BREAK DORM CLOSURE (MARCH 1<sup>ST</sup> AT 6:00PM – MARCH 10<sup>TH</sup> AT 10:00AM)**

### **THANKSGIVING AND EASTER BREAKS**

The residence halls will be open as usual for these short holidays. Residents will not be charged for staying over these breaks.

### **CHRISTMAS BREAK**

#### **RESIDENCE HALL CLOSURE (DECEMBER 14<sup>TH</sup> AT 6:00PM – JANUARY 6<sup>TH</sup> AT 10:00AM)**

During the summer and Christmas breaks, the Maintenance Department cleans all bathrooms. It is, therefore, necessary that all personal belongings and carpets be removed from the bathrooms to allow cleaning.